

Cancellation, Refunds and Charges Policy

If a student has been issued with a CAS visa letter and has been granted a visa to study in the UK with London College of Business (LCB), then the college will not refund any fees already paid.

If a student has been issued with a CAS visa letter and has not applied for a visa to study in the UK, then no refund is applicable. However, under exceptional circumstances, the management may decide to refund between 25% and 50%, decided on a case to case basis.

If a student has been issued with a CAS visa letter and has been refused a visa to study in the UK with LCB, due to no fault on the part of the student, then the college will refund all fees already paid, less £150 administration fee. However, if the refusal is due to an inappropriate application or providing misleading/forged documents in order to obtain a student visa, then no refund is applicable.

If the college cancels a programme, then students will receive a refund of 100% of fees already paid.

If a student has not been issued with a CAS letter, but wishes to withdraw from the programme more than 4 weeks prior to the programme start date, then the college will refund all fees, less £150 administration fee. If the student decides to withdraw from the programme between 4 and 2 weeks prior to the programme start date, then the college will refund only 50% of the total fee for the programme, less £150 administration fee. However if the refund request is made less than 2 weeks prior to the programme start date, or after the programme start date, then no refund is applicable.

In order to comply with the Consumer Protection (Distance Selling) Regulations 2000, online students will be entitled to a full refund if they notify the college of their desire to cancel within 7 days of payment.

For Masters Students:

- If a dissertation first attempt fails, then the student has the option to resubmit, but must pay a £250 administration fee. In such a case, a mark of distinction is not possible. If the second attempt fails, then the student will be offered a Post Graduate Diploma (PGD).
- If a dissertation first attempt is found to have been plagiarised, then the student has the option to resubmit a new dissertation, but must pay a £1200 fee. In such a case, a mark of distinction is not possible. Both the first and second attempts will be sent to the University, who may impose a further sanction.

Refund Procedure

All requests for a refund must be made in writing addressed to the college Principal (principal@lcbuk.org). The college will acknowledge requests for refunds within one working day, but may take up to 40 days to settle the matter.

Who will the refund be paid to?

Normally a refund will only be made directly to the person who made the payment. However, if the college is requested to refund the money to another person, a £150 administration charge will apply. The college is under no obligation to honour such a request and such decisions are at the discretion of the management.