



Established in 1969

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## 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.*

If we accept your enrolment, your £200.00 deposit is non-refundable.

If you have to postpone your course for **any** reason, for example if you need a visa and you are waiting for the visa to be issued, then you must let us know at least 14 days before you are due to arrive at school, otherwise you will lose your deposit and will have to pay this again.

If you have to stop your course early, the school will refund your tuition fees **less 30%** provided that you give **2 full weeks' notice**. However, if you have a General Student Visa, we can only give you a refund if you show us the documents proving that you are either enrolled at another institution in the UK or you have booked and paid for a return flight to your country.

The school has a policy of reducing the fees for long-term students. Remember, if you take a holiday or if you cancel a part of your course, you may fall into a different fee category. In this case, your refund will be calculated with fees at the higher rate.

If you stop your course you will also have to leave your accommodation.

At least **two** full weeks' notice must be given for changes in accommodation, except during the first 4 weeks of a stay when one full week's notice is OK. Changes should always take place at weekends.

If you wish to leave school accommodation and find your own accommodation, provided that you give sufficient notice, you will receive a 100% accommodation refund.