



## REFUNDS POLICY

- Each course requires a £250.00 Deposit.  
This is a non-refundable application processing fee.  
Upon the student starting the course the fee of £250.00 is deducted from the first terms fees.  
If the student does not attend the course the fee is non-refundable under any circumstance.
- Current College fees are set out on the learner agreement and are payable termly, in advance.  
Responsibility for payment either lies with the student themselves or with parent(s)/guardian(s) except when responsibility for payment comes from a third party.
- All students, parent(s) or guardian(s) are required to give one full terms notice of withdrawal from a course or to pay a terms fee in lieu of notice.
- There is no return of fees for absence from part of a course, for any reason, and students are strongly advised to consider taking out insurance for this reason.
- Refunds are not given in part or whole, due to student absence or illness. Any student wanting to withdraw from a course must make full payment of the following terms fees in advance, before leaving the college.