



Academic - Refund Policy 26/27

- A £210 Inc. VAT non-refundable registration fee is charged on all courses.
- A charge is made for Confirmation of Acceptance for Study (CAS) Administration and Issue. This is £300 Inc. VAT.
- A deposit is required towards tuition fees prior to the issuing of a CAS. This amount is shown as a condition of acceptance on the first page of this Offer letter. The deposit must be paid to the college within the time specified, after which time the offer is no longer guaranteed.
- If paying all fees in advance, the remaining fees after the deposit payment are due prior to enrolment. If fees are paid in two instalments, the balance of the first instalment is to be paid immediately after receiving the Visa, and the second payment is due as per the dates stated on the Fees List.
- If a visa is rejected the college must be informed immediately and a copy of the refusal must be sent to the college. Failure to do this within 5 days of the refusal will result in all fees being non-refundable.
- The college reserves the right to insist, where it believes is appropriate, that the case is taken to appeal or to administrative review, or to insist upon a fresh visa application where the college feels it appropriate, prior to any refund being given. The college also reserves the right to pass the appeal or administrative review to an immigration solicitor when the college at its own discretion feels it necessary, which costs around £425 +VAT per hour. Usually taking around 2-3hours. On average we believe this will be approximately £1,500 +VAT. This amount will be deducted from the deposit or charged to the student via the expense account. If the student refuses to take the case to administrative review, appeal or to a new application when suggested by the college, any deposits and fees paid will not be refunded. The college must see the application for the appeal or administrative review and approve of it before it is submitted to the UKVI by the student or the immigration solicitor. The final approval of the review/appeal application must be done by Abbey College staff, rather than any local representative, and in cases where there may be disagreement on the wording of the review/appeal it will be the Abbey College-approved version which must be submitted. Failure to do so will result in any deposits and fees paid not being refunded. It is up to the student to ensure that the Abbey College has directly approved the review.
- If deception is listed as a refusal or if the previous immigration history was not presented or disclosed to the college or the UKVI, or if the UKVI suspects that documents are fraudulent, and this is included in the reasons given for rejection of an application, full fees are retained by the college. The onus is on the student to prove they are genuine through appeal or administrative review.
- Whether the administrative review is accepted or rejected, the result should be sent to the college within 5 days.
- The student must ensure that the balance of the first-year fees less the deposit paid are in an applicable bank account and for the correct period of time (at least 28 consecutive days), in a way that can be demonstrated by looking at the bank statements. If the visa is refused because of incorrect bank statements or insufficient fees then the deposit will not be returned. Please read UKVI guidance for details on requirements.
- If the student has accepted an offer but cancels their course prior to the issue of the CAS then 15% of the first term's fees are payable. If Abbey College has already issued a CAS for visa purposes for any course, and the visa has been granted, then the withdrawal policy would apply as per the student guide on the Abbey College website (1 full terms notice is required in writing). The return of the Deposit for cancellations is at the discretion of Abbey College.
- Textbooks and exam entry fees are not included in tuition fees; these will be charged to the expense account.
- Insurance is not included in the fees; please refer to the Student Guide for full details of the additional charge.
- Students must send a copy of arrival details, including electronic or scanned ticket, at least 72 hours prior to arrival in the UK.
- Except in exceptional circumstances, students will not be allowed to transfer from one programme to another once they have accepted a place on the programme or programmes offered.
- If a student decides to leave the college, then notice of at least one full term must be given, as per the Student Guide.
- Students must ensure that they maintain an attendance rate of at least 80%. Students who fail to maintain this level will be reported immediately to the UK Visa and Immigration.
- A £350 administration fee will be deducted before any refunds are made.