

# **ACADEMY OF MANAGEMENT STUDIES**

## **REFUND POLICY**

**Registration Fees:** Registration fee (£300) are non refundable.

Overseas students whose entry clearance is refused by the British Embassy / High Commission must return all the original documents (acceptance / CAS letter, receipts etc.) which were issued by the college and the proof of rejection of the student visa (letter issued by the British Embassy / High Commission, confirming the refusal). These documents must be provided within 14 days from the receipt of the refusal. Failure to comply with these conditions may lead to a refusal of a refund.

Should the student wish to appeal against an entry clearance / visa decision, the college will provide documentation for the next available session at no extra cost only if the student has not applied for a refund.

Course fees are non-refundable (except when a visa to enter or remain in the UK is refused)

**Refunds will be paid only to the person that made the payment initially. Please note that Refunds will only be made overseas to the country of origin and will not be refunded in the UK.**

Fees are NOT transferable to another student.

No refund will be made under any circumstances if the student is not meeting the conditions set above or the student is required by the Home Office to leave the UK because of none or poor attendance, misconduct or because of any breach of the law.

**Should an application for entry clearance be rejected due to the student having insufficient funds or providing incorrect or fraudulent information or paperwork to the college or to the visa authorities at the time of the application, then no refund is applicable.**

If a Student does not wish to proceed with their application for a Student Visa they must notify AMS within a reasonable time (One –Two months). If they do not notify AMS on time then we cannot make alternative arrangements for them or issue a refund.

Once a CAS number has been assigned and the student withdraws his or her visa application, then no refund will be applicable.

Any refund issued will be in the form of a cheque, or bank draft made payable to the person who made the original payment. Refunds paid do not make any allowance for bank charges. Please allow 4 to 6 weeks for the processing of refund applications.