

Enrolment Procedure and Cancellation Policy 2020

Enrolment Procedure

To book a place on the UK2Learn Summer Programme, the following documents must be submitted:

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

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

Cancellation Policy

If the applicant needs to cancel their participation on the programme for any reason, UK2Learn must be informed in writing immediately explaining their circumstances. If they have to cancel for medical reasons or other exceptional circumstances UK2Learn will ask for proof to be provided. The cancellation notice takes effect from the date that UK2Learn receives written notification.

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 an applicant 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: 11/11/2019