

Refund Policy

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Introduction

This document sets out the Refund Policy of the Woolf Institute (“Institute”) related to the fees for the following educational programme undertaken by Non-accredited students (i.e. students participating independently of their University programme):

- Summer School: Religion and Society from the Medieval to the Modern

This Policy must be read before submitting an application for the above programme. This policy is available at <https://www.woolf.cam.ac.uk/study/summer-schools> and from Dr Emma Harris, Director of Studies, at eth22@cam.ac.uk.

Policy: Summer School

- 1.1 This section of the Refund Policy relates to Non-accredited Applicants who have applied for the Woolf Institute Summer School: Religion and Society from the Medieval to the Modern independently of their University programme.
- 1.2 COVID-19 Clause – If the Institute is obliged, due to specific Government restrictions, to cancel the in-person Summer School, or the Applicant is prevented from travelling to the UK, the Institute will provide a virtual Summer School for teaching and supervisions (as required). Partial refunds – based on the accommodation fees – will be made to the individual or Sponsor who paid the fees.
- 1.3 Where notice of cancellation is received 60 days before the start of the programme, the Applicant or Sponsor 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.
- 1.4 Where notice of cancellation is received 30 days before the start of the programme, the Applicant or Sponsor 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.
- 1.5 Where notice of cancellation is received less than 30 days before the start of the programme, the Applicant or Sponsor will not be eligible for a refund. Any outstanding fees must be paid to the Institute.
- 1.6 All refunds will **only** be made to the payment provider. Refunds will not be made in cash. If payment was made by Bank Transfer, the Applicant or 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 the 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.

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