



TYPE: POLICY	
SUBJECT: REFUND	REFERENCE: LWP10
DATE OF POLICY: 1 st October, 2020	
LAST REVIEWED:	
APPROVED BY: Board of Directors	
<p>POLICY</p> <p>Upon enrolling in a course offered by Learning Works, a student is entering a legal agreement in which they agree to abide by the conditions of enrolment (including meeting stated payments), in exchange for the service offered by the institution in the delivery of the course.</p> <p>In a situation where a student wishes to cancel or change his/her enrolment, and as a measure of goodwill, Learning Works will allow the following options. A student may only take up one of these options once.</p> <p><i>Please read the following options and apply in writing to student services.</i></p> <p>Cancellation Policy Students wishing to cancel their enrolment must submit notification of withdrawal in writing within 14 days of the confirmation of enrolment. In order to apply for a cancellation, the Student must email info@learningworks.edu.mt</p> <p>It is recommended students contact Learning Works within 24 hours of submitting a cancellation request to confirm receipt. Learning Works accepts no responsibility for and will not be liable for non-receipt of messages or transmissions.</p> <p>Refund Policy Your completed enrolment form acts as confirmation of acceptance, and commitment to, paying all fees as stated on the enrolment form.</p>	

Students are considered to have commenced their course from the date that course login details have been issued by Learning Works.

Refunds may be granted in the event an application is submitted within 14 days of confirmation of enrolment. The refunded cost will be less the xxxxxx Administration Fee, plus postage & handling costs where applicable.

In the event an assignment has already been submitted and returned, a refund will not be issued. If you would like to request a refund, please email info@learningworks.edu.mt

Deferments and Extensions

Deferments and/or extensions may be granted at the discretion of Learning Works. Application for a deferment or extension must be submitted by email to info@learningworks.edu.mt.

Learning Works reserves the right to refuse a deferment or extension request in the event that:

- Valid reason, with appropriate documentation, is not submitted
- The Student has requested multiple deferments and/or extensions
- The Student is not in good financial standing with Learning Works.

If Learning Works approves a deferment or extension, recommencement fees may apply.

Course Transfer

The the Student may apply for special consideration to transfer from one course to another.

Applications must be made in writing by email to info@learningworks.edu.mt. A transfer fee of 50 euro per will apply. ACS will apply credit for monies paid for the original enrolment against the new module.

In the event an assignment has been submitted and returned approval for a course transfer will not be granted.

Charlo Bonnici
CEO