



Refund and Withdrawal Policy

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Overview

This Refund and Withdrawal Policy outlines the terms under which students may withdraw from the programme and the conditions under which tuition fees may be refunded. It aligns with common practices across UK higher education institutions and is designed to ensure fairness and transparency for both the student and the institution.

The full tuition fee for the programme is SAR 60,000, with a range of payment options and promotional discounts available.

Key Dates

- Programme Start Date: 4 January 2026
- Early Payment Discount Deadline: 4 December 2025
- Second Instalment Deadline (where applicable): 26 February 2026

Payment Options and Associated Conditions

Option	Description	Discount / Benefit	Refund Conditions
A. Standard Payment	Full programme fee of SAR 60,000	None	Refunds as per Section 4
B. Early Full Payment	Full payment made before 4 Dec 2025	SAR 10,000 discount (fee = SAR 50,000)	Refunds based on actual paid amount (SAR 50,000) as per Section 4
C. Referral Offer	Each student receives SAR 10,000 discount	Fee = SAR 50,000 each	Refunds based on actual paid amount (SAR 50,000) as per Section 4
D. Split Payment	SAR 25,000 before 4 Dec 2025 and SAR 25,000 before 26 Feb 2026	SAR 10,000 discount (total = SAR 50,000)	Refunds as per Section 4; unpaid instalments remain due if withdrawal occurs after teaching starts
E. Tabby / Tamara Plan	Full fee = SAR 60,000, paid over four instalments via third-party finance	No discount	Refunds not available once payment plan is activated; refer to Section 5

Refund Schedule (Standard and Discounted Payments)

Refunds are calculated based on the official withdrawal date, defined as the date on which written notification of withdrawal is received by the Admissions Office.

Withdrawal Date	Refund Entitlement
Before 25 th December 2025	90% refund of total tuition paid (10% retained as administrative fee)
Within first 2 weeks (4–15th Jan 2026)	50% refund of total tuition paid
After 31 January 2026	No refund available

Special Circumstances

In exceptional cases such as serious illness or injury (supported by medical documentation), bereavement of an immediate family member, or visa refusal (where applicable), the institution may, at its discretion, approve a partial refund or fee deferral outside the standard schedule. In the event that the institution is unable to open a scheduled class for any reason, all fees paid shall be refunded within two (2) weeks of the original advertised start date.

Non-Refundable Items

The following are non-refundable under any circumstances:

- Administrative charges
- Third-party finance or transaction fees (e.g., Tabby/Tamara charges)
- Costs associated with visa or document processing

Refund Procedure

1. Students must complete a Refund Request Form and submit it with all supporting evidence to the Finance Office.
2. Approved refunds will be processed within 30 working days of approval.
3. Refunds will be made only to the original payer and to the original payment method.

Appeals

Students who believe that the refund decision was incorrect or unfair may submit a written appeal to the Centre Director within 10 working days of receiving the decision. The Centre Director's decision is final.