



Refund Policy for students enrolled after October 1st 2020

All refunds will be processed within 30 business days of receipt of a formal email. Please ensure you provide your full name and student ID reference or send us a copy of your Emirates ID. The refunds will be processed through bank account transfer or by account payee cheque only. No cash refund will be processed.

Withdrawal before commencement of classes

If for any reason, a student opts to withdraw from the College after accepting the offer letter (which is a legal contract), then they have a right to cancel their offer until the date of commencement of classes and request for a refund.

A 100% refund of tuition fee, recreation fees and security deposit will be made in case a student withdraws before commencement of classes. Application fees of AED 500 is not refundable. The refund shall be processed after due completion of withdrawal procedures by the College.

A formal request of withdrawal must be sent to admissions@ukcbc.ac.ae. No other mode of communication will be accepted. In the absence of a written notification of withdrawal to the Admissions Office, you shall be assumed to be enrolled and in attendance and as such be liable for the payment of tuition fees for the academic year.



Withdrawal after commencement of classes

If you decide to withdraw from a course after being inducted, then you must notify the Student Services department in writing of your decision. In the absence of written notification of withdrawal, you shall be assumed to be in attendance and as such liable for the payment of tuition fees for the academic year. All refunds requests must be sent to Student Services Department at the following email ID:

studentservicesdubai@ukcbc.ac.ae

The eligibility criteria for refund after commencement of classes shall be as follows:

Date of withdrawal	Percentage of tuition fees refundable
During induction week	50%
From 1 st week of class until 3 rd week of class	30%
After 3 rd week of class	0%

1. Application fees are non-refundable under any circumstances.
2. In case the fees have not been paid in full, any deposit paid will be adjusted against outstanding fees and only the balance, if any, will be refundable. If the deposit falls short, the post-dated cheques will be retained and en-cashed to clear off the outstanding dues.
3. In case fees have been paid in full, security deposit and visa deposit will be refundable after due completion of procedures by the College.
4. New or current students availing special discounts, waivers, or financial aid in between the course, under special management discretion, are not eligible for any refunds in any case.



Refund of deposits after completion of course

1. The security deposit will be refunded once a student completes the course provided all outstanding fees and dues are cleared and the certificates are collected from the College.
2. The visa and passport deposit for students sponsored by UKCBC will be refunded only after their visa is cancelled and proof of exit from UAE or proof of a new valid UAE visa is submitted to the Student Services Department.
3. All deposits will be refunded by bank account transfer or by account payee cheque only.
4. In case refundable deposits are not claimed within a period of 3 years from date of eligibility or request, whichever is earlier, the same shall be considered non-refundable.
5. New or current students availing special discounts, waivers, or financial aid in between the course, under special management discretion, are not eligible for any refunds in any case.



Refund Policy for students enrolled before October 1st 2020

1. 100% of the tuition fee and security deposit will be refunded in case of withdrawal before classes begin. Administration charges of AED 500 will apply.
2. The security deposit of AED 2,000 will always be refunded once the withdrawal procedure has been completed by the admissions team.
3. Up to 70% of the tuition fee will be refunded if the student withdraws within the first 2 weeks of college including the induction week.
4. No refund will be processed after the first 2 weeks of College.
5. All refunds will be processed within 30 days from the day of the first request through either bank transfer or cheque.
6. Students joining any intake post-induction week, will not be eligible for any refund.