

# FINANCIAL COMPENSATION

## POLICY

This policy sets out the financial compensation that a student of the College will receive if their course was discontinued.

This policy covers all students of the College including bursary students (students aren't currently able to apply for student finance and therefore are not included in this policy).

If the College decides to discontinue a course, it will cease admissions and give students at least a three-month notice period of the course closure and will always strive to 'teach out' any students that are already studying on the course.

In the unlikely event that the College is unable to 'teach out' and due to the limited courses the College offers, the College will consider supporting a student to transfer to another UK institution.

The College will offer the following compensation in this situation:

### Tuition Fees

#### Discontinued course and student withdraws

Students will be offered a refund for the tuition fees in the year that the course is discontinued.

#### Discontinued course and student transfers

If a student's course is discontinued and a student wishes to move to another UK institution then the College will liaise with the student's chosen institution to organise the transfer. The College will establish how many credits will be accepted by the new institution and then will refund the tuition fees in relation to how many credits were outstanding on the College course.

### Accommodation

If a student has to withdraw or transfer to another institution due to the discontinuation of a course and they are tied into a contract for their accommodation, the College will offer compensation. This will start from the day the student moves out of the accommodation until the date that the contract ends.

### Bursaries

The bursary will be honoured up until the end of the term in which the course was discontinued.

### Maintenance

If a student has to withdraw from a course due to its discontinuation, the student will be provided with compensation of any costs incurred in the year of the withdrawal. This will

include travel costs, academic materials, accommodation and catering costs. Students will need to provide evidence of the expenditure.