



TEACHER TRAINING Refund Policy Guidelines

Payment Deposit Dates

- A £700 non-refundable deposit is required, payable when accepting a place on the course. The place will not be secured and may be offered to another student until the deposit has been paid in full.

Student Pulling Out of Course

- Students may withdraw from the course up to 28 days prior to the start of the course. A full refund of any fees paid will be returned within 28 days, subject to deduction of an £80 administrative fee.
- Students who wish to withdraw from the course after 28 days before the course start date will forfeit all fees paid to that date.
- Students who fail to attend or withdraw from the course on or after the start date of the course will be responsible for payment of the full course fees.

Procedure on how to make a cancellation

- Students should write to the Course Director as soon as possible giving reasons for withdrawing from the course and requesting in writing a refund if applicable.