

**Fee Policy**

As an Applicant you are required to sign the declaration below after you have read the terms and conditions attached to any offer of admission that LONDON BROOKES COLLEGE may extend to you.

**Fee payment**

Payment in full for each term is required prior to commencing study at LONDON BROOKES COLLEGE.

**Terms and Conditions**

No-shows

Failure to attend the college for the start of your course without formal notification to the college explaining the reason(s) for this may result in LONDON BROOKES COLLEGE cancelling your admission.

Poor attendance

LONDON BROOKES COLLEGE takes a strict stance against non-attendance. The Awarding Bodies stipulate the minimum Guided Learning Hours that a course must provide. Unless there are extenuating circumstances if a student fails to attend the course for more than 10% of the total timetabled hours LONDON BROOKES COLLEGE may inform the Awarding Body of this and/or choose to exclude the learner from continuing on the in line with the LONDON BROOKES COLLEGE disciplinary policy and procedures.

**Refund Policy**

An application for a refund must be made in writing to the Principal, LONDON BROOKES COLLEGE and must include the name of the student and the reason for the withdrawal.

*For students enrolling on short courses where payment in full is required prior to commencement of the course:*

1. Applicants must advise LONDON BROOKES COLLEGE in writing of their intention to withdraw from a course.

London Brookes College is a company limited by guarantee registered in England and Wales 683232.

Registered Office: 42 The Burroughs, Hendon, London NW4 4AP

Tel: 0208 202 2007 | Fax: 0208 202 2047

email: [info@londonbrookescollege.co.uk](mailto:info@londonbrookescollege.co.uk) | website: [www.Londonbrookescollege.co.uk](http://www.Londonbrookescollege.co.uk)

ISI No: 482 - Dfes No: 23278- SLN No: GNVKF0HT9

2. For written cancellation received three (3) or more weeks prior to commencement of a course, a full refund of fees less £35 administration costs will be made.
3. For cancellation less than three weeks prior to commencement of a course, fees are non-refundable.
4. For cancellation after commencement of a course, fees are non-refundable.
5. For cancellation due to medical/emergency reasons only, students must attend an interview with the Principal. Any fees or unused portion thereof may be held in credit for student's use within a 12 month period, and an administration fee of £35 will apply.
6. Where a course is cancelled for any reason by LONDON BROOKES COLLEGE and alternative courses do not suit the applicant, a full refund of fees will be made.

*For students enrolling on courses where the option of payment in instalments is provided:*

1. Applicants must advise LONDON BROOKES COLLEGE in writing of their intention to withdraw from a course.
2. For written cancellation received three (3) or more weeks prior to commencement of a course, a full refund of fees less £35 administration costs will be made.
3. For cancellation less than three weeks prior to commencement of a course, the first term/first instalment fee is non-refundable; all other tuition fees will be refunded in full less an administration fee of £35.
4. For cancellation after commencement of a course, fees received relating to the period of the first term/first instalment are non-refundable; all other tuition fees will be refunded in full less an administration fee of £35.
5. For cancellation due to medical/emergency reasons only, students must attend an interview with the Principal. Any fees or unused portion thereof may be held in credit for student's use within a 12 month period, and an administration fee of £35 will apply.
6. Where a course is cancelled for any reason by LONDON BROOKES COLLEGE and alternative courses do not suit the applicant, a full refund of fees will be made.

**Checked on 4<sup>th</sup> August 2021 by Cillian Logue**

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