



REFUND POLICY

At St Michael Abbey School, we are committed to providing a meaningful educational experience. This Refund Policy outlines the terms and conditions regarding fees paid to the school.

TYPES OF FEES

Tuition Fees

Tuition fees are charged on an annual basis and should be paid in advance of each term, in accordance with the payment schedule provided. The school reserves the right to adjust fees with proper notice.

Registration Fees

Registration fees are charged upon submission of the school Registration Form. These fees cover the costs of administering entrance assessments, financial aid and online applications.

Deposit

International students who require visa sponsorship to study in the UK must pay the full tuition fee for the first term, plus a deposit equal to 50% of that amount. The deposit will be held by the school until the student completes their final year of study. Upon receipt of both the first term's tuition fee and the deposit, a Confirmation of Acceptance for Studies (CAS) number will be issued.



REFUND PROCEDURE

The school registration fee is non-refundable.

Following the acceptance of a place and the payment of a deposit and/or the upcoming term's tuition fee, parents/guardians have a 14-day cooling off period. During this period, parents/guardians can withdraw the student's place and received a full refund of the upcoming term's tuition fee and any paid deposit.

If a parent or guardian wishes to request a refund, they must submit a written request to the school's Admissions Team, detailing the reason for the refund and including any relevant supporting documents.

Refund Eligibility

Withdrawal before term starts: New UK students can withdraw at least 14 working days before enrolment, to receive a refund of the tuition fees for the upcoming term, excluding the non-refundable registration fee of £130.

New international students can withdraw at least 14 working days before the issuance of a CAS, to receive a full refund of the deposit and tuition fees for the upcoming term, excluding the non-refundable registration fee of £130.

Withdrawal after term starts: If a student withdraws after the term has commenced, no refund will be issued for that term's tuition fees. A pro-rata refund may be considered for subsequent terms, depending on the circumstances. Current UK and international students must give a full term's notice, before withdrawing within the academic year, to waive the tuition fee charge for the upcoming term. No refunds will be issued for requests outside of the stated period.

Visa Refusal: If a student's visa application is refused after the issuing of a CAS, a visa refusal letter must be provided to the school detailing reasons for the refusal. The following terms will apply:

- a. If a visa is refused due to credibility, send the interview transcript to admissions@sma-school.com. This can be requested from the visa issuing office. Following a review, a decision will then be made on whether to issue a new CAS. If a new CAS will not be issued a full refund of the upcoming term's



tuition fees will be granted, minus the deposit and £130 registration fee. Visa refusal must be communicated to the school in writing within 7 working days of the refusal date. If the notification is received after 7 days, a refund of 50% of the tuition fees, minus the deposit and £130 registration fee will be considered.

b. A refund of the deposit and the upcoming term's tuition fees will not be issued if a visa has been refused due to:

- Insufficient or incorrect financial evidence
- Inadequate documentation
- Application errors
- Immigration history issues

Non-Refundable Fees

Certain fees are non-refundable, including but not limited to:

- Registration Fees
- Deposits for international students (under circumstances stated above)
- Fees for extra-curricular activities and materials

Processing of Refunds

Refund requests will be processed within 30 working days from the date of approval. Refunds will be made using the same payment method used for the initial fee payment.

Circumstances Beyond Control

In the case of unforeseen circumstances, such as natural disasters or sudden changes in government policy affecting the ability to attend school, the Admissions Team will evaluate refund requests on a case-by-case basis.



Changes to the Refund Policy

St Michael Abbey School reserves the right to amend this Refund Policy at any time. Any changes will be communicated in writing to all affected parents/guardians.

Contact Information

For any questions regarding our Refund Policy, please contact the Admissions Team at admissions@sma-school.com.

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