

# Enrolment Procedure and Cancellation Policy 2018

## Enrolment Procedure

If a student would like to book a place on a UK2Learn programme, the following is required:

- (a) a completed profile form
- (b) a copy of the students passport/ID document
- (c) payment of a £100 application fee (this will be deducted from the final invoice)

UK2Learn will then issue an invoice for the remaining balance of the programme; this must be paid in full, 60 days before the programme start date.

## Cancellation Policy

If a student needs to cancel for any reason, they must inform UK2Learn in writing immediately and provide a medical certificate or proof of other exceptional circumstances. Cancellation takes effect from the date that UK2Learn receives written notification via email.

The cancellation charges are as follows:

### **Cancellation Notice**

60 days or more before the programme start date:  
 29 days 59 days prior to the programme start date:  
 15 to 28 days prior to the programme start date:  
 0 to 14 days prior to the programme start date:  
 After start of the programme:

### **Cancellation Fee**

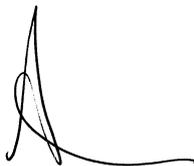
no fee a full refund will be issued  
 50% charge of the total programme fee  
 75% charge of the total programme fee  
 100% charge of the total programme fee  
 100% charge of the total programme fee

## Early Departure

If a student decides to withdraw from a UK2Learn programme after the start date or if the student withdraws him/herself prior to their planned departure date, they may do so on the understanding that no refund of fees will be made, unless UK2Learn has seriously breached the Terms & Conditions of the programme.

Any refund is given at the sole discretion of UK2Learn's Director, Suzie Mackie.

**Signed:**



Suzie Mackie  
 Director

**Date:** 20/05/2018

UK2Learn – Providers of Educational Programmes in the UK

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