

London College of Business

Cancelation Policy

Course cancellation

A full refund will be issued if the college deems it necessary to cancel a course.

London College of Business reserve the right not to conduct a programme if there will be no enough students to conduct the classes. The minimum number of students required to conduct classes is 15.

Withdrawals and refunds

Once registered, you are academically and financially responsible for your course(s) unless you withdraw officially by the deadlines below.

The College Policy on refund of fees is as follows:

1. Once a student has been fully enrolled, no refund is permitted or shall be made except in circumstances and situation where the College is advised in writing at least four weeks before the commencement date.
2. No refund is permitted or shall be made when a student withdraws once classes have commenced.
3. In case where a prospective student is refused a student visa, the College will refund all fees paid less a GBP150 administration fee. However, in such an event, no refund will be made unless the College has received all original copies of the College letters of enrolment plus an original copy of refusal from the appropriate immigration authority and/or medical certificate forbidding student to study.
4. No refund is permitted or shall be made when a student decides to leave the College for whatever reason after an extension of a student visa has been obtained through College facilitation
5. No refund is permitted or shall be made if a student enters the UK on a student visa obtained on the basis of the College's letters of acceptance and enrolment.
6. Where it is proved that a prospective student has submitted a forged document or documents with a view to obtain entry clearance, such a prospective student will not have his or her fees refunded by the College.

1. All refunds

- Students will remain liable for any money paid on their behalf and not recoverable by the College, e.g. examination or registration fees.
- Refunds will only be considered once the student's date of leaving is confirmed to the enrolment data department in writing.
- No refund will be made for instalment administration charges or where the value of the claim is less than £100.00
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2. Full refund

Students enrolling early who do not take up their place will be entitled to a refund of all fees paid subject to section 1 above.

3. Full refund of course fees, no refund of admin fee

Students on a standard 36 week study programme, who leave within the first 6 weeks (usually half term), will be entitled to a refund of all fees paid subject to section 1 above and except for any instalment fee. Refunds relating to shorter courses will be calculated on a pro rata basis. No refund will be considered if student has been issued CAS letter from the College

4. Partial refund

Students on a standard 36 week study programme, who leave between the 7th and 12th week (usually end of 1st term) will be entitled to a refund of 60% of the fees paid subject to section 1 above and except for any instalment fee.

5. No Refund

Students on a standard 36 week study programme, who leave after the 15th week (usually start of 2nd term) will not be entitled to a refund.

Refund Procedure

Whenever a student or prospective student decides to initiate a request for a refund, the request must be made in writing to the President.

1. Lead Time

Although the College will always endeavour to respond to refund requests with sense of urgency, under normal circumstances it takes up to six weeks to process a refund.

2. Transfer of Fees to another Person

From time to time, students who fail to attend College for bona fide reasons request the College to transfer the fees to a relative or friend's account. If and when the College decides to accept such a request, the fee will be transferred in full less a GBP150 administration charge. The College is under no obligation to honour such a request and such decisions are at the discretion of management.

- If the transfer is in favour of an existing student, the College will credit the account of the student and under no circumstances will the College refund the money directly to a student when the student account is in debit.
- **Withdrawal Within Four Weeks of Programme Commencement**
In the event that a prospective student withdraws from a course less than four weeks before the commencement date, a refund of fees will be made less a GBP250 cancellation fee