

## Exit Form

### Terms and Conditions

- Learners can only exit a course before completing 25% of the total training hours.
- If the learner provides a valid reason and supporting evidence (from a company or medical reports), they will receive a 50% refund on the course fees, upon approval.
- The learner will receive the refund outcome within 7-10 working days from submitting the exit form.
- Learners who exit a course after 50% completion will not receive any refund.
- Supported learners from Tamkeen can withdraw from a training course before 50% completion if they have a valid reason that is documented in the exit form.

<b>Learner Name</b> اسم المتدرب	
<b>Learner CPR</b> الرقم الشخصي	
<b>Course Title</b> عنوان الدورة	
<b>Date</b> التاريخ	

### Reason for Exit

Medical reasons أسباب طبية	<input type="checkbox"/>
Family/personal emergency طوارئ عائلية/شخصية	<input type="checkbox"/>
Change in employment status تغيير في الحالة الوظيفية	<input type="checkbox"/>
Program not meeting expectations عدم تلبية البرنامج للتوقعات	<input type="checkbox"/>
Other (kindly specify): (يرجى التحديد) أخرى	<input type="checkbox"/>

### For Admin Use Only للاستخدام الإداري فقط

Exit Approved تم قبول الخروج <input type="checkbox"/>	Exit Rejected تم رفض الخروج <input type="checkbox"/>
Rejection Reason سبب الرفض	
Administrator Name اسم الموظف الإداري	Administrator Signature توقيع الموظف الإداري

Learner Name اسم المتدرب	Signature التوقيع
<input type="checkbox"/> I confirm that the information about me provided in this form is accurate and truthful.	Date التاريخ