

Refund Policy

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Equality, Diversity, Inclusion and Belonging Check for new/updated Policy completed by (committee/date): September 2025

Documentation Distribution

Please delete as applicable

All staff	N
Governing Body	Y
Parents on request	Y
Published on School website	Y
BC requirement to be available on request	Y
BC requirement to be on School website	Y
Parent Portal	Y
Staff Hub	N
Staff Induction & Staff Link Portal	N
Limited Internal Use Only (state recipients)	

This policy is considered a 'live' document and will be updated as statutory guidance is released

In policies St Bede's School Trust Sussex may be referred to as Bede's/the School/the Trust.

Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Vision, Mission and Values

Our Vision

Where every child finds joy in their pursuit of brilliance

Our Mission

We continue to craft a more joyful education.

- Cultivating a vibrant learning experience, motivating us to pursue our individual best.
- Providing a festival of opportunity, enabling us to discover new passions and develop new talents.
- Building a kind-hearted community, inspiring us to enhance the lives of others.

Our Values

Be Compassionate

Because a caring community fosters belonging.

We expect our community to show kindness to people of all ages, genders and ethnicities, maintaining campuses where every person feels joyful and energised.

Be Courageous

Because fortune favours the brave.

We challenge our community to stand up for what is right, providing them with a safe environment where they can take bold action in pursuit of brilliance.

Be Curious

Because wisdom can be found off the beaten track.

We encourage our community to discover unlikely passions and hidden niches, releasing them into a wealth of opportunities inside and outside the classroom.

Be Conscientious

Because dedication is a spearhead of success.

We ask our community to throw themselves wholeheartedly into every endeavour, taking responsibility for their journey and inspiring others to do the same.

Policy Principles/Aims:

This Policy outlines the procedure that will be followed by Bede's Summer School in cases where a refund is payable due to the cancellation of a course or an unintentional overpayment. It should be read in conjunction with section 4 of Bede's Summer School Terms & Conditions of Enrolment. In cases of any discrepancy, the Bede's Summer School Terms & Conditions of Enrolment will prevail.

Statutory Guidance:

Associated Trust Policies:

- Bede's Summer School Terms & Conditions of Enrolment

1. A full refund will be issued if Bede's Summer School cancels a course, or is unable to deliver the course as marketed in our published collateral.
2. The refund will be made directly to the person who made the payment. In the case of a credit card refund, the funds will be credited to the same credit card that was used to make the original payment.

You have paid by	Refund Method
Bank Transfer	Bank Transfer
Credit Card (via Flywire)	Credit Card (via Flywire)

3. Depending on the refund method, the following charges will be automatically deducted from the amount transferred:

Refund Method	Charges
Bank Transfer (UK bank)	None
Bank Transfer (international bank)	Bede's will refund any amount in full but your bank may still apply charges to receive the funds.
Credit Card Charge	2% of the refund amount

4. Refunds are issued in GBP. If you prefer the refund to be made in your local currency to reduce the possibility of bank charges on your side, you must inform us in advance. Refunds in local currency will be made using the current exchange rate offered by our bank/ payment provider. It may be different from the exchange rate applied when you made your payment so the amount you receive in local currency may differ accordingly.
5. When a refund is made by bank transfer, the following details are required (where applicable):
 - Bank Name
 - Bank Address
 - Account/ Beneficiary Name
 - Beneficiary Address
 - Account Number
 - IBAN
 - SWIFT/ BIC
6. As standard, any refunds will be actioned by Bede's Summer School within 14 days of receiving your instruction.