**PROFESSIONAL CONVERSION PROGRAMME COURSE WITHDRAWAL AND DEFERMENT POLICY**

 *(Effective: 26th October 2017)*

**COURSE WITHDRAWAL POLICY**

1. The withdrawal policy applies when an employer intends to withdraw an employee from SCALA Logistics Professional Conversion Programme (Referred to as the Course).
2. Course commencement is defined as the period when the employee has either:
	1. Started his/her first OJT or
	2. First classroom training
3. To initiate the Course withdrawal request the employer must complete the Course Withdrawal Request Form with all supporting documents and submit the form to SCALA via email at course@scala.com.sg

**WITHDRAWAL OF EMPLOYEES WITH CAUSE**

This applies to withdrawals under the following circumstances:

* 1. Poor health (Supported with a medical report)
	2. Overseas posting by employer (Supported with documentation from employer)
	3. Resignation (Supported with resignation letter)
	4. Termination of employment (Supported with employment termination letter)
	5. Any other work related reasons (Supported with documentation from employer)

Withdrawal before the course commencement:

* 1. The withdrawal request must be submitted before course start date.
	2. SCALA will process the request within one (1) month and refund the full course fees paid

Withdrawal upon commencement of course:

* 1. The withdrawal request can be submitted at any time
	2. No refunds will be provided.
	3. Salary support will cease from the withdrawal date
	4. SCALA will process the request within one (1) month

**WITHDRAWAL OF EMPLOYEES WITHOUT CAUSE**

This applies to withdrawals under the following circumstances:

1. Unable to successfully complete WSQ assessments despite re-assessments. (Unable to obtain C – Competent result)
2. Absenteeism without any valid reasons for more than 1.5 training days (unable to provide MC, Company letter, etc)
3. Personal reasons
4. Other reasons which SCALA and SSG/WSG deem as grounds for withdrawal without cause.

No refunds will be provided.

Salary support will cease from the withdrawal date

**DEFERMENT OF COURSE**

This applies to circumstances where the employee has to have his course ending date deferred due to reasons listed below Employers have to submit the deferment requests to SCALA via email at course@scala.com.sg.

Reasons for course deferment include:

1. Long term medical / outpatient / hospitalisation leave, with medical practitioner confirming that employee can return to work and course (Supported with a medical report)
2. Maternity leave (Supported with medical report, estimated delivery date and expected maternity leave application)
3. National Service reservist call-ups (Supported with reservist call-up letter)
4. Temporary overseas posting by employer where employee can return to complete course (Supported with documentation from employer)
5. Other reasons which SCALA and SSG/WSG deem as grounds for deferment.

The SCALA will process the deferment and schedule a suitable course recommencement date for the employee.

Salary support will cease during the deferment period.