

Course Fees Refund Policy (Level 3+)

Issue Date: 05.04.2023

Introduction

ELATT does not charge fees for course. We will assess each student according to the eligibility rules for each particular programme.

In the case of Level 3 learning for student over 24, or students over 19 who already have a full level 3 qualification, you may choose to pay for your course in cash rather than taking out an [FE Loan](#).

In that case, you will count as a 'private' student and the following Course Fees Refund Policy will apply to you for this course:

General

- All course fees for paid-for courses are payable in advance.
- All cancellation charges are payable immediately.

Entitlement to Refunds

Course Administration Fee

- The Course Administration Fee is not refundable.

Written notice of cancellation one calendar month prior to course commencement

- The student will be able to secure a 100% refund following a minimum of one full calendar month's notice in writing (e-mail or letter) prior to course commencement, less Course Administration Fee.
- Only when written notification is received does cancellation become effective.
- This amount is only refundable where the student has paid 100% of fees. It is not proportionate to installment payments.

Written notice of cancellation two weeks prior to course commencement

- The student will be able to secure 50% refund following a minimum of two week's notice in writing (e-mail or letter) prior to course commencement, less Course Administration Fee.
- Only when written notification is received does cancellation become effective.
- This amount is only refundable where the student has paid 100% of fees. It is not proportionate to installment payments.

Notice later than two weeks prior to course commencement

- Refunds cannot be made with less than two weeks notice prior to course commencement.
- Once the course has started no refunds will be given.
- Failure to attend a course will be considered a cancellation and the full cost will be payable.
- Cancellation on the first day of the course is considered failure to attend.

Cancellation of Courses by the Provider

Where ELATT is unable to offer a course or offer a reasonable alternative on the due start date or in a reasonable timeframe thereafter, the student will be entitled to a full refund less the Course Administration Fee.

This policy is non-contractual and may change from time to time.

ELATT: Registered company no: 1812908; Registered Charity 299186
260-264 Kingsland Road, London E8 4DG, www.elatt.org.uk