

STUDENT FEE REFUND POLICY

KCOL understands that there are many reasons for wishing to withdraw from a course, both before and after courses have commenced. Consequently, fees will only be refunded in exceptional circumstances which are as follows:

- 1 Where courses are cancelled by the College prior to commencement date (College will provide students with options to either change the course or re-admit for the following term).
- 2 In case where a prospective student is refused a student visa, the College will refund all fees paid less GBP 150 administration fee. However, in such an event, no refund will be made unless the College has received all original copies of the Visa letters plus an original copy of refusal from the appropriate immigration authority (applicable to International students applying from outside the UK).

Please note: If the visa was refused due to the applicant submitting fraudulent documents or providing false information then he/she will not be entitled to any refunds. In some cases college may take legal actions against the applicant in order to maintain its reputation.

Circumstances where refund will not be issued are as follows:

- 1 For local students a refund is not permitted once the admission has been processed.
- 2 Student excluded from KCOL due to behavioural offences will not be entitled to a refund of any fees paid for the current, or previous, year(s) of study.
- 3 No refund is permitted or shall be made when/if a student withdraws from the course once classes have commenced.
- 4 No refund is permitted or shall be made when a student decides to leave the College for whatever reason after an extension of a student visa have been obtained through College facilitation.
- 5 No refund is permitted or shall be made once the college issues the Confirmation of Acceptance for Studies (CAS) and the Visa Letter to the students. Refund is accepted only if the student is refused entry to the UK from the appropriate immigration authority (applicable to International students applying from outside the UK).
- 6 No refund is permitted or shall be made if a student enters the UK on a student visa obtained on the basis of the College's letters of acceptance and enrolment.

Note: All refunds will be calculated in UK Sterling. KCOL will not refund any shortfalls due to exchange rate fluctuations, or offer compensation for any bank or other charges incurred.

Request for refund must be done in writing addressed to the College. The request will be processed in terms of existing policy and if a decision is made, it will be conveyed to the applicant in writing.

Time period

Refund requests are dealt with the sense of urgency, however under normal circumstances it might take up to four weeks to process a refund.