



## UKCBC Refund Policy

- ✓ Any refund request should be sent via email to [refund@ukcbc.ac.ae](mailto:refund@ukcbc.ac.ae)
- ✓ Refund is calculated from the date the email is sent to the given email ID.
- ✓ All refunds will be processed within 30 business days of receipt of dully filled Refund Form.
- ✓ Refunds will be processed through bank account transfer or by account payee cheque only.
- ✓ No cash refund will be processed.
- ✓ Application Fee is Non-Refundable under any circumstances. In case of Application Fee waiver / discount is offered, the refunds will be calculated after deducting the full Application Fee payable
- ✓ The refund will be calculated from the start of the term and the date of the official email sent stating the intent of withdrawal, and not from the date the student was absent. Being registered for the term count as days in college.
- ✓ If for any reason, a student opts to withdraw from the College after accepting the offer letter (which is a legal contract), then they have a right to cancel their offer until the date of commencement of classes and request for a refund.
- ✓ The security deposit will be refunded once a student completes the course provided all outstanding fees and dues are cleared and the certificates are collected from the College.
- ✓ Refer to the Student Handbook on terms & conditions related to refund of Other Fees.

### Tuition Fee Refund Schedule

Date of Withdrawal	Percentage of Tuition Fee Refund
Prior to Commencement of Classes	100% Refund
Within 07 Calendar days of the Term Start Date	50% Refund
After 07 Calendar days of the Term Start Date Until 21 Calendar Days of the Term Start Date	30% Refund
After 21 Calendar Days of the Term Start Date	0% Refund

**NOTE;** If the student has opted for a bundle offer, all the courses included in the bundle are considered as part and parcel of the program and a prerequisite for the next level. Therefore, commencement date is considered as start of the first course / class that the student has opted, for the purpose of computation of refund and will not be separately counted for each element of the bundle.