

ImagineEnglish

Language Academy

Accommodation Refund and Charges Policy

Accommodation Refunds

Category	Time Application Received	Amount Refunded
Withdrawal by student	Up to 28 days before start	All payments less: Acc Booking Fee
	8 - 28 days before start	50% of fees less: Acc Booking Fee The remaining 50% in school or course credit
	0 - 7 days before start	No Refund. School credit or course change may be offered.
	During Course	No Refund. School credit or course change may be offered.

Notes

In the case of exceptional circumstances (e.g. no heating/hot water etc) refunds may be permitted at the discretion of the Accommodation Officer and approval of the Business Manager

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Accommodation Extensions

Extensions	Length	Fees Chargeable
Same accommodation	< 4 weeks	£45 Acc. Booking Fee & Fees
Change accommodation	< 4 weeks	£45 Acc. Booking Fee, £25 additional night & Fees
Same accommodation	>= 4 weeks	Fees only
Change accommodation	>= 4 weeks	£25 additional night & Fees

Notes

Availability is not guaranteed when long term students choose to do a series of extensions.

Accommodation Changes - mid booking

Students who choose to change accommodation during their stay will be charged a £45 Acc. Booking Fee.

Students who change accommodation mid-week will be charged a full week for both accommodations. For example a change from host family to premium will cost 1 week host, 1 week premium and Acc. Booking Fee.

Weekend changes are to be strongly advised to be avoided.

Wavering of the mid-booking changes are at the Accommodation Officer's discretion and with the approval of the Business Manager.