

Tamkeen Program Withdrawal Process

The **Tamkeen Upskilling and Employability Program** is designed to support learners in developing employability skills, gaining certifications, and accessing career opportunities. Withdrawal from the program is strongly discouraged and permitted only through a structured process.

The following process applies to all learners who wish to withdraw from the program:

Step 1: Mandatory Reflection Period

- Learners must wait a minimum of **48 hours** after their initial withdrawal request before it is processed.
 - During this period, learners must complete a **Withdrawal Request Form**, which includes:
 1. **Reason for Withdrawal** (e.g., lack of time, financial issues, motivation concerns, coursework difficulty).
 2. **Alternative Support Options Explored** (e.g., tutoring, flexible scheduling, mentorship).
 3. **Impact Acknowledgment Statement**, where learners confirm that they understand they will no longer have access to program benefits such as certification, career support, job placement assistance, and networking opportunities.
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Step 2: One-on-One Counseling Session

- All learners requesting withdrawal must attend a **withdrawal counseling session** with a career coach or program advisor.
 - The session will cover:
 - Possible **solutions** to the learner's challenges (e.g., flexible deadlines, mental health resources, tutoring).
 - **Long-term impact** of withdrawing, including potential loss of career-building opportunities.
 - **Alternative pathways**, such as switching to a different learning track or taking a temporary leave of absence instead of a full withdrawal.
 - <https://calendar.app.google/QsoNBMo8nKeAV16Z9>
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Step 3: Exit & Appeals Process

A. Standard Conditional Exit

- If a learner **insists on withdrawing** after the counseling session, they must submit a **formal withdrawal request** in writing via [ahmed@localizedlearning.com].
 - The request must include:
 1. A written **commitment statement** acknowledging the impact of withdrawal on career prospects and future Tamkeen eligibility.
 2. A confirmation that they understand that we will be sharing their withdrawal request with Tamkeen,
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Step 4: Finalization of Withdrawal & Consequences

- If a learner **withdraws without completing this process**, they may face:
 - **Notification to the Ministry of Labour,**
 - **Loss of all program benefits**, including career services, certifications, and networking opportunities.
 - If a **temporary deferral** is granted instead of a full withdrawal, the learner may have the option to **rejoin a later cohort**, subject to availability.
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Summary of the Combined Withdrawal Process

Step	Action	Purpose	Outcome
Step 1	Mandatory 48-hour reflection period & Withdrawal Form	Encourages reconsideration and explores support options	Learner re-engages or moves to Step 2
Step 2	One-on-One Counseling Session	Helps address learner challenges & offers alternatives	Learner remains in the program, defers, or moves to Step 3
Step 3	Standard Withdrawal Request	Ensures the learner formally acknowledges the impact	Conditional withdrawal with restrictions
Step 4	Final Exit Process	Ensures proper documentation and enforcement of consequences if any	Learner exits or remains based on decision