



CANCELLATION / REFUNDS

If you have to stop your course early, please read these rules and then complete the Cancellation/Refunds form which you will find in your school file. Hand in the completed form to the office in either Pembroke or Abon House.

Please don't ask us to make an exception to the rules.

What we agree to for one person, we must agree to for everyone.

- If we accept your enrolment, your **£250.00** deposit is **non-refundable**.
- Once you have enrolled, changes to bookings are subject to a £15.00 administration fee.
- If you wish to **postpone** your course for any reason, for example, if you **need a visa and are still waiting** for the visa to be issued, you must let us know **at least 2 weeks** before you are due to arrive, otherwise you will lose your £250.00 deposit and will have to pay another deposit before we can confirm a new starting date.
- If you need a visa and you have your visa application refused, we will refund your fees, less the £250.00 deposit, once we have seen the visa rejection letter.
- If, for any reason, you have to stop your course early, **your tuition fees are non-refundable**.
- If you wish to change or leave your accommodation, the school will refund your accommodation fees in full provided you give at least **2** full weeks' notice if you are in homestay accommodation or **4** full weeks' notice if you are in self-catering accommodation, except during the first 4 weeks of your stay when only **1** week's notice is necessary. Changes should always take place at weekends.
- If you have a General Student Visa, your accommodation fees will only be refunded if you show us documents proving that you are either enrolled and sponsored by another UK institution or you have booked and paid for a return flight home.

INSURANCE: Students are **strongly advised** to take out travel and medical insurance and insurance to cover tuition fees in case of cancellation and loss of personal possessions.