

# Request for Refund of Fees

Tuition

Exam

Trip Deposit

Other:

## Section 1 Personal Details

Name:

Student ID:

Address:

Email address:

Course title:

Tutor:

Course code:

## Section 2 Refund details Please attach any payment receipts you have

Refund amount: £

Original payment method:

Payment receipt attached

Receipt no.:

Reason for requesting a refund:

Student's signature:

Date:

## Section 3 Attendance Only complete this section if requesting a refund of tuition fees

Last date of attendance:

Total possible days attended:

Date course started:

## Section 4 Approval

**Assistant Principal/Director**

Comments:

Name:

Signature:

Date:

**Vice/Deputy Principal**

Comments:

Name:

Signature:

Date:

## Information and guidance

To submit a refund request, please complete and return this **Request for Refund of Fees form** to: [feedback@tmc.ac.uk](mailto:feedback@tmc.ac.uk). Sections 1, 2 and 3 (if applicable). Your request will be acknowledged within three working days.

All refunds can take up to four weeks to be processed. You will be kept up to date by the Refund Administrator throughout the process.

Your request will be reviewed by an Assistant Principal/Director and Deputy/Vice Principal, then sent to our Finance department for processing (if approved).

Your refund will be processed back to the original payment method. If you do not wish for this to happen, please email the Refund Administrator as soon as possible [feedback@tmc.ac.uk](mailto:feedback@tmc.ac.uk)

If you are requesting a refund of tuition fees, your refund amount may be calculated based on the amount of learning you have received to date. The Refund Administrator will advise you, if this is the case.



Per our FE Tuition Fee Policy (available upon request), a reduction or waiver in fees will be applied for learners if;

- a) The College closes their class or;
- b) The learner withdraws within the first two weeks of the commencement of the programme of study
- c) For Advanced Learner Loan learners age 19+ the learner withdraws after the first attendance confirmation, at which point they will be liable for the fee in accordance with section 2.1
- d) There are individual exceptional circumstances as approved by the Vice/Deputy Principal
- e) A complaint/appeal is upheld or partially upheld
- f) A trip is cancelled or does not run



Per our HE Tuition Fee Policy (accessible at: <https://www.ucenmanchester.ac.uk/about/policies/he>), a reduction or waiver in fees will be applied for learners if;

- a) The College closes their class or
- b) The learner withdraws within the first two weeks of the commencement of the programme of study
- c) The learner withdraws after the first attendance confirmation, at which point they will be liable for the fee in accordance with section 5.2.1
- d) There are individual exceptional circumstances as approved by the Vice Principal
- e) A complaint/appeal is upheld or partially upheld
- f) A complaint is upheld A trip is cancelled or does not run