

## **Procedure for handling Deposits, Fees & Refunds.**

### **Deposits**

When a student applies for admission to Glasgow City College along with the application form they make a 50% payment towards their course fees and £100 as registration, which can be paid by Cheque, Draft favoring Glasgow City College, if the student wishes to do Bank Transfer, the college bank account details can be obtained from the office.

### **Fees payments**

Upon receipt of the deposit an unconditional offer letter is provided to the student and if successful in securing visa the student pays the balance 50% as full payment or as installments mutually agreed between the college and the student.

### **Refunds**

In an unlikely event of visa refusal the student will be refunded deposit within 21 days of receipt of all original college documents and a copy of their visa refusal. The registration fees of £100 is non refundable and adjusted towards the administrative costs.

When a student withdraws application from Glasgow City College, or discontinues course within 10 days of course start the deposit is refunded and not the registration fees.

If a student obtained visa through Glasgow City College and withdraws from the course of study or from the college since the college is the official sponsor of the student the current Home Office regulations will be followed and the fees refund will be at the sole discretion of the Director.

If a local student (not sponsored by GCC) withdraws before 1 month of his course start date 1 term fee is deducted and the balance is refunded.

Any student whether international or local is not entitled for any refunds if they discontinue their course after 1 month of the course start date.

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