



**LONDON
CHURCHILL
COLLEGE**

TUITION FEE REFUND POLICY

JULY 2010



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TUITION FEES OBLIGATION

Tuition for the college courses are charged per academic year and are determined at the time of the student's registration.

Students who enrolled for a course have a legal obligation to pay all the tuition and fees. Partial payment options are available during early registration.

Unpaid tuition fees are subject to the collection procedures of the college, which may include placing holds on future registration, withholding transcripts or other services and possible referral to a collection agency.

Reimbursement- existing students (already in the UK)

Once enrolled, a student is liable for the fee identified or agreed at the time of the registration or enrolment agreement regardless of whether they subsequently decide to withdraw from the course and is not eligible for any refund. Reimbursement in whole or in part of fees paid will not be considered once a student is enrolled and subsequently terminated or withdrawn due to his/her poor attendance, poor academic performance, nonpayment, gross misconduct, failed to meet immigration rules, visa refusal or any other reason college is not liable for. This is also applicable where college could not issue CAS to an enrolled student due to his/her lack of fund or English language proficiency test, poor attendance or poor academic result.

Reimbursement- potential students (overseas or new applicants)

➤ **Visa granted**

Once the student has been granted a visa by the UKBA under the college visa letter/CAS, no refund will be made **except on special circumstances stated in this policy.**

➤ **No-show students**

Students are required to report to the college within 10 days of their arrival in the UK or receiving their visa from UKBA if the students are already in the UK. If they don't report to the college within 10 days, they will be considered as "No Show" students. No refunds of tuition and/or deposit fees will be issued for the students with no-show category.

➤ **Visa refusal**

Once a CAS or unconditional offer is issued, the potential student must enrol with the college within 2 months of the CAS or unconditional letter issue date. For a potential student who is not successful in obtaining a visa within 2 months, a full refund less administrative charges of £300 will be granted.

No refund will be made in the following events:

- Visa refusal that occurs due to any kind of deception such as students producing fake documents or misrepresentation or failed to disclose vital information to the college or UKBA.
- Failed to provide required/necessary original documents to the relevant British High Commission/Embassy/UKBA
- Failed to show required maintenance fund

All refund requests must be made in written form along with a copy of the official visa refusal letter by the relevant High Commission /Embassy/UKBA within 4 weeks of the refusal date otherwise no refund will be made.

➤ **Expiry date of CAS or unconditional letter and associated administration charges:**

If a potential student fails to apply for a visa within 2 months of CAS or unconditional letter issue date, the college reserves the right to withdraw the CAS or unconditional letter and notify the UKBA accordingly. For a student who has applied for a visa but a decision has not yet been made by the High Commission/Embassy, the student must incur a cost of £300 per month from the end of the 2nd month. If the visa is refused then the remainder of the deposit [i.e. deposit less associated costs and original administration charges (i.e. £300 + late charges £300 per month)] will be refunded.

➤ **Course withdrawal**

If for any reason a student decides to withdraw from the programme of study before the CAS is issued by the college, he/she must notify the college in writing. Written notification must be sent to the Director of Administration eight weeks before the start of the programme. For such withdrawal request which is received more than eight weeks before the course commencement date, an administrative charge of £300 will be deducted from the deposit and any balance held will be refunded.

For a course withdrawal which is received less than eight weeks before the course commencement date, the deposit will not be refunded, but the balance of any fees already paid will be refunded.

General issues

➤ **Discontinuation of registration**

If the College requires a student to leave the course or programme for

reasons of student code of conduct, attendance, progress, or any other reasonable factors the student will remain liable for the whole amount agreed at enrolment process. Any reimbursement approved by the Principal will be made within a reasonable time from the date of receipt of the application for such reimbursement.

Discontinuation of courses

Where courses are cancelled by the College, the college may reimburse all payments on account related to the remainder of the course after deduction of administration, registration and commission charges. Refund request must be made in writing directly to the Director of Administration at the college within 4 weeks of the notification. For refund requests received more than 4 weeks after the notification, no refund will be made.

Course transfers

Any student who is enrolled on a course and wishes to transfer to a different course should put their request to their counsellors. The Programme Leader will make the decision. There will be no refunds for courses at a lower fee. If a student wishes to transfer to a new course in the middle of an existing course, the college reserves the right to demand all outstanding fees in the existing course and registration fees with the awarding bodies.

Course deferral

Students already in the UK are not allowed to defer their courses for the next academic semester. Overseas applicants may defer their courses for the next academic semester in special circumstances such as delays in their visa processing subject to the refund policy applicable for the relevant semester.

Refund process

All refund must be requested on the college Refund Request Form within the specified time supported by the documents if required. Refunds will be made within 4 weeks from the date college receives such requests.

