Refund Policy

1. You have a right to withdraw from your chosen programme up to 14 days after you have registered with the University. If you want to withdraw you must send an email notifying us of your desire to withdraw. Emails to be sent to langc@leeds.ac.uk

- If your email is received within the 14 days you will receive a full refund of your fees.
- If your email is received after 14 days fees for the first term will not be refunded to you. Fees for any other later terms that you have paid will be refunded in full.
- If no notice is given, or you do not use the right email address, fees will not be refunded.

2. We will provide a full refund of fees received at any time where the visa application is unsuccessful or the student does not meet the English Language requirement upon submission of satisfactory evidence of the circumstances.

3. Non-attendance of classes due to illness or for personal or professional reasons does not provide the right to refunds, extra tuition or a transfer.

4. If you leave your programme early, at any time before the official end date of the programme, you do not have the right to a refund of any fees (see point 5 for students who need to suspend their studies).

5. If you are advised by Language Centre staff to suspend your studies (due to ill health, for example), you will be refunded the fees for the remaining number of weeks from the week you suspend your studies.

6. If you fail an assessment and so are not able to progress further on your course you will not receive any refund for the term that relates to that assessment. If you have paid for other future terms in advance you will receive a refund of fees for those terms.

7. Please note that no fees will be refunded for students who arrive late for their English language course.

8. Documentary evidence of sponsorship is required before any refund of personal contributions towards fees can be considered. This may include copies of award notices from funding bodies or letters from sponsors confirming details of the tuition support to be provided.

Refund of tuition fee deposit:

- With regard to refund of any deposits, please see the University of Leeds policy on Refund of tuition fee deposit: 
  http://www.leeds.ac.uk/info/101050/fees_and_scholarships/89/tuition_fee_deposits