

CANCELLATION POLICY

1. In the event you have to cancel a confirmed place, written notice (via e-mail) will be required. The cancellation will take effect from the day the written notice is received by the Summer School and the following charges will apply:

DATE OF CANCELLATION	OPTION 1	OPTION 2	OPTION 3
More than 30 days prior to course start date	All fees will be refunded less £500.	All fees can be transferred towards another course the following year. An administration charge of £150 will be payable.	All fees can be transferred to another student (sibling or friend). An administration charge of £150 will be payable.
Less than 30 days prior to course start date	No refund will be made.	50% of any fees paid can be transferred towards another course the following year.	50% of any fees paid can be transferred towards another course the following year for the same or a different student.

2. In the event of a cancellation due to a visa refusal, if evidence can be provided confirming the visa application has been rejected the following will apply:

	OPTION 1	OPTION 2	OPTION 3
Cancellation due to visa refusal	All fees will be refunded less £500.	All fees can be transferred towards another course the following year. An administration charge of £150 will be payable.	All fees can be transferred to another student (sibling or friend). An administration charge of £150 will be payable.

3. It is recommended that suitable insurance is arranged to cover such events as medical or family emergencies.