

Refund and Withdrawal Policy

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Overview

This Refund and Withdrawal Policy outline 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 Dates: September | December
- Early Payment Discount Deadline: 1st September | 1st November respectively.
- Second Instalment Deadline (Tier 2: B – two payments): 1st December | 1st March respectively
- Third & Fourth Instalment Deadlines (Tier 2: D – four payments):
 - 1st Feb | 1st Mar respectively
 - 1st Apr | 1st May respectively

Payment Options and Associated Conditions

Plans	Description	Benefits	Refund Conditions
Early Full Payment	Full Payment Before: 1st Sep (Sep Intake) 1st Nov (Dec Intake)	10% Discount on Tuition Fee (SAR 6000)	Refunds based on actual paid amount (SAR 60,000) as per Section 4
Referral	Apply in pairs & each student gets 5% discount (SAR 3000)	5% Discount on Tuition Fee (SAR 3000)	Refunds based on actual paid amount (SAR 60,000) as per Section 4
Split Payment	1. SAR 28000 Before; 1 Sept (Sep Intake) 1 Nov (Dec Intake) 2. 28000 Before; 1 Dec (Sep Intake) 1 Mar (Dec Intake)	6.67% Discount on Tuition Fee (SAR 4000)	Refunds as per Section 4; unpaid instalments remain due if withdrawal occurs after teaching starts
Four Payments	4 instalments of SR 15,000, before: 1 Sept, 1 Dec, 1 Feb, 1 Apr (Sep Intake) 1 Nov, 1 Jan, 1 Mar, 1 May (Dec Intake)	None (flexible plan)	Refunds as per Section 4; unpaid instalments remain due if withdrawal occurs after teaching starts
Standard Payment	Full Programme Fee (SR 60000)	None	Refunds as per Section 4

Refund Schedule (Standard and Discounted Payments: Section 4)

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 Start Date	90% refund of total tuition paid (10% retained as administrative fee)
Within first 2 weeks of the course	50% refund of total tuition paid
After 2 Weeks of the course start date	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
- 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.