

## Refund Policy (for Non-Accredited Students on a Summer School Programme)

This document (together with the documents referred to in it) sets out the refund of fees under which the Woolf Institute (“Institute”) provides the following Summer School programme to non-accredited students:

- *Religion and Society from the Medieval to the Modern*

Details of the programme can be found at:

<https://www.woolf.cam.ac.uk/study/summer-schools>

This document is available to download on the website, under Governance and Policies:

<https://www.woolf.cam.ac.uk/about/governance-policies> and also on the Summer School webpage: <https://www.woolf.cam.ac.uk/study/summer-schools>.

### **Please read this refund policy before applying for the programmes noted above.**

1.1 Where notice of cancellation is received 60 days before the start of the Course, the Applicant will be eligible for a refund of any fees paid minus the Non-Refundable Deposit Fee. Any outstanding fees must be paid to the Institute.

1.2 Where notice of cancellation is received 30 days before the start of the Course, the Applicant will be eligible for a 50% refund of the fees paid minus the Non-Refundable Deposit Fee to cover costs incurred. Any outstanding fees must be paid to the Institute.

1.3 Where notice of cancellation is received less than 30 days before the start of the Course, the Applicant will not be eligible for a refund. Any outstanding fees must be paid to the Institute.

1.4 All refunds will **only** be made to the Applicant or, e.g., their sponsor who paid the fee. Refunds will not be made in cash. If payment was made by bank transfer, the Applicant or, e.g., their sponsor will be contacted and asked to provide relevant bank transfer details. Refunds will be calculated in UK Pounds Sterling and subject to currency exchange rates. The Institute will not refund any shortfalls due to fluctuating exchange rates nor will it offer compensation for any bank or other charges incurred.

1.7 If, for any reason, the Institute cancels a programme, fees paid will be returned in full.

1.8 In the case of mitigating circumstances, an Applicant can appeal for a refund for some part of the course fees by emailing the Director of Studies at [eth22@cam.ac.uk](mailto:eth22@cam.ac.uk).

Woolf Institute, September 2019