



Cambridge Muslim College Fees and Refund Policy

1. Purpose

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

2. Scope

This policy applies to students registered on all College's taught 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. Deposits vary between the different programmes, and details are available on the programme pages on the College website.
- 3.4. The College commits to ensuring that student accommodation remains market-related. For more information please email: accommodation@cambridgemuslimcollege.ac.uk
- 3.5. All payments to the College must be made via bank transfer. Bank transfer details will be available on student fee statements.
- 3.6. Tuition fees for the College's programmes are published on the [College website](#).

¹ A 14-day cooling-off period applies. Students who wish to withdraw their acceptance must provide written notification via email to studentservices@cambridgemuslimcollege.ac.uk within 14 days of accepting the offer. In such cases, the deposit will be refunded, subject to a deduction of £50 as an admissions administration fee. For withdrawals beyond the 14-day period, the deposit will be forfeited.

- 3.7. Tuition fees for the BA (Hons) programme and the Cert HE in Contextual Islamic Studies and Leadership programme must be paid in full at the start of the academic year or in three equal instalments at the beginning of each term, if arrangements for this are agreed between the student and the Finance Manager.

Tuition fees for the PgCert of HE in Islam and Psychology must be paid **in full** before the programme commences.

- 3.8. Any intention to withdraw must be made in writing via email to the Registry via the student services email: studentservices@cambridgemuslimcollege.ac.uk. Refunds will be processed according to when the student cancelled their enrolment:

Before September: A full refund of tuition fees will be issued, less a 5% administration fee.

During September (before term starts): A refund will be issued, less a 10% administration fee.

After Term Begins: Refund requests will only be accepted up to and including Week 5 of the first term. Eligible students will receive a 50% refund of tuition fees.

For students who have paid only the first term's instalment, the balance of the full annual fee remains payable.

Special Circumstances: Students withdrawing due to medical or other legitimate grounds may be considered for refunds on a case-by-case basis. Refunds will not be unreasonably withheld.

Refunds will be processed within four working weeks of receiving the written request.

- 3.9. Students may apply for financial aid annually. Financial aid details are available on the College website or from the Finance Manager.
- 3.10. In cases where a refund is being requested as a result of a grievance, refunds will only be considered if the matter cannot be resolved after the formal complaints and grievance procedure has been fully followed and concluded. Refunds requests will not be considered if the complaints policy has not been followed.

4. Collecting Debt

The College recognises that students may occasionally experience financial difficulty and is committed to working with them to find suitable solutions. Where tuition or accommodation fees remain unpaid after the due date, the Finance Manager will contact the student to discuss the situation and outline the available processes for resolving outstanding debt.

Students may choose from the following options to pay overdue amounts:

- Establishing an agreed payment plan (weekly, fortnightly, or monthly instalments).
- Requesting a short-term extension to the payment deadline.
- Making a partial payment while arranging a longer-term plan for the remaining balance.
- Continuing repayment after completing or withdrawing from their course, under the same negotiated arrangements.

If a student graduates or leaves the College with an outstanding balance, the debt remains payable, and the Finance Manager will continue to engage with the former student to agree on a suitable repayment method.

5. Responsibilities

- 5.1. The Finance Manager is responsible for the updating and implementation of this policy.
- 5.2. The Quality Assurance Manager is responsible for ensuring that this policy is in line with the Competition and Markets Authority Guidance.
- 5.3. The College is responsible for ensuring the accurate maintenance of student fee accounts and that fee statements are sent to students monthly.

6. References

- [Competition and Markets Authority Guidance](#)
- Financial Aid & Scholarship policy
- Student Handbook
- Student Complaints Policy

REVISION HISTORY

		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	December 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
05	December 2024 <i>Z. Alkhatib</i>	<ol style="list-style-type: none"> 1. Replace “Scholarship” with “Financial Aid” 2. Update the information in relation to the refund policy. 3. Ensure links are up to date. 4. Update responsibilities for this policy.
06	Nov 2025	<ol style="list-style-type: none"> 1. Add more details about collecting debts from students under “Collecting Debt” section.