

Cambridge Theological Federation

Refund and Compensation Policy

The arrangements for refunding tuition fees to students who withdraw are detailed below. There are different arrangements for each of the validating universities.

Anglia Ruskin University students

The refunds policy for students on degrees with Anglia Ruskin University is detailed in Anglia's "Rules, Regulations and procedures for Students" document.

University of Cambridge students

The refunds policy for students on degrees with the University of Cambridge is detailed on the cam.ac.uk website.

University of Durham students

Refunds to students taking a Common Awards degree through the CTF with the University of Durham will be made as follows.

Full time students (residential) withdrawing

Before third week of first term (ie allows for 14 day cancellation)	Full refund
Between the start of the third week of Michaelmas Term and the last day of Michaelmas Term	25% charged; 75% refunded
On or after the last day of Michaelmas Term and before the last day of Lent Term	50% charged; 50% refunded
On or after the last day of Lent Term and before the last day of Easter Term	100% charged; 0% credited

In this context, term dates are defined as the full term dates of the University of Cambridge

Full time students (block teaching) withdrawing

Fees will be due for each module started, except that a full refund will be given if a student withdraws within the first 14 days of starting their first module with the CTF.

The fee per module will be calculated as being the full time annual fee divided by the number of modules to be taught in that year. (ie if a student drops out after three out of six weeks, 50% of the course fee will be refunded.)

Part time students withdrawing

Fees will be due for each module started, except that a full refund will be given if a student withdraws within the first 14 days of starting their first module with the CTF.

Making refunds

All refunds will be made in GBP £ Sterling and will be made via the original source of payment, excluding cash transactions which will be refunded electronically. Refunds will be made to the person who originally paid.

The CTF will inform the Students Loan Company about any students in receipt of a student loan who are due a refund of fees and for whom no further payments are required. The refund will be made in accordance with SLC rules and procedures.

Students who have paid their own fees will be refunded directly.

Where students have had their fees paid by a sponsor (eg a church), the CTF will make crediting arrangements directly with that sponsor.

Compensation for courses being withdrawn by the CTF

If the CTF withdraws an entire degree programme (or a compulsory module that means a student is unable to complete) then the following refund and compensation will be given.

- If a student chooses not to continue studies elsewhere, a full refund of tuition fees paid within that academic year will be given. (ie refunds will not be given for prior years.)
- If a suitable replacement course (ie at the same levels and with the same mode of teaching) cannot be found, a full refund of tuition fees will be given.
- If a student is transferred to a suitable replacement course refunds will only be given for modules that the new provider will not count as accreditation of prior learning.
- For anything less than full time study, the refund for each module will be the tuition fee paid for that module (which may not be the same as current day rates).

In all cases, the maximum amount refundable is the maximum amount of tuition fees paid for by, or on behalf of, that student.

The CTF is not responsible for refunding any maintenance or other fees paid to a student's House. These refunds will be made by the relevant House. Unless otherwise notified, it is expected that any fees for accommodation and maintenance will be based on the number of weeks services have been provided compared with the number of weeks for which the charge would have been payable if the course had not been terminated early, and the refund calculated pro-rata accordingly.

The CTF does not offer any student bursaries. Students with bursaries from third parties should make arrangements with them to return any overpayments or to secure the continuation of bursaries for new courses in new locations.

Additional costs

If the CTF withdraws an entire degree programme (or a compulsory module that means a student is unable to complete) and a student is transferred to a provider outside of Cambridge, the CTF will pay for any reasonable additional travel costs for students affected by a change in the location of their course or funding to offset additional costs incurred by relocation (for example, students with caring responsibilities whose childcare costs increase significantly). Students will be expected to act reasonably to minimise such costs.