

## VISA REFUND AGREEMENT

In the event that a short-term student visa application is rejected, the following process will apply:

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### General Guidelines

- **Rejection Documentation:**

- The student must provide copies of **all pages** of the visa rejection documents issued by the British or Irish government.
- These documents can be sent via email (as scanned images to **info@britannia-school.com**), by post, or submitted in person at the school reception.
- The school may also request the return of any original documentation provided to the student, such as letters or invoices, as part of the refund process.

- **Evaluation Process:**

- The school will review the rejection letter issued by the Embassy and assess the circumstances.
- A decision will be made by the school manager on whether the student's selected option can be processed.

- **Refund Timeline:**

- If a refund is approved, it will be processed within **30 working days** of receiving all required documents and information.
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### Student Options Upon Visa Rejection

Students can choose **one of three options**:

1. **Postpone your course:** Retain your booking for a future period.
2. **Switch to private online lessons:** Change your in-person course to private online lessons.
3. **Request a refund:** Ask for a partial refund, subject to the conditions outlined below.

Once you make your selection, you will have **48 hours** to change your decision. After this period, the school will proceed with your chosen option, and further changes will not be permitted.

## Refund Policy

If a refund is requested, the following deductions will apply:

- **Administration fee:** £200
- **Registration fee:** £65
- **Accommodation booking fee:** £65
- **International transfer fee:** £30 (if refund is made to a non-UK bank account)

Example:

If your total payment was £1,855 (course fee: £840, registration fee: £65, book: £45, homestay: £840, accommodation booking fee: £65), the refundable amount would be **£1,525**.

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## Important Notes

- **Fraudulent applications:**  
No refund will be issued if the student is found to have used deception in the visa application process (e.g., forged documents). This includes cases where an immigration officer or consulate employee identifies fraudulent activity, as well as cases where fraud is the reason for the visa rejection.  
Britannia English Academy maintains a strict policy to discourage the misuse of our services for fraudulent purposes.
- **Final Decision:**  
All decisions regarding refunds are final and not subject to internal appeal.

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## Student Acknowledgment

By signing below, I confirm that I have read and understood the conditions outlined in this Visa Refund Agreement. I accept the terms and conditions, including applicable fees and the non-refundable nature of certain payments.

- **Date:**
- **Full Name (in capital letters):**
- **Signature:**

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For submission, please email the signed form to [info@britannia-school.com](mailto:info@britannia-school.com), post it to our office, or submit it in person at the school reception.