



**Withdrawal from your course:**

1. If you choose to withdraw from your course within 2 teaching sessions of the start date of the course you will be entitled to a refund of 50% of the tuition fees (subject to the tuition fees having been paid, otherwise 50% of the tuition fees will remain payable) (with the exception of 5, below)
2. If you choose to withdraw from a course after 2 teaching sessions of the start date of the course, you will not be entitled to any tuition fee refund, and any tuition fees outstanding will remain payable (4).
3. Withdrawal from a short course, duration of one term or less, means that you are not entitled to any refund of tuition fees Examination/registration fees will only be refunded if they have not been paid to the awarding body (ABC).
4. No refund will be given for a change of tutor. Requests for credits or refunds relating to illness. If you become ill during the period of your course and you have paid in full, you may apply for a refund if your condition is permanent and prevents you from continuing. If you are paying monthly, you may be able to stop your payments. Evidence will be required, in the form of a doctors/medical letter to confirm.
5. Course cancellation: If Insight cancels a course, or the course does not start due to a lack of uptake, every effort will be made to offer an alternative. If no suitable alternative is available, a full refund will be given.

Registration and Exam fees are not refundable where these have been paid to the relevant awarding body.

Requests for refunds relating to general absence: Insight Training Maidstone is unable to make refunds for absence due to changes in work commitments, personal or financial circumstances or any other reasons for not being able to attend the course. In these circumstances, any outstanding fees will remain payable

If you have entered a payment plan and start to experience difficulties in making payments, please talk to Kay Rooke at the earliest opportunity.

*I, the undersigned, have read and agree to the refund policy.*

Name ..... Signature ..... Date .....