



Greys College (UK) Ltd Refund And Fee Deposit Policy

REFUND AND FEE DEPOSIT POLICY

Grey's College assumes that all prospective students will have thought long and hard about taking up a course and therefore applying for admission. However, no matter how well intentioned one is, the college understands that there are many reasons for wishing to withdraw from a course, both before and after courses have commenced. The registration fee is non refundable and the college refund policy is as follows:

Refund Policy For Local / International Students:

Any request for refund will not be considered and the student will be liable to pay the balance amount if:

1. The student fails to return all **Original Documents** provided from the Grey's College (offer letters, CAS, receipt for fees deposited into College account, original Refusal Notice from BHC and a copy of Passport with refusal stamp within **21 Days** of refusal.
2. The student voluntarily leaves the College.
3. If student is found to have employed deception (including the use of fake documents).
4. If the Grey's College withdraws its sponsorship for reasons of misconduct, non-attendance or low attendance or deception.
5. Evidence provided by the student misleads the College to issue wrong CAS.
6. If a visa is refused through no fault of the College, and If an interview is conducted by BHC/UKBA and student fail to satisfy them about College, Course or any other information.
7. If student failed to have enough funds in his/her bank account as required by the UKBA before applying for the visa.
8. The course upon which the student is enrolled is still being delivered and a place for that student is currently available or if the College offers another similar course to the student.
9. The student decides not to attend the College once the student is granted a visa from abroad or enrolled.
10. The student fails to report within the specified time of the course start date (usually 10 days) or the delayed start date as agreed with the student.

Request for refund will be considered if:

An out of country application has been refused by the British High Commission on the basis of College fault and the review/appeal procedure will not be exercised.

- Refunds for visa applications will be subject to retention of 50% of the deposit paid which fully covers the College's Administration costs.
- The course upon which a student has enrolled is no longer being delivered and the College is not offering any alternative course to the student or the option to study that course at a different College is unavailable.
- The refund application could take up to (3) months.
- Grey's College have personnel available, to help all prospective students who need advice regarding student entry to the UK to study with them.

Note:

The application along with the proof of reason for refund (where applicable) should be handed in at the college or sent by e-mail to the College. The College will seek to finalise the refund request which could take up to **(3) months**.

Procedures for Handling Deposits

- All applicants to any of Grey's College programmes are required to pay a non-refundable registration fee for their applications to be processed by the relevant Department in the College.
- Successful applicants will need to pay a minimum fee deposit, which is £2000 - £3000 of the course annual fee.



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- Note that the course fee varies depending on the course and prospective student's nationality as a UK/EU or non-EU citizen.
- Student will be sent Conditional Letter of Admission
- All students need, Acceptance of confirmation letter will be supported acknowledging full or part payment of the tuition fee.
- Upon receipt of the fee deposit and the required documents, the College will send a confirmation letter (CAS)
- Students can pay the deposit by cash, cheque, bank transfer or bank draft made payable to Grey's College
- All fees are processed by the College Accounts department.
- If a student pays directly to Grey's College's bank account, the surname or Student Reference of the student should be mentioned as reference which will appear in the bank statement.

Payment Methods

Grey's College has adapted a professional procedure for the handling of deposits, fee payments as under:

The deposits, fee payments, registration fee, exam fee and any other payments and outstanding can be paid, in **British Pound Sterling** by the methods mentioned below

- BANK TRANSFER
- BANKER'S DRAFT
- CHEQUE
- CASH

Bank Transfer

Students based in the UK or outside the UK can pay in their payments by bank transfer direct to the account of Grey's College by quoting their name and student ID.

- College updates the student's payment history as soon the transfer is cleared
- College issues acknowledgement of the receipt of the payment to concern student
- College advises the students to keep the documentary record of the transfer with them for future concerns i.e. Bank Statement, reference number etc

Banker's Draft

Banker's draft is another authentic way of payments, students who wish to pay in by a banker's draft should make sure the draft is in the name of Grey's College Limited and must write name and student ID on back of the draft

- Must allow the College a time frame for sending the acknowledgement of receipt of payment, which is required for the clearance of banker's draft
- Students outside the UK paying in by bank draft should know that the bank draft sometimes takes longer than expected in clearance and the College would not issue any acknowledgement of receipt until the draft is not cleared
- The students are advised to keep the record of their banker's draft for future concerns
- The College will update the student's payment history once the payment is cleared



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Cheque

Student can pay with a cheque in person or by post, cheques are payable to Grey's College Ltd. It is necessary to write name and student ID on the back of the cheque.

- Allow the College a time frame which is required for the clearance of cheque
- Students outside the UK, willing to pay BY cheque by post from their home country will be informed of the fact that the clearance of cheques from abroad takes a couple of weeks and the College would not issue any acknowledgement of receipt of payments until the cheque is cleared.
- The students are advised to keep the record of the cheques paid to College

Cash

The College does not recommend the carrying of cash or the method of cash payment; students in the UK or outside the UK are not allowed to send cash in the post. If a UK based student is still willing to pay cash at the counter of College then he/she is advised

- Not to tell other persons about carrying cash to College
- Must obtain a receipt of payment on the spot
- Be responsible for the re-imburement of any fake notes given to College
- Make sure his/her payment history is updated on the spot
- Must tell the cashier his/her correct name and produce student ID

Payment on Someone's Behalf

In case, someone else is paying on the behalf of a student, the college can ask for his/her details and relation to the student, he/she must tell or write the correct name and ID of the student he/she paying for. An acknowledgement of receipt of payment will be given once the payment is cleared.

OUR BANK DETAILS:

Our Title of Account:	Grey's College (UK) Ltd
Account No	53320006
Sort Code	20 96 37
Branch Address:	Barclays Bank, 6, Market Place, Wigan, WN1 1QS