

REFUND POLICY

Withdrawal from College after Commencement of Classes

Official Withdrawal: The student's withdrawal date is the date that the college is provided with "official" notice of withdrawal. Official notice occurs when Impel college, is notified of intent to withdraw. Notification can be:

- In person
- By letter
- By email

Unofficial Withdrawal: An unofficial withdrawal takes place when a student does not provide the college with official notification. In such cases, the withdrawal date for unofficially withdrawn students will be determined based on the last date of attendance.

Financial Responsibilities for both Official and Unofficial Withdrawals

If a student withdraws or is dismissed after classes begin, he/she will be responsible for a percentage of tuition as shown on the following chart:

<u>Withdrawal Date</u>	<u>Amount of Tuition Liability</u>	
	<u>(Unofficial Withdrawal)</u>	<u>(Official Withdrawal)</u>
During 1 st Week	30%	20%
During 2 nd Week	50%	40%
During 3 rd Week	100%	60%
During 4 th Week	100%	100%
During 5 th Week	100%	100%

Full Refunds

- The College will process the full refund of fees, when a course does not run, or closes as a result of a decision by the College.
- Please ensure that you retain your payment receipt.

Any correspondence regarding fees and charges should be addressed to:

Finance Manager
Shoaib Idris Mufti
Impel College of London
2nd Floor Uxbridge House
464 Uxbridge Road
Hayes
UB4 0SD