



Policy for Refund of Deposits

- Version : 1.0
- Last Revision : October 2013
- Revised by : **Dr Joy**
- Revision Due : September 2014
- To be reviewed by : **QA Team**

If you wish to make comments relating to this document, please feel free to write to or contact:

C E O

British Institute of Resource Development (BIRD)
84 Vaughan Way (2nd Floor), Leicester LE1 4SJ



Policy for Refund of Deposits

Preamble:

Tuition fees must either be paid to the BIRD in full at enrolment or paid under an approved instalment/direct debit plan. If any payment agreed under an approved instalment/direct debit plan is not made by the due date, an additional charge of £100 may be added. In some countries, the British Embassy or High Commission will only issue a student visa if the student has paid some or all of their tuition fees to the Institute. The Institute will provide a Visa Support service to students including liaison with the relevant British Embassy, Consulate or High Commission, for those who have paid some or all of their tuition fees in advance. A registration fee of £100 will be retained in ALL circumstances to cover postal /courier and administrative charges.

Payment of Deposits:

As a part of their admission process, learners need to pay their tuition fees especially before obtaining final Confirmation of Acceptance and/or CAS. This document is essential for applying to British High Commission/Embassy for visa. Notably, BIRD only accepts payment by bankers' draft or bank transfer. All payment must be made payable to British Institute of Resource Development. Our banking details are appended below.

Account Name: British Institute of Resource Development

Sort Code: 40-28-06

Account Number: 94321480

IBAN: GB61MIDL40280694321480

Refunds are applicable when:

- Refunds are paid only if a student visa application is lodged with the UK Home Office prior to course commencement and the student visa application has not been granted.

OR



- If a prospective overseas student is unable to obtain a student visa and can submit original written evidence of this (British Immigration for APP200), and the original receipt.

Refunds are not applicable if:

- A student receives a student visa by UK immigration either at the UK port of entry or at an Embassy or High Commission or UK Home Office on the basis of an offer of a place from the Institute.
- A refund will not be paid once a course has commenced.

No refund shall be given if a student visa is refused due to a student's non-attendance. It is the student's responsibility to attend classes as part of the Home Office requirement to study a minimum of 15 hours per week. The Home Office will require us to supply evidence/confirmation of a student's attendance record, and it is a student's responsibility to ensure that their attendance record is adequate.

The Institute is obligated to notify the UK Home Office when a student withdraws, in the case of nonattendance or requests a transfer to any other further education institution within the UK.

The Institute urges prospective students to plan their finances well in advance. Students are very welcome to consult the Admissions Office on financial management should they experience financial difficulty whilst studying at the Institute.

Keeping records of all transactions:

The Institute will keep all financial transactions both in hard format and in soft format (using student management system). A copy of the records of all transactions made by the students with the Institute will be securely kept in BIRD Admin Office.

Procedure Revision

This procedure may be revised as and when necessary. The current version is always available in hard copy and electronic form at the office of the Principal.