

Enrolment Procedure and Cancellation Policy 2019

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 **non-refundable 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 Managing Director, Alex Mackie.

Signed:



Alex Mackie
Managing Director

Date: 31/10/2018