



## *Alfred the Great College Refund Policy*

This policy is designed to clarify and explain to students, sponsors and College staff when refunds of tuition fees are appropriate and the reimbursement process involved.

### **Eligibility:**

- 1) You will receive a full refund of your tuition fees if Alfred the Great College is unable to provide the course as advertised.
- 2) You will receive a full refund of your tuition fee if your visa is refused.

If you are unable to take up your place at Alfred the Great College due to the refusal of a visa, you must write to the International Marketing Manager at the college or Britannia Overseas Admission Control (BOAC)

All claims should be submitted within six months of the date on your unconditional offer letter.

### **Claim documents should include:**

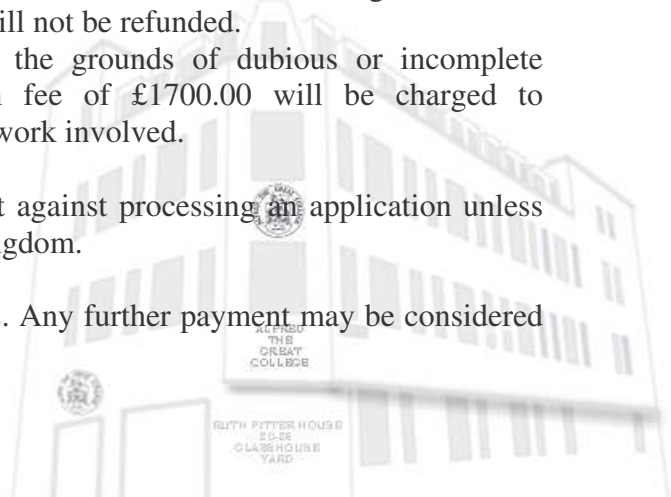
- 1) A copy of the rejection letter from the relevant British authority (Embassy, High Commission, etc).
- 2) All original documents issued by Alfred the Great College (acceptance/enrolment letter, receipts etc).

### **Ineligibility:**

- 1) Alfred the Great College will not consider any refund application after the Granting of a visa.
- 2) Any change of college after the granting of a visa will not invoke the refund policy.
- 3) No refund of your tuition fee will be made if your admission and CAS is cancelled due to lack of attendance or other matters according to the requirements of the United Kingdom Border Agency.
- 4) If you choose not to apply for a visa after Alfred the Great College has issued you with a CAS letter, your deposit will not be refunded.
- 5) If a visa application is refused on the grounds of dubious or incomplete paperwork, a higher administration fee of £1700.00 will be charged to compensate the College for the extra work involved.

Alfred the Great College advises any student against processing an application unless sure of an intention to travel to the United Kingdom.

A deposit is considered to be 50% of the fees. Any further payment may be considered for a refund.





### **The Refund Process:**

Once the College has received your refund request along with supporting documents, please allow us four weeks to process your refund application.

Please note that the College will deduct an administration charge of £300.00 for processing any refund.

Refunds will be made to the person or organisation that made the initial payment.

**No refund will be made under any circumstances if the student or sponsor fails to meet the above conditions, or is required by the Home Office to leave the United Kingdom because of poor attendance or any breach of the law.**

**Deferral to a later semester is by request and should not be assumed without confirmation.**

### **Bank Details:**

We request International Students to deposit or transfer money through the account of BOAC (Britannia Overseas Admissions Control). This to be by bank transfer, or demand draft in favour of BOAC.

Account Number: 21573721  
Sort Code: 40 02 17  
IBAN: GB44MIDL40021721573721  
BIC: MIDLGB2106A  
Bank: HSBC  
Payable to: BOAC (Britannia Overseas Admissions Control)

