

## LONDON COLLEGE OF BUSINESS & FINANCE- REFUND POLICY

*All requests for refund must be made in writing by the applicant addressed to the London College of Business & Finance, Administration office and should clearly state the following:*

- \* Details of the applicant to include reference number & course details.
- \* Total fees deposited and the reason for request of tuition fees.
- \* Applicants bank details including swift codes to receive refund.
- \* All supporting and relevant documents to be returned to the college.

The following rules will apply under the given circumstances:

**1. Student refused visa:** - In such an event the student is required to submit to the college a refund request letter with information stated above, along with the visa original refusal letter from the British High Commission. The student would then receive a refund less £200 admin charge and any bank charges for the transfer. Refund processed within 4 weeks of receiving request letter along with supporting documents.

**2. Student obtained visa but wishes to cancel his course prior to arrival to the UK:**  
- In such an event the student is required to approach the British High Commission to cancel his visa and obtain a letter from the High Commission to state that the visa has been cancelled. The applicant is then required to submit a refund request letter as stated above along with the original visa cancellation confirmation letter from the High Commission. The applicant will be entitled to a 50% refund of the deposit paid. This will be processed within 6 weeks of receiving request letter along with supporting documents.

**3. Student arrived to the UK:** - Once the student has arrived in the UK, the student is not entitled to a refund. Student is required to attend classes, failure to which the concerned authorities will be informed.

**4. Student enrolling in the UK:** - Students enrolling in the UK are not eligible for a refund under and circumstances.

**5. Withdrawn Students:** - Students who obtain confirmation of acceptance of studies (CAS) and subsequently wish to withdraw from the course will be entitled to a 50% refund. The college will have to receive confirmation from the relevant High Commission to confirm that the student has not applied.