

The Courtauld

Refund Policy 24-25

The refund policy if a student of The Courtauld Institute of Art decides to withdraw or interrupt their studies during their course of study, is set out below.

Deposits

Deposits are generally non-refundable unless:

- You fail to meet the entry conditions.
- You fail to secure your Tier 4 visa for any reason other than the provision of fraudulent information and can evidence this to the reasonable satisfaction of The Courtauld.
- You cancel the Contract within 14 days of the date that you formally accepted your Offer.

The Courtauld terminates the Contract in accordance with the relevant clause of the Terms and Conditions and is unable to find a replacement programme for which you are qualified and which you are happy with.

Tuition Fee Refunds

If you decide to leave your course of study, you must notify The Courtauld (Student and Academic Services) before making a refund request to the fees payment team.

If you withdraw or interrupt your studies, the amount of your tuition fee refund will be determined by the fees charged based upon your Interruption of studies or withdrawal date (excluding any deposit paid). The fees will be refunded in accordance with the following.

Tuition Fee charges in relation to the agreed withdrawal date:

Withdrawal / Interruption of Studies	Charges
If you withdraw or interrupt your studies before enrolment	You will not incur any tuition fee charges
If you withdraw or interrupt your studies in the first 2 weeks of term 1	You will not incur any tuition fee charges
If you withdraw or interrupt your studies after the first 2 weeks but within term 1	You will be charged 25% of the full tuition fee
If you withdraw or interrupt your studies in term 2	You will be charged 50% of the full tuition fee
If you withdraw or interrupt your studies in term 3	You will be charged 100% of the full tuition fee

Where a student withdraws from The Courtauld, any refund of fees that have been initially paid by a sponsor or sponsors will be paid direct to the sponsor or sponsors and not the student.