

The Open College of Equine Studies

This Withdrawal Policy details refunds and fees payable if you cancel your enrolment. Please read this document carefully as it forms part of your learning agreement and sign it to indicate your acceptance of the terms of the Policy and return with your Enrolment Form.

Your enrolment cannot be processed without the original signed Policy, a copy of which is sent back to you for your records.

Terms and Conditions of Withdrawal

The Open College of Equine Studies operates on a 'pay in advance' basis. Your course fee does not just relate to the tutorial support you receive after you start your course. It covers the cost of developing and producing the academic content of the course, the module materials and associated administrative costs, the cost of contracting tutors and providing online resources to support your studies. All these costs are incurred before you start studying and when you enrol, you agree to become liable for your full course fee.

The Open College of Equine Studies shall not be liable for refund of fees or any other penalty should courses or study weeks be cancelled due to war, fire, strike, lockout, industrial action, tempest, accident, civil disturbance, or any other cause whatsoever beyond their control.

Full refunds, less an administration charge of £90, will only be made if you notify us in writing within seven days of receipt of the course material that you intend to cancel your course and return the course material to us, well packaged. If you do not notify us of cancellation within seven days, or keep the material for more than seven days, you are deemed to have accepted the terms of payment.

If we receive written notification of your intention to withdraw no more than 21 days after your enrolment date, you are only liable for 50% of your total course fee and will receive 50% refund of your course fee (less £90 administration charge) if you paid in full upon enrolment. This applies to new and continuing students. Please note any payments made using a transfer from a previous course cannot be refunded.

If you withdraw from your course more than 21 days following the date of enrolment, you will be liable to pay the full course fee.

If you wish to withdraw from your course, please write to the Programme Manager at The Open College of Equine Studies. It is not sufficient to tell your tutor that you want to withdraw from your course. You need to confirm your intentions to the Programme Manager so that you can be correctly advised of your fee liability.

If you have any queries about this Withdrawal Policy contact the office on 01787 282 123 or by email at info@equinestudies.co.uk

Signed:		Name: Please print clearly	
Date:		Student no. Enrolment Date (Allocated by TOCES)	SR