



BRITANNIA
INTERNATIONAL ACADEMY®

Student Withdrawal and Refund Policy

Britannia International Academy® understands that, from time to time, a student may need to withdraw from their programme due to changes in personal, educational or family circumstances.

This policy sets out the procedure for withdrawal and explains how any refund due will be calculated.

1. Notice of Withdrawal

A parent/guardian wishing to withdraw a student from Britannia International Academy® must submit a written withdrawal request to the Academy.

The request should include:

- The student's full name;
- Student ID, where available;
- Current year group or programme;
- Requested final date of enrolment; and
- Confirmation that the parent/guardian wishes to withdraw the student.

The date on which the Academy receives the written withdrawal request will normally be treated as the official notification date.

2. £300 Withdrawal and Administration Charge

Where a student withdraws after enrolment has been completed, **£300 of the fees paid will be retained by Britannia International Academy®.**

This amount covers administrative and operational costs associated with the student's admission and enrolment, including, where applicable:



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admissions@britacademy.uk
www.britacademy.uk



Bartle House, Oxford Court,
Manchester, England, M2 3WQ



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- Admissions and enrolment processing;
- Student registration and record creation;
- Academic placement and class allocation;
- Initial academic and administrative setup;
- Creation and administration of student accounts;
- Learning platform and digital resource setup;
- Timetabling and teacher allocation;
- Finance and administrative processing;
- Withdrawal processing and closure of the student's records.

The £300 retained amount applies when calculating any refund following withdrawal, subject to the provisions below.

3. Calculation of Refunds

Where tuition fees have been paid in advance for the academic year and a student subsequently withdraws, any refund due will be calculated based on the circumstances and timing of the withdrawal.

Where applicable, Britannia International Academy® will deduct:

- a) the £300 withdrawal and administration charge;
- b) tuition fees attributable to education and services already provided up to the effective withdrawal date; and
- c) any other non-refundable third-party charges already incurred specifically for the student, where these were clearly identified as non-refundable.

Any remaining eligible balance will be refunded to the payer.



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No refund will be made for tuition or educational services that have already been delivered.

4. External Examination, Awarding Body and Third-Party Fees

Fees paid or committed to external organisations may be non-refundable once the relevant registration, licence, examination entry or service has been ordered or activated.

This may include, where applicable, examination entry fees, awarding-body registration fees, external assessment fees, licences, textbooks, digital resources or other individually purchased services.

Where such costs have already been incurred on behalf of the student and cannot be recovered by Britannia International Academy®, they may be deducted from any refund due.

5. Instalment Payments

Where tuition fees are being paid by instalments, withdrawal does not automatically cancel amounts that became due before the effective withdrawal date.

The Academy will review the student's account and calculate the final balance according to the tuition and services already provided, the £300 withdrawal and administration charge, and any applicable non-refundable third-party costs.

Where the calculation results in an outstanding balance, this remains payable. Where it results in a refundable balance, the eligible amount will be returned to the payer.

6. Processing of Refunds

Once a withdrawal has been confirmed and the student's account has been reviewed, the Academy will provide confirmation of any refund or outstanding balance.

Approved refunds will normally be returned using the original payment method wherever reasonably possible.



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Bank charges, currency conversion differences or payment-provider charges outside the Academy's control may affect the final amount received.

7. Exceptional Circumstances

Britannia International Academy® recognises that exceptional circumstances may arise.

Where appropriate, the Academy may consider documented exceptional circumstances individually and may exercise reasonable discretion regarding the application of this policy.

Any exception granted in one case does not automatically establish an entitlement or precedent for other cases.

8. Academy Cancellation

Where Britannia International Academy® cancels a programme or is unable to provide the educational service for which a student has paid, the Academy will assess the appropriate refund for the affected undelivered service.

The £300 withdrawal and administration charge will not be applied where the withdrawal results solely from the Academy cancelling the student's programme and being unable to provide a suitable alternative.

9. Acceptance of this Policy

By accepting an offer of admission, completing enrolment and/or making payment of tuition fees, the parent/guardian confirms that they have been provided with the applicable terms governing enrolment, including this Student Withdrawal and Refund Policy.

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