

Birmingham College : Refund Policy

1) A student who requires a visa to enter or remain in the UK will be entitled to a refund of the tuition fee minus administration costs (£250) if his/her visa application is refused and he/she does not wish to re-apply for a visa. To obtain a refund, the student (the applicant) must complete the Refund Request Form, Bank Details Form and fulfil the following terms and conditions:

- *The Applicant must inform the College in writing within 7 days of the date of the refusal letter issued by the British Embassy. Proof of informing the College is compulsory in order to obtain a refund.*
- *The Applicant must send a copy of the refusal letter from the British Embassy with a request for a refund of fees to the College Office within 14 days of the date of the refusal letter issued by the British Embassy. If the refund request reaches the College after 30 days, 20% of the course fee will be deducted from the refund amount. The refund request must be communicated by the same person / email ID as the application received.*
- *The College is not liable for any refund after 30 days of the refusal letter being issued by the British Embassy.*

2) No fees are refundable once overseas students have been granted a visa or an extension of their stay in the UK. For local / EU students no fees are refundable after the student has been issued a Un Conditional Offer Letter.

3) If the student is granted unconditional admission by the College and he/she changes his /her mind about coming to the College and doesn't apply for visa, no fees will be refunded.

4) If for any unforeseen reason the College cancels a course, students will only be charged for the period of study with us and the remaining amount will be refunded. No further liability or compensation will apply to the College in any form.

5) No refund will be made if a student transfers to another UK institute/university.

6) A minimum of 6 weeks is required to process refunds following receipt of the application with all supporting documents.

7) No interest is payable upon any refund payments.

8) Fees paid to the college cannot be transferred to later start dates in the form of credit or be transferable to other students

9) Once letters of confirmation have been issued to third parties confirming full-time status, no refunds or course transfers are permissible other than in the instance of a visa refusal.

10) The College reserves the right to change or amend any refund procedures at their discretion. All refunds are subject to the approval by the College Principal.

11) In special circumstances (i.e. medical emergency or family deaths etc) it may be possible to cancel your course and claim a refund after you have already obtained your visa / registered & enrolled on the course. Students must provide documented evidence to the college confirming the 'special circumstance' to be considered. The final decision on granting the refund or not will be with the college principal and the student must agree to accept the decision.

12) The college is not liable for any form of compensations in cases of loss or damage incurred by the student whilst studying with Birmingham College.