

## Appendix D - Refund Schedule

Course Level	Fee amount	Refund due if withdrawal before 1 <sup>st</sup> Dec	Refund due if withdrawal after 1 <sup>st</sup> Dec but before the end of 31 <sup>st</sup> March	Refund if withdrawn after 31 <sup>st</sup> March
FE Full-Time (NC, NQ, City & Guilds)	£1,008 Home £5,000 International/EU	£1,008 N/A	£504 N/A	No refund due
FE Part-Time (NC, NQ, City & Guilds)	£510 Home £2,000 International	£510 N/A	£255 N/A	No refund due
FE Part-Time (Highers, National 4 & 5)	£280 £300	£280 £300	£140 £150	No refund due
HE Full-Time (HNC HND, Degree)	£1,285 Home £1,820 Home £6,000 RUK £6,000 International/EU	£1,285 £1,820 £6,000 No refund due	£642.50 £910 £3,000 No refund due	No refund due

### Full/Part-time Courses over full academic Year

### Short Part-time courses

Withdrawal date	Refund
Within first 1/3 of course	2/3 of fee
Withdrawn between 1/3 and 2/3 course completion	1/3 of fee
Withdrawn after 2/3 course completed	No refund

### Single Day courses

Cancellation	Refund
College cancels the course	Full refund, or alternative date offered
Student does not attend and has not given at least 48 hours notice	No refund
Student does not attend but has given at least 48 hours notice	Full refund
In exceptional circumstances, the Head of Sector will have discretion to award a refund, even if the student has not attended. For all refunds, the Head of Sector must approve the documentation to be proved to Finance.	

### Short Commercial Courses > 1 day

Cancellation	Refund
College cancels the course	Full refund, or alternative date offered
Student does not attend and has not given at least 10 working days' notice	No refund
Student does not attend but has given at least 10 working days' notice	Full refund
Student attended only part of the course and decided they do not want to continue	Student will be offered a pro-rata refund less £20 administration fee