

STUDENT REFUND POLICY

College of Business and Development Studies (CBDS) acknowledge the importance of managing effectively potential problem/conflict areas surrounding student's fee payments. The purpose of this policy shall be:

- * To aid clarification of matters ensuring from refuse.
 - * To clarify responsibilities and roles in matters relating to refund.
 - * To clarify College of Business and Development Studies position on refund matters.
1. College of Business and Development Studies is a private college which currently received no funding for any of its students. It will charge non EU nationals the full fees. This will vary dependent on the course type and duration.
 2. Fees and any additional charges must be paid prior to the commencement of the course. All fees and charges can be paid in cash, by cheque or credit card. However, where fees are paid in any other form rather than cash, they will not be deemed 'received' until College of Business and Development Studies has received a confirmation of 'received' from its bankers.

STUDENT CANCELLATION

3. College of Business and Development Studies acknowledges that in extreme cases students may be confronted with exceptional circumstances which may present them with difficulties and make it impossible for them to continue their course. If this is the case and the student leaves before the end of the 1st week following commencement of classes one thirds of the fee would be refunded. If the student leaves after the 1st week following commencement of classes no

refund will be given. Approval of refunds due to exceptional circumstances is at the discretion of the college management and would be based on case-by case. An administration fee of £150 will be charged for refunds requested by this category of students.

4. College of Business and Development Studies agents must ensure that student applicants read & sign the CBDS refund policy acknowledgement form to acknowledge their agreement to the terms of this Policy.
5. Other than refunds directly related to course fees, Students may be entitled to a refund in the following cases:
 - 1) Visa refusal letter: All original documents previously issued to the students by the college (including visa letters) must be returned to the college.
 - 2) Student waiting for visa in their home country: If confronted with mitigating circumstances (e.g. Illness) which prevents them from advancing on their application. All original documents previously issued to the students by the college (including visa letters) must be returned to the college.
6. In addition to other 'no fund' cases already covered in this policy, there is no refund in the following cases:
 - 1) If visa is granted to the applicant.
 - 2) If a student has already started their course refund consideration can only apply under exceptional circumstances which are at the discretion of the college management.
7. Where the college has acknowledged that a refund applicant may access refund, the following will apply:

Refund application within 10 working days

- **Visa refusal:** Where a refund request is made and received within 10 working days from the date recorded on the refusal letter, approval will be subjected to the deduction of the non-refundable component (of £250).
- **Mitigating circumstances:** Where a refund request is made and received within 10 working days from the date recorded on the medical certificate/note, approval will be subjected to the deduction of the nonrefundable component (of £250).

Refund application after 10 working days

- No refund is available after 10 days.

Please Note

- In case of visa's refusal day's counts from the date recorded on the refusal letter.
- In case of health oriented problem days counts from the date recorded in the medical certificate.
- All approved refunds are in UK pounds sterling. The student will be responsible for any bank charges/fees.
- The College reserves the right to change or amend any refund procedures at their discretion.
- All students enrolling at College of Business and Development Studies agree to, and are subject to, the terms and conditions of this Refund Policy.
- Students are responsible for taking out insurance to protect them against unforeseen circumstances that may prevent them from attending a programme of study in the UK, and to cover illness, accidents, hospitalisation, emergencies, and other contingencies while studying in the UK.

- Visa processing may take longer than expected, so students should apply early and expect delays. No refunds will be given if a student withdraws his/her application before a visa is submitted or processed irrespective of visa delays or other unforeseen delays.
 - Agents representing students are responsible for carefully checking that all student documents are originals and genuine, and that the documents issued by College of Business and Development Studies are carefully checked for any errors prior to submission to visa authorities.
8. Students should also note that no refunds apply in any other circumstance not covered in this policy. Examples of cases which may be presented as reasons for refund application are:
- The student has changed his/her mind.
 - The students can't get used to the weather in UK.
 - The student wants to change his/her course and move to another college.
 - The student cannot cope with the demands of the course.
 - The student's parents want them (the student) to return home (their country of origin).
 - The student no longer believes their course is accredited or valid.
 - The course involves too much assignment/ work.
 - The student's interest in the course has dried out.
 - The student does not feel that he/she receive enough support for the course.
 - The student's 'circumstances' has changed.
9. All College of Business and Development students applicant must read through this policy and sign the college's refund policy acknowledgement form. This document shall be retained in the students file and shall form part of the agreement entered into by the student with the college.

10. This policy is effective from the date stated above and replaces all previous policies on the same subject.

If you have any enquiries relating to this policy please email us on info@cbds.org.uk