Application & Refund Policy-Short Term Courses

Overview

This policy outlines the terms and procedures for applying to Oxfordian College, including distance learning terms, application procedures, payment details, refund policies, and visa-related guidance. All prospective learners must read this document carefully before applying. This policy is statutory and forms part of the terms and conditions of enrolment. It is made available on the Oxfordian College website and referenced within the Unconditional Offer Letter. Learners are expected to read and accept all policies as part of their due diligence before applying and commencing their course.

"We / Us" refers to Oxfordian College. "You" refers to the student enrolling in a distance learning course. On application, a "non-refundable enrolment" fee is payable to begin your admission process. Once you meet all conditions and pay the tuition and awarding body fees, an Offer Letter will be issued, establishing a formal agreement.

Applications can be submitted either via our online portal or by completing a paper-based application form. You are required to upload your passport, academic transcripts, and any supporting documentation. Offer letters (conditional or unconditional) are typically issued within three working days. If your application is declined, we will guide you toward suitable alternatives.

For short-term study (less than 6 months), a Standard Visitor Visa may be required based on your nationality. Oxfordian College provides general visa support and document checks at no additional charge. We do not apply for the visa however.

You may cancel your course in writing within 07 days of receiving the unconditional offer to receive a full tuition fee refund, provided you have not accessed Moodle or course materials. No refunds are available after the 07-day cancellation window.

If your visa is refused, you may either continue your studies via distance learning from your home country, reapply for the course or request a refund, subject to the following conditions:

- Submit a written refund request within 14 days of the visa refusal.
- Provide the visa refusal letter, passport copy, proof of intention to study fee and tuition deposit payment, and an authorisation letter if a third party made the payment. The refund undertaking document must also be submitted.
- The refund is only applicable on the tuition fee and not the non-refundable admin fee.

- Refunds will not be granted if the refusal was due to false documentation, negligence, or if the visa application was withdrawn by you due to any personal reasons. This includes failure to attend or pass visa interviews either in your home country or upon arrival in the UK (at border controls).
- If no refund request is made within 14 days of receiving the visa refusal in written via email to hello@oxfordiancollege.com refund eligibility lapses.
- Refunds will be processed within 28 working days upon receipt of all required documentation. Refunds will only be made to the original payer, unless written authorisation is given for an alternate recipient. The refunds will be made in instalments upon raising of invoice by the applicant.

Refund Summary:

Scenerio	Refund Period	What is refunded	Admin fee	Notes
Cancel within 07 days: Full tuition fees refunded, other than the non-refundable enrolment fee, if no course accessed.	07 days	Tuition fee	Not refunded	Course not started
Visa refusal (valid): Tuition minus admin fee refunded, all documents must be provided.	Within 14 days	Tuition fee	Not refunded	All documentation must be provided
Visa refusal due to fraud or negligence	n/a	No refund.	Not refunded	n/a
Withdrawal after course access	n/a	No refund.	Not refunded	n/a
Visa approved, student withdraws/doesn't travel/travel difficulties	n/a	No refund.	Not refunded	n/a
To apply for a refund after visa rejection, submit the following after 14 days of refusal	n/a	No refund.	Not refunded	n/a

Refunds will be made to the original payment source unless written authorisation is given to issue the refund to another party.