



## **REFUNDS, DEPOSITS AND WITHDRAWALS – 2018/2019**

### **7.1 Refunds**

Tuition fees are non-refundable unless a written request is received for exceptional circumstances. Exceptional circumstances could include for example withdrawal from a course due to ill-health reasons, or exceptional family circumstances.

Refunds for International students are only available where a visa application is made following immigration guidelines and the visa application is unsuccessful. When a refund is confirmed, £250 of the deposit/fee will be retained by the college to cover administration costs.

A full refund (100%) will be offered if a course is cancelled by the College. The Head of Centre must inform the Head of Finance (or Finance Manager) and provide the relevant course and student details.

### **7.2 Deposits**

International students are required to pay 100% of fees prior to the College issuing an unconditional offer. In very rare circumstances, and at the discretion of the College, alternative arrangements may be agreed.

Both deposit and refund information for International applicants is provided at enquiry stage, and is also available on the College's International web pages.

### **7.3 Withdrawal from a course**

Where a student withdraws or is withdrawn by the college for non-attendance or non-submission of work they will be liable for any outstanding fees.

In exceptional circumstances a student may withdraw from a course and be eligible for a refund as above.