

LONDON COLLEGE OF BUSINESS & FINANCE- REFUND POLICY

To enroll on any course offered by the college, the student is required to place a fee deposit as specified on the conditional offer letter.

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 original visa 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/ Student arrives at the airport in the UK but is deported: - 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. The student is required to attend classes; failure to attend will result in the student being reported to the authorities.

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

5. Deception/Fraud: If the applicant or anyone acting on the applicant's behalf has used fraudulent measures to gain enrolment at LCBF the applicant will be entitled to a 50% refund.

6. Withdrawn students: - International students who obtain confirmation of acceptance of studies (CAS) and subsequently wish to withdraw from the course will be entitled to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. Students enrolling locally are not entitled to a refund.

7. 3rd Party Payments: - Students must send a signed letter to confirm that they agree the refund amount to be paid to a 3rd party. The letter must include name, company name, address, and bank account details.