

**The Courtauld Institute of Art
University of London**

Tuition Fee Refund Policy

It is the policy of the Courtauld to issue refunds to students who withdraw or suspend from their course. The size of the refund will depend on the timing of the withdrawal. The policies for the calculation of the refund are set out below:

- There will be no charge made to students who leave or suspend within 2 weeks of the start of the course. All tuition fees paid will be refunded, less any deposit paid at the point of admission, and a 1% administration fee.
- Students who leave or suspend at any point after the end of week 2 in term 1 will have their fees refunded *pro rata* as follows:
 - for students enrolled on a 30 week course (i.e. BA History of Art, Graduate Diploma, PG Diploma Easel Painting, MA History of Art, MA Wall Painting Conservation), 1/30th of the tuition fee for each week following withdrawal will be returned (i.e. a withdrawal in week 6 of term 1 will see 24/30th of the tuition fee refunded, net of the application deposit).
 - For students enrolled on a year-long course (i.e. MA Curating the Art Museum, MPhil/PhD), 1/52nd of the tuition fee for each week following withdrawal will be returned (i.e. a withdrawal in week 6 of term 1 will see 46/52nd of the tuition fee refunded, net of the application deposit).
- All tuition fee refunds are subject to a 1% administration fee and do not include the application deposit (where applicable).

In addition, the following is an addendum for students who are utilising US Department of Education Federal Student Aid funds.

If a student who receives financial aid withdraws from the Institute, the Institute will recalculate your Financial Aid eligibility based on the period of the year attended. As a result you may be required to pay back money to the US Department of Education from the loan you may have received. It may also be possible that the Institute has to repay funds to the US Department of Education, with regards to any sums received for tuition, and as such

Pro-rata refund calculations apply for any student who withdraws within 60% of the payment period. If a student withdraws prior to completing 60% of each payment period, the Institute will calculate the amount of funds to be returned based on their period of attendance for that specific term. The last date of attendance will be the date confirmed by the Institute, and the calculations undertaken are those set by the U.S. Department of Education and cannot be altered.

You may be requested to make an additional fee payment to the Institute to replace funds repaid on your behalf by the Institute.