



STUDENT REFUND POLICY

Saïd Business School

August 2016

Saïd Business School Deposits, Fees and Refunds Policy

1. Application Fees

Application fees, payable at the time of initial application to the programme in question, shall be charged in addition to any course and College fee. These are non-refundable in any circumstances.

2. Deposit Fees

Deposits payments are required upon acceptance of an offer from Saïd Business School for all of the MBA, EMBA, MFE, MPM and Diploma programmes. Application for refund of a deposit shall be considered in accordance with the University's policy outlined below:

- **Withdrawal after 14 days of accepting the offer** - No refund
- **Withdrawal within 14 days of accepting the offer** - Refund
- **Failure to meet academic conditions** - Refund¹
- **Failure to attain required English language score** - Refund²
- **Failure to comply with financial declaration** - No refund³
- **Refusal of visa application:** Refund⁴
- **Failure to take up a place because of unforeseeable circumstances such as serious ill health or bereavement**, at the discretion and approval of Saïd Business School - Refund⁵
- **Deferred entry:** No refund⁶
- **Transfer of Programmes.** Deposits may be transferable from one programme of study to another, at the discretion and approval of Saïd Business School.

3. Course Fees

Course fees are payable for the duration of each specific programme and are payable before the start of the programme. Under certain circumstances, and approval by the Saïd Business School, notably where fees are being financed through scholarship or accredited loan schemes, payment will be accepted at an agreed later date following commencement of the programme.

For the MBA, MFE and Diploma programmes, the amount of the deposit will be deducted from the overall course fee to arrive at the residual amount payable on commencement of the programme.

For the EMBA & MPM programmes, the fees are payable in two equal annual instalments. The amount of the deposit will be deducted from the second year's fee to arrive at the residual amount payable in that year.

Individuals who, at the discretion and approval of Oxford Saïd, transfer from one programme to another shall be liable for the course fee relevant to the course to which they transferred,

4. College Fees

College fees are payable in addition to the course fee for all programmes with the exception of the EMBA and diploma programmes. The fees charged by Saïd Business School for the EMBA and diploma programme include the applicable college fee, which is therefore payable by Oxford Saïd to the College on the student's behalf.

¹ Subject to provision of evidence of relevant examination results

² Subject to provision of evidence of failed English Language test.

³ Provided that the offer letter includes full details of the costs involved, including university fee, estimated college fee, living costs.

⁴ Subject to provision of evidence that the candidate has applied for and been refused a visa.

⁵ Subject to provision of appropriate evidence (e.g. supporting medical documentation).

⁶ Refunds will be granted if major changes are made to the curriculum which is considered detrimental to the applicant's decision to defer.

Cancellation/Withdrawal from a Programme

Students cancelling or withdrawing from a programme of study may be entitled to a refund of the course fees payable for the programme in question, depending upon when they cancel/withdraw (see table below). Generally, students will qualify for a refund of course fees for each complete term not started and who meet the following criteria for extenuating circumstances, such as, but not limited to the following:

- Personal Emergencies
- Health Reasons
- Care of and Medical reasons for Family Members
- Legal/Immigration Matters
- Other (these reasons will be considered on an individual case basis).

Important Note: Should a student be expelled from the University, the student will be liable for the full payment of course fees and will not be eligible for a refund. In the unlikely event that a student has paid for two years of tuition (applicable to programmes running over 2 academic years) and is expelled in the first year of the course, they will be entitled to a refund of the fees payable for the second year.

MBA & MFE PROGRAMMES ONLY		
Withdrawal date	Refund	
Before Monday Week 4 of Michaelmas term	Refund of course fee for Michaelmas, Hilary & Trinity terms	
After Monday Week 4 of Michaelmas term	Refund of course fee for Hilary & Trinity terms	
Before Monday Week 4 of Hilary term	Refund of course fee for Hilary & Trinity terms	
After Monday Week 4 of Hilary term	Refund of course fee for Trinity Term	
Before Monday Week 4 of Trinity term	Refund of course fee for Trinity Term	
After Monday Week 4 of Trinity term	Not eligible for any refund	

EMBA PROGRAMME		
Withdrawal date	Full/Partial Refund	
Before Monday of Module 1	Full refund of course fee	
After Monday of Module 1 but before the start of Module 8 (2 nd Academic Year)	Refund of course fee for 2 nd academic year	
After Monday of Module 8 (2 nd Academic Year)	Not eligible for any refund	

MPM PROGRAMME		
Withdrawal date	Full/Partial Refund	
Before Monday of Module 1	Full refund of course fees	
After Monday of Module 1 but before the start of Module 6 (2 nd Academic Year)	Partial refund of course fee for 2 nd academic year	
After Monday of Module 6 (2 nd Academic Year)	Not eligible for any refund	

DIPLOMA PROGRAMME

Withdrawal date	Full/Partial Refund	Modules Eligible for Refund
6 weeks before Monday of Module 1	Full refund of course fee, minus the non-refundable deposit, and a 10% cancellation charge.	Full refund of course fee, minus the non-refundable deposit, and a 10% cancellation charge.
Between 6 & 3 weeks prior to Module 1	50% of course fee	
Before Monday of Module 2	50% of course fee refunded for those students who withdraw due to circumstances beyond their control, as listed in the above criteria in section 2, above	
After Monday of Module 2	Not eligible for any refund	None