

1. The registration fee of £100 is non-refundable.
2. It is a condition that the College requires at least 80% attendance from a student before examination. In the event of a student being expelled by the College, no fee will be refunded.
3. If a student decides to withdraw, they can apply for partial refund of the paid up tuition fees but only if they have not attended any classes for their course. No fees will be refunded if they have attended any classes.
4. Tuition fees are non-refundable if after the commencement of the course, the student stops attending or leaves the course before its completion. Also they are not refundable if the student is suspended from the College.
5. Home students or students not requiring a student visa to enter or remain in the UK may claim a refund of the course fees paid (less an administrative charge of two hundred pounds) provided written notice of cancellation is received by the College at least two weeks before the commencement of the course. If notice is not received in time, one term's fee will be deducted before a refund is made.
6. Students requiring a student visa to enter or remain in the UK may claim a refund of the tuition fees paid (less an administrative charge of one hundred pounds) only if their visa application has been refused and the College is informed prior to the commencement of the course.
7. To claim a refund student must submit the original refusal letter and the receipt for the fees paid along with original documents of the admission offered by the College. No refund is due if it is not claimed within four weeks of the refusal.
8. If by discretion of the College students are allowed to pay their fees by instalment then students are still liable for the fees either for the whole course or minimum for a one-year (whichever is smaller), even if the students discontinue their studies or cease to continue.
9. The College reserves the right to cancel any course prior to the commencement date.
10. Students are not entitled to any refund of the deposit where the enrolment has been supported by a visa letter from High Commissions/Embassies or the Home Office in the UK or any other documentation.
11. No refunds are due when students postpone the commencement of their course while in the UK.
12. The College Board of Directors reserves the right to amend refund policies. Refunds are made subject to the prior approval of the College Board of Directors.
13. A minimum of two weeks is needed to process the refund after the receipt of the completed documentation.
14. No interest is paid on a refund of any deposit.