

Queensbury College Tuition Fee Refund Policy



1. The fees are not refundable or transferable to another student under any circumstances.
2. Refunds will not be made to a third party unless we have received explicit authorization from the applicant to do so. This should be in the form of a signed hard-copy letter from the applicant specifically authorizing us to refund their fees to a named third party. This condition applies regardless of the source of the original tuition fee payment.
3. Registration fee (£200) is non-refundable
4. Advance payment:

a. If an overseas applicant makes a payment of fees (deposit) in advance this will be refunded if the student decides to withdraw his/her application before a Confirmation of Acceptance for Studies (visa letter) is issued,

b. Advanced payment: If an overseas student made a payment of fees (deposit) in advance this will be refunded, if the student decides to withdraw application after Confirmation of Acceptance for Studies (visa letter) is issued, but has not been used to apply for a visa.

c. Advance payment: If an overseas student makes a payment of fees (deposit) in advance this will be refunded if the student fails to get entry clearance. On production of the visa refusal letter a full refund will be made within two months. However, if the visa application is refused under paragraphs 320A and 320B of the Immigration rules (due to deception or fraudulent documents being provided for example) then the deposit is not refunded.

d. No refunds will be made if any attempt is made to deceive or mislead Queensbury College during the admissions process.

e. Advance payment: If a student's visa application was refused but the student failed to submit the original acceptance letter the original visa refusal letter and a copy of their passport to the college, no refund is applicable.

f. Advance payment: If the refund request along with the relevant documents set out in clause 4d reaches the College after the commencement of the course, the full fees for one academic semester will be deducted from the refund amount.

5. Overseas students will not be eligible for a refund or transfer of the fees already paid to the college once they obtain a visa on our CAS letter and have enrolled on their respective programme.
6. Overseas students who do not arrive at College to complete their enrolment once they have been granted a UK student visa through our sponsor licence must inform the College in advance of their situation and acquire an appropriate extension to the start of their course. If such students fail to inform the college in time and fail to enrol within a stipulated period of time they will be expelled from the college and will not be refunded.
7. If an overseas student arrives and wishes to defer to a later session, this is treated as a failure to attend the course student has been accepted for. This means that the deposit is forfeited and treated as a withdrawal (see below). In this case student will then need to leave the country and apply again for the later programme. The UK Home Office will be notified that the student is not studying at the College.
8. If a student is temporarily or permanently removed from the College attendance register due to poor attendance or misconduct no refund is applicable.
9. If a student pays by instalments and fails to pay outstanding fees within period stipulated in the agreed instalment plan without having been granted an extension to the payment due date, the student is liable to have his/her registration terminated and to be excluded from attending classes and using College facilities. No refund is applicable.
10. Students are required to attend all lectures, classes, exams and tests on time and submit written assignments as required by lecturers and tutors. The College reserves the right to expel a student if he/she doesn't fulfil the above requirements or for behaviour disruptive to the general conduct of the College. In such cases **NO** refund of fees will be given. If the student is not prepared fully to appear at the time of exams and needs extra classes to make up for the missed lectures then he/she will have to take extra classes. The students must pay for these extra classes.
11. If the student changes the course of study during the term no refunds will be given where the revised course involves fewer subjects.
12. The refund process may take up to 2 months from the date when request for fee refund is filed.

13. No refund will be given to a student if he/she has already enrolled but wants to terminate the course for any reason including circumstances such as a family bereavement or any other change in personal circumstances.
14. If the student is asked to leave the country by the United Kingdom Authorities or if student leaves the UK during the programme period without an authorised leave letter from the College and is subsequently refused re-entry by the UK Authorities, no refund is applicable.
15. No refund will be given to a student if the disruption in studies is due to his or her involvement in conviction, court proceedings or litigation.
16. If the College cancels the course for which you have accepted an offer, then tuition fees paid will be refunded unless the course is discontinued, amended or cancelled due to reasons pertaining to the external awarding (examining) body associated with or responsible for the course.
17. Tuition fee paid is for a specific course period only and cannot be transferred without any specific reasons unless a special approval from the concerned authorities.
18. Change of teachers is the sole authority of the College. The College has its own quality assurance methods and if a student is not satisfied with the teacher and leaves the course **NO** refund will be entertained.
19. It is the students' responsibility to show due diligence and make sure that the agent is our approved overseas representative. Please note that all payments must be made to the college directly and not to the third parties. The College is not liable for payment to third parties and all such payments are at students' own risk.

All letters issued by the Queensbury College will remain the property of the College at all times and are returnable to the College upon demand.