

# Refund Policy 2021

## **BEDE'S** AMBITIOUS SUMMER SCHOOL

This policy outlines the procedure that will be followed by Bede's Summer School in cases when a refund is payable due to cancellation of a course (see Cancellation Policy 2021) or unintentional overpayment of course fees.

1) All refunds will be made to the person who made the booking. In the case of 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 |
|------------------|---------------|
| Cheque           | Bank Transfer |
| Credit Card      | Credit Card   |
| Bank Transfer    | Bank Transfer |

2) Depending on the method used for the refund, the following charges will be automatically deducted from the amount transferred:

| Refund Method                      | Charges  |
|------------------------------------|--|
| Bank Transfer (UK bank)            | None   |
| Bank Transfer (international bank) | We will cover all the charges possible but your bank may still apply charges to receive the funds. |
| Credit Card Charge                 | 2% of the refund amount  |

3) We will send the funds in GBP however, if you prefer us to send them in your local currency in order to reduce the possibility of bank charges on your side, you must let us know in advance.

4) Where a refund is made by bank transfer, we require the following details (where applicable):

- Bank Name
- Bank Address
- Account/Beneficiary Name
- Beneficiary Address
- Account Number
- IBAN
- SWIFT

5) All refunds will be actioned by Bede's Summer School within 14 days of receiving your instruction.

6) All refunds in local currency will be made using the current exchange rate offered by our bank / payment provider; this will be different from the exchange rate applied to you when you made your payment so the amount you receive in local currency will be different.

Signed: 

Date: 1 September 2020

Position: Assistant Director of Summer School

Review Date: 1 September 2021