

## BCPC CANCELLATION & REFUNDS POLICY

### Certificate & Diploma Courses

(Foundation Certificate, Counselling Diploma, Psychotherapy Diploma/MA)

By enrolling to be a student of BCPC you enter into a contract by which you: -

- Confirm that you are willing to participate fully in the course.
- Agree to pay the relevant fees.
- Agree to pay all additional costs relating to the course as detailed on the course information sheet.

**Acceptance of a place on a BCPC course is a contractual commitment to pay the full fees and refunds are not permitted if for any reason you do not complete the year.**

If you withdraw from the course before it has commenced, your deposit will be forfeited. BCPC will at all times use best endeavours to try and fill your place with a replacement student, if this is case then you will not be liable for the full course cost. If a replacement cannot be found then the course cost will be due.

If you withdraw from the course once it has commenced, you are liable for all outstanding fees to the end of the Academic year, (if a 2 or 10 instalment option has been chosen, all instalments will still be due).

If you decide to withdraw from your course, you must first discuss this with your tutor and then notify the Director in writing. In exceptional circumstances the Director may consider a part refund appropriate, however that should not be taken as the norm as costs surrounding the course will already have been committed.

Membership contributions once paid will not be refundable.

### CPD Courses/Short Courses

Short courses have cancellation and refund policies included in their application literature.

If for any reason, BCPC need to cancel a course, an alternative will be offered, or a full refund given. Once payment is made refunds for CPD courses will only be given if the cost of the CPD exceeds £30, in this case the refund will be less a £30 administration fee.

Policy Ownership	Reviewed and updated	Next Review Due
Director & Finance Manager	February 2026	February 2027