

# Refund Policy

## Candidature

1. For the purposes of the Refund Policy a course is defined as one (1) semester of study in any programme of CRIC.
2. If an applicant accepts a place offered by CRIC and pays the tuition fees, it means a binding Contract is created between the student and CRIC.
3. Notification of cancellation/withdrawal from modules, withdrawal/deferral from a programme of study must be made in writing to the College Director/Principal of CRIC, see Deferment of Admission and Deferment from Studies in this document.
4. In the case of cancellation/withdrawal, the cancellation charge will be calculated as:
  - a. Full refund of deposit (minus any bank charges incurred) if visa application is refused.
  - b. 50% refund of deposit paid if cancellation is made eight (8) weeks or more before the start date and no visa application has been made.
  - c. No refund of deposit if cancellation is made less than eight (8) weeks prior to programme commencement or if no cancellation is made and the student fails to enrol by the stipulated deadline.
  - d. No refund of deposit once visa is issued.
5. Students who have their candidature to an award terminated by CRIC will not be entitled to any refund of fees paid, inclusive of any accommodation deposits, fees, levies or charges. Any fee refunds will be at the discretion of CRIC.
6. CRIC reserves the right not to offer a programme/module previously made available at its own discretion. Where a student is unable to enrol in a similar programme/module at CRIC and the enrolment is cancelled then the appropriate fees for that programme/module will be refunded.

All applicants will be provided with an Acceptance of Offer of Admission Form on [www.anglia.ac.uk/cric](http://www.anglia.ac.uk/cric) on payment of tuition fees and will be required to fill this in and forward to the CRIC Admissions Department.

## Deferment of Admission

If a student wishes to defer their admission to the College until a later semester, they must apply in writing to the College Director/Principal of CRIC – see the Deferment of Admission Form on [www.anglia.ac.uk/cric](http://www.anglia.ac.uk/cric) or contact [cric@anglia.ac.uk](mailto:cric@anglia.ac.uk)

Deferral will only be granted for one (1) semester unless determined otherwise by the College. If deferment is approved there is a charge of £250 at which time CRIC will hold all fees already paid (at least one (1) semester's fees must have been paid) until commencement of the required programme actually occurs. In the event the student subsequently cancels the deferment and withdraws instead, the date on which CRIC received written notification of the deferment will be considered the date of withdrawal for purposes of the College's Refund Policy. Failure to enrol within one (1) semester of the original application will result in the forfeit of all prior monies paid to CRIC.

## Deferment from Studies (Leave of Absence)

If a student wishes to take a leave of absence from their programme they may apply in writing to the College Director/Principal of CRIC no later than two (2) weeks prior to the commencement of the following semester, see the Deferment/ Withdrawal from Studies Form, [www.anglia.ac.uk/cric](http://www.anglia.ac.uk/cric) or contact [cric@anglia.ac.uk](mailto:cric@anglia.ac.uk)

Students may be granted a leave of absence on certain grounds after the commencement of their second (2nd) semester. Students wishing to apply for a leave of absence after this time must seek an appointment with the College Director/Principal of CRIC. If granted, their place may be held but all tuition fees applicable to that semester will be forfeit.

A leave of absence will only be granted for one (1) semester unless determined otherwise by the College. If the absence/deferment is approved, CRIC will hold all fees already paid (at least one (1) semester's tuition fees must have been paid) until re-commencement of the required programme actually occurs. In the event the student subsequently cancels the deferment and withdraws instead, the date on which CRIC received written notification of the leave of absence/deferment will be considered the date of withdrawal for purposes of the College's Refund Policy. Failure to enrol within one (1) semester of the original application will result in the forfeit of all prior monies paid to CRIC.

