

## TUITION DEPOSIT AND VISA REFUSAL POLICY

1. A non-refundable Registration and Acceptance Letter Fee of £50 is payable before processing can commence.
2. In addition, participants are required to pay a minimum tuition deposit of £250 for short courses or such higher deposit as may be specified for longer programmes.
3. The tuition deposit secures a place on the selected programme and contributes towards course preparation, administration and resource allocation.
4. Where a participant's visa application is refused, the Registration Fee remains non-refundable.
5. However, upon production of an official visa refusal notice, the tuition deposit may be transferred to one of the following options:
  - Self-paced online learning programmes;
  - Virtual instructor-led training courses;
  - A future Takeoff Aviation Academy programme within twenty-four (24) months of the original start date.

**No cash refund will normally be made in respect of the tuition deposit unless required by law or approved at the sole discretion of Takeoff Aviation Academy.**

**Requests for transfer must be submitted within six months of the visa refusal decision.**