



BTEC Professional Diplomas, NC, HNC, HND, BSc and BA Programmes: Withdrawal Policy

This Withdrawal Policy details refunds and fees payable if you cancel your enrolment on a BTEC Professional Diploma, HNC, HND, NC, BA or BSc programme. Please read the Policy carefully 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 signed Policy, a copy of which is sent back to you for your records.

Your Enrolment Date: (Date enrolment form and initial payment received by TOCES – entered by TOCES)	
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Full Payment in Advance and Payment by Monthly Instalments							
Point of withdrawal				Fee due from student			
1	After the enrolment has been processed but before the course material has been sent.			£30			
2	Within 14 days of receiving the course material. Material must be returned unused and adequately packaged.			£60 plus postage			
	Maximum no. assignments completed (a)	Maximum no. Study Weeks attended (b)	Maximum period following enrolment date (c)	HND	Professional Diplomas	BSc/BA Full Programme	HNC NC
3	1	0	3 months	£520	£250	£600	£520
4	4	1	6 months	£730	£480	£800	£730
5	7 3 (Pro Dips)	2 (NC, HNC & Pro Dips - 1)	1 year	£1150	£900	£1300	£1150
6	10	2 (NC, HNC & Pro Dips - 1)	18 months	£1570	£1300	£2050	£1570
7	13	3 (NC, HNC – 2)	2 years	£2400		£3300	£2400
8	16	3 (not NC, HNC)	3 years	£2830		£5000	£2400
9	20	4 (not HND)	4 years	£3600		£6500	
10	24	5 (not HND)	5 years			£7500	
Office Use Only							
Written and Signed Notification of Cancellation Received:							
Number Modules Completed:							
Number Study Weeks Attended:							
Cancellation Point							
Initial Fee Paid:				£			
Up to and Including				Payments of £		=	
				Total paid		£	
				Fee due from/to student			

Terms and Conditions of Withdrawal

If you need to withdraw from your course please write to The Open College of Equine Studies. It assists us if you give a reason for your decision to withdraw.

We will confirm your withdrawal and the fee applicable at your Point of Withdrawal. This is calculated based on the Enrolment Date stated on this Withdrawal Policy and the working day date upon which we receive your written withdrawal.

1. I understand if I withdraw from my course, I have to pay the total fee shown at the Point of Withdrawal.
2. I understand the fee payable at the Point of Withdrawal is calculated based on the Enrolment Date stated on this Withdrawal Policy and the working day date upon which my written withdrawal is received by The Open College of Equine Studies.
3. I understand that conditions (a), (b) and (c) must apply for my withdrawal to be deemed made during that period.
4. If I withdraw from my course and the total payments I have made exceed the applicable withdrawal fee, the balance will be refunded to me by The Open College of Equine Studies.
5. If I have booked a place on a Study Week before my withdrawal is received by The Open College of Equine Studies, the Terms and Conditions of the Study Week Booking Form in respect of fees due on cancellation still apply.
6. If my total payments at the date of withdrawal are less than the relevant withdrawal fee shown, I understand that I must pay the balance to The Open College of Equine Studies before my withdrawal can be accepted.
7. I will be entitled to receive the course material for the modules included within the stage in which I withdraw from my course and may complete the work assignments for them, provided I submit them for assessment within 12 months of withdrawal.

Signed:		Name:	
Date:		Student no. (Allocated by TOCES)	SR

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



The Open College
of Equine Studies