



Refunds Policy

CORE COURSES

(Foundation Certificate, Counselling Diploma, Psychotherapy Diploma, MA in Humanistic and Integrative Psychotherapy, Core Study Courses).

Generally, acceptance by the student of a place on a course is a contractual commitment to pay those full course fees for the year commencing or commenced

Course arrangements, staff hours and venues are often planned around the student numbers, so it is not possible to refund deposits or waive the year's fees after the deadline for deposits has passed. Doing so would often jeopardise the financial viability of the course in question and be unfair to all the other enrolled students (for example if the course then had to be cancelled).

Students withdrawing their applications *before the deadline* for deposits will at BCPC's discretion be eligible for a full refund of any deposit and/or fees paid.

This would only be varied (and the contractual obligation of payment being due once the student agreement has been completed be enforced) where such refunds would jeopardise the practical or financial viability of the course. Students who have set up a standing order will not be eligible for a refund of the standing order administration fee in any circumstance.

Students paying for the MA by standing order instalments over 48 months will have their withdrawal dealt with on a case by case basis but BCPC will adhere to the spirit of the above paragraphs. In principle, standing orders will be due to the extent that the student has then paid MA fees up to the end of the academic year of withdrawal.

MIDDLESEX REGISTRATION FEES (i.e. MA and PQMA registration)

These fees are collected on behalf of Middlesex University, so once a student has made their course application and been notified to Middlesex University, they will have no right to a refund and the fee shall be due if not already paid by that time. Should a student make an early withdrawal, before BCPC has remitted the registration fee to Middlesex University, BCPC will make its best attempts to have the student de-registered so that a refund can be made (but this is generally out of BCPC's control).

OPEN ACCESS & CPD COURSES

Short courses have cancellation and refund policies included in their application literature. Being of a short duration means they will generally (**but this is only a guide**) have a deadline by which applications and a deposit are due. After this date, no refunds of the deposit shall be made upon withdrawal and full fees for the course shall be payable. Total applications as at the deposit deadline determine whether these courses run or not and so it would be unreasonable to offer a refund after the run/don't run decision has been made.