



Cambridge Muslim College Fees, Scholarships and Refund Policy

1. Purpose

The purpose of this policy is to set out the details for payment of student fees, refunds, and the allocation of scholarships.

2. Scope

This policy applies to students on the College's programmes.

3. Principles

- 3.1. Within the limits of its resources, the College is committed to making its courses available to all successful applicants, regardless of means, and aims to offer financial support where needed and possible.
- 3.2. The College cannot guarantee financial support to any student and offers of support will only be made to successful applicants for admission. Admission to the College is granted purely on merit, and requests for financial support will not impact applications in any way.
- 3.3. Acceptance of an offer of a place on the College's programmes must be accompanied by a non-refundable¹ deposit. Deposit varies between the different programmes, so please check your programme webpage for more details.
- 3.4. The fee balance is payable four weeks before the start of the first term. In exceptional cases, allowances can be made for students who need a payment plan.

¹ A Cooling Off Period of 14 days is applied to this. This means should a student change their mind and withdraw their acceptance; they must notify the College within 14 days of accepting the offer, upon which a refund of the deposit (less an admissions fees of £50) is payable to them. If they change their mind after 14 days, they should refer to clause 5.4 of the Terms and Conditions.

- 3.5. The College can provide limited single-sex accommodation in shared housing, on a first-come, first-served basis. The price per room ranges from £450 to £650 per calendar month. For more information and price list please email accommodation@cambridgemuslimcollege.ac.uk
- 3.6. Tuition fees² for the for the BA (*Hons*) programme can be found [here](#). Tuition fees³ for the Diploma in Contextual Islamic Studies can be found [here](#). Tuition fees⁴ for Islamic Psychology Diploma programme can be found [here](#).
- 3.7. A number of scholarships are awarded each year, ranging from partial to full scholarships. Please refer to the scholarships on our website for more information.
- 3.8. Tuition fees can be paid in full at the beginning of the year or in three equal instalments at the beginning of each term.
- 3.9. The Finance Manager is responsible for ensuring that students make all related payments on time.
- 3.10. The Finance Manager is responsible for keeping records of all financial matters related to the programme's registered students.
- 3.11. If a student wishes to withdraw from one of the College's programmes, any refund will be calculated according to the stage of the programme reached and other outstanding charges.
- 3.12. Any intention to withdraw from the College's programmes should be notified in writing by emailing the related Programme Manager/ Officer
- 3.13. Students who withdraw before September are entitled to a full refund, less an administration fee of 5% of the full annual tuition fee. Any withdrawal in September, before the start of term, will be subject to administration fees of 10% of the full annual tuition fees.
- 3.14. Once the academic year has commenced, request for a refund will only be accepted up to and including week 5 of the first term. Within the permitted time frame students are eligible for a 50% refund of the tuition fee

² A Cooling Off Period of 14 days is applied to this. This means should a student change their mind and withdraw their acceptance after they paid their tuition fees; they must notify us within 14 days of accepting the offer upon which a full refund of the deposit (less an admissions fees of 5% of the full annual tuition fee) is payable to them. If they change their mind after 14 days, please refer to clauses 3.13 and 3.14 of this policy.

³ Ibid.

⁴ Ibid.

- 3.15. For students who have only paid the first term's instalment, the balance of the full annual tuition fee remains payable.
- 3.16. The College will process the refund as soon as possible and, in any case, within four working weeks of the day the written request was received.
- 3.17. Students who are forced to withdraw due to special circumstances (e.g. ill health, compassionate grounds) will be considered on a case by case basis. Refunds will not be withheld unreasonably.
- 3.18. If a student is dissatisfied with the programme, and the Programme Manager cannot resolve the issue, then a complaint should be submitted in accordance with the Appeals and Complaints Procedure policy. The College must be given an opportunity to address any issues that have arisen. A refund will be issued if considered appropriate and at the sole discretion of the College.

4. Responsibility

- 4.1. The Finance Manager is responsible for implementation of this policy.
- 4.2. The Finance Manager is responsible for financial transactions between students and the College.

5. References

1. Student Handbook
2. Complaints Policy

REVISION HISTORY

Revision #	Effective Date	Description of Change
00	31 March 2017	New Document
01	29 February 2020	<ol style="list-style-type: none"> 1. Formatting change 2. Policy number assignment 3. Assignment of responsibilities
02	16 January 2021	<ol style="list-style-type: none"> 1. Include a cooling off period for both deposit and tuition fees. 2. Change admissions fees to be 5% if withdraw before September and 10% if withdraw in September. 3. Add clarity to Clause 3.4. that this is about a deposit for Accommodation.
03	May 2021	<ol style="list-style-type: none"> 1. Include all College's programmes 2. Remove information about accommodation 3. Tuition fees are linked to the website 4. Change the Scholarship information
04	Dec 2022	<ol style="list-style-type: none"> 1. Change responsibility for implementing this policy and ensuring students made payments for tuition fees on time. 2. Once the academic year has commenced, request for a refund will only be accepted up to and including week 5 of the first term. Within the permitted time frame students are eligible for a 50% refund of the tuition fee