

IBIOL FEES, FEE PAYMENT & REFUNDS POLICY

2010

FEES	Sept 2010
Application Fee*	£50
DCM (year 1)/ HDM (year 2)/ ADM (year 3)	£2500

** Application forms without the application fee will not be processed*

PAYMENT PLAN	Initial Deposit	Balance	Full Advance**
(DCM/HDM/ADM)		£1000	£2000 (If paid in full before 15 th August 2010)
Sept 2010	£1,500	10 instalments of £100 (Oct 2010 – July 2011)	£2,250 (If paid in full before 1 st September 2010)

**** A discount is applicable for course fees paid in full, in advance of the commencement of the course**

Initial Deposit

- All accepted students need to pay the Initial Deposit by 1 week prior to the start of term
- Overseas students who need a visa, will not be issued with a visa letter until they have paid the initial deposit, at least 1 month prior to the start of term

Closing Date for Applications

- Closing Date for applications from non-visa students is one week prior to the start of term
- Closing Date for applications from MOST visa-students is one month prior to the start of term (However, please bear in mind that obtaining a visa from some countries can take several months)

Important Notes on Payment

- The applicant is responsible for payment of all bank charges when making a transfer.
- Application & School fees should be paid by UK sterling cheque, Postal Order, Payment directly into our Bank Account or by cash. For all direct payments please email our office on ibiolinfo.kt.org to request for bank account details

REFUNDS POLICY

The standard administration fee for processing a refund is £50. The student will only be given a refund in the following circumstances:

Visa Refusal:

If a visa has been denied by the British Embassy the applicant will have the full payment refunded less £50 administration fee. After we have received all necessary documents, the procedure could take 3-4 weeks. For the refund to be authorised by our finance department the following documents are necessary:

- A request in writing (a signed letter - not an e-mail)
- Copy of the visa refusal (given by the British Embassy)
- Copy of your passport (photo page)
- Bank details for transfer (which are: bank's name and address, account holder's name, account number and sort code)

NB Notes:

- Refund Payments can only be made to the original person who paid the fees, in the same way the payment was received (if the money was paid in cash, a cheque will be issued)
- No payments can be made to third parties.
- Once a refund has been requested, the applicant loses the right to appeal to the Home Office regarding their visa refusal and IBIOL will inform the Home Office and the respective British High Commission of the student's withdrawal.
- Once the refund has been paid, the student application form becomes void.

Students Withdrawing:

A student withdrawing at anytime during the first term will not be entitled to a refund of their *First* Term Fees (Term Fees & Initial Starting Term Fee) after the end of the second week of lectures. Students withdrawing at any time subsequent to the first term do not qualify for a refund of the term they have started. They only qualify for a refund regarding future terms. Should a student withdraw, they are liable for the total fees owing, even if they leave prior to completing payment. In the event that a visa-student withdraws at any point during the course, IBIOL is obliged to inform the Home Office that the student is no longer studying on the visa they obtained through IBIOL.

Student Declined by the School:

In the event that a student is asked to leave the course, the refund procedure is the same as that of withdrawing students.