



Swarthmore Education Centre

Refund Policy 2023/2024

If you cancel your place on a course, refunds will be made as follows:

- Learner cancels prior to the start of the course – minimum of 7 day's notice – full refund including membership fee if applicable.
- Learner cancels less than 7 days' notice – refund of course fees only less £5 admin fee.
- Learner cancels within 3 days following attendance at their first session – refund of course fees only, minus one session and £5 admin fee.
- Learner cancels later than 3 days following their first session – no refund
- If your course fails to form/is cancelled prior to start date – full refund including membership fee if applicable.
- If your course is closed on 4th or subsequent session – pro rata refund plus full membership fee if applicable.

One Day and Weekend Workshops

- Minimum of 7 days' notice: full refund.
- Less than 7 days' notice: no refund.

NB: Refunds to be collected within the term of the cancellation

Please note:

When enrolling on our courses, you must be able to commit to attending all classes. You will be automatically withdrawn from your course following 2 consecutive absences. If you do not attend the first class of your course, you are at risk of your place being withdrawn.

If you require further information please contact our Student Support Team on 0113 2432210 / studentsupport@swarthmore.org.uk