



**Student Fee Refund Policy**

Fees are payable by debit or credit card via the CRC Bible School paypal or direct to the registered bank account. (Please see the Student Handbook under the “Financial Information” section). The School will inform you, where necessary, of options outside of these for financing your studies for whatever reason these are not available at the time of going to press. Please contact [info.bibleschool@crclondon.com](mailto:info.bibleschool@crclondon.com) for details regarding the latter.

Refunds for course fees are only granted in certain circumstances. These are detailed below:

**1. Student requests a refund before the start of a course**

Here, the School must receive a written request at least 3 weeks prior to the start of the course. The student will receive a refund of fees paid. An administration fee of £5 will be deducted from the fee returned to cover the administration costs for the cancellation. The School Finance Department will issue a refund within 7-14 working days of the request being received by the School Finance Department.

**2. Student requests a refund whilst enrolled on a course**

Students will need to have undergone the formal withdrawal procedures before a refund can be considered. Once the proper withdrawal procedures are completed, a refund will be provided according to the following schedule:

Duration into the course	% of tuition fees refunded	% of tuition fees owed
Week 1	100%	Student owes 0%
Week 2	75%	Student owes 25%
Week 3	50%	Student owes 50%
Week 4 *	0%	Student owes 100%

\*The only exception where a student will receive 100% refund regardless of their duration into the course is based on mitigating evidence. (ME). The outline of students qualifying for the ME is outlined in the Student Handbook.

## **2. The School cancels a course or makes a change to the day or time of the course and cannot offer a suitable alternative:**

Here, a full refund will be given without an administration fee being incurred. Students do not need to make a formal request for a refund in this situation. If the School makes a change to the day or the time of the course and the student is not able to attend due to this change, then a full refund will be given or an alternative will be offered. It is the student's responsibility to make a formal written request to the Finance Department at the School who will ensure that the refund request is processed. The School Finance Department will usually issue a refund within 7-14 working days of the request being received by the School Finance Department.

It is possible that refunds (full or pro-rated) under exceptional and reasonable circumstances only will be granted to students in the case that the student has not been able to submit a written request 3 weeks before the start of the courses. Requests for such 'Exceptional Refund' must be submitted in a written request to the School Finance Department outlining full information and reasons for 'Exceptional Refund'. The School Finance Department will usually issue a refund within 14 working days of the request being received by the School Finance Department. In this case, the administrative fee of £5 to cover costs of cancellation will not be applied. Refunds will only be considered once the student's withdrawal date is confirmed to the School Finance Department.

**CRC Bible School**  
CHRISTIAN REVIVAL CHURCH (LONDON)  
The incorporated charity '**Revival Church Europe**'  
(Company number 5328511, Registered Charity number 1107956)

CRC Bible School

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