

Irem Ayse OZKAN
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Kaplan Language School
35 The Esplanade #250
Toronto, ON M5E 1Z4

Subject: Notice of Withdrawal and Request for Refund

Dear Admissions Officer,

I hope this letter finds you well. I am writing to inform you of my decision to withdraw from the IELTS Intensive Course scheduled to commence on 03.04.2023. Due to unforeseen personal circumstances, I am unable to participate in the course at this time. In accordance with the refund policy outlined in my enrollment contract, I kindly request a refund for my paid tuition and any related fees, excluding the application fee. As of today's date, April 1st, I am providing notice of withdrawal before the program start date and within the specified time frame to qualify for a refund. As detailed in the refund policy, Kaplan will retain 20% of the tuition, to a maximum of \$1,300. I have not yet received any course materials, so I request a refund for the fees paid for these materials as well. For your reference, here are the details of my enrollment:

Name: Irem Ayse OZKAN

Student Number: 2070464

Course Name: IELTS Intensive Course

Program Start Date: 03.04.2023

Tuition Paid: 6.737,00 CAD

Please confirm the receipt of this letter and inform me about the next steps in the refund process. I appreciate your assistance and understanding during this time. If you require any additional information or have any questions, please feel free to contact me at (437) 431-8009 or av.iremayseozkan@gmail.com

Irem Ayse OZKAN