



## **Bowen College UK Refund and Cancellation Policies**

### **Refund Policy for Practical and Online Courses**

Because Bowen College UK enlists the best instructors, who often must travel to deliver courses, as well as manage their own practices, we have strict withdrawal, notification and refund policies

We strongly recommend that you take out cancellation insurance which will cover your course fees should you need to cancel for health reasons.

#### **Full Refund within 14 days of purchase**

A student will receive a full refund of course payment if it is requested up to 14 days after the purchase of the course. If a student books onto a course taking place within 14 days of the booking then no refund will be issued.

#### **Requests to amend or cancel a booking**

A request to amend or cancel a booking will be subject to an administration fee of £100 plus website transaction fee.

If a student wishes to amend a course booking to a different course, this may be done once subject to availability with a minimum of 30 days notice before the original course start date.

#### **Refunds for accommodation**

Accommodation fees are not transferable. No refunds are issued for accommodation charges if a student cancels or transfers to a different course.

### **Refund Policy for Web Based Courses**

Once the student has accessed any of the course materials, no refund will be given.

If the student wishes to cancel the course registration, this must be done before the course materials have been accessed and within 14 days of purchasing the course. Requests for cancellation should be made by email to [info@bowencollege.org.uk](mailto:info@bowencollege.org.uk)

Refunds for web based courses are subject to an administration fee of 20% of and website transaction fee.

## **Refund Policy for Certified Bowen Healthcare Therapist (CBHT) Core Programme Fees**

A student will receive a full refund of CBHT Core Programme fees if a withdrawal is requested up to 14 days after the purchase of the programme.

The CBHT Core Programme requires attendance at a number of Healing Accelerator workshops.

CBHT Core Programme fees are payable in advance of the first Healing Accelerator workshop. If a student is unable to pay the full programme fee in advance, an instalment plan may be agreed.

Once the CBHT Core Programme is paid in full, and a student wishes to withdraw from the programme, they may do so providing that they have not booked or attended any Healing Accelerator workshops and have not accessed any of the web based course materials. In this instance the full programme fee less an administration fee of £100 and website transaction fee will be refunded.

Once a student has booked on a Healing Accelerator workshop the following refund structure will apply:

More than 30 days before the Healing Accelerator workshop date:

- Amending the course booking to an alternative Healing Accelerator workshop may be done once with a minimum of 30 days notice before the original course start date, subject to availability. A £100 administration fee will apply.
- If the student wishes to withdrawal from the programme, the programme fees less a £100 administration fee and website transaction fee will be refunded.

30 days or less before the Healing Accelerator workshop date:

- Transfer to an alternative Healing Accelerator workshop may be done once with a minimum of 30 days notice before the original course start date, subject to availability. A £100 administration fee will apply.
- If the student wishes to withdrawal from the programme, the programme fees less an administration fee of £500 and website transaction fee will be refunded.

Once the student has attended one or more Healing Accelerator workshops or accessed the web based course materials, no refund of the programme fees will be given.

## Payment Plan Policy

Payment Plans for the CBHT Programme are made available on request and subject to individual agreement. Bowen College UK retains the right to refuse requests for a payment plan option.

Payment plans are not to exceed 18 months from the start of the initial payment.

An initial payment of a minimum of 10% of the total programme fees must be paid at the time of booking.

All payment plans are subject to a penalty £50 per month when a payment is more than 30 days late. It is the student's responsibility to contact Bowen College UK if there is a late payment. Charges will be applied to the account automatically.

If a payment plan is not honoured within the time frame originally agreed upon, a student may request a change of payment plan. Their plan can be re-evaluated and adjusted subject to an administration charge of £50 in addition to all other stipulations as outlined in the refund and payment plan options.

The student may complete the required courses and practical assessments before the payments are complete, however the total CBHT Core Programme fee must be paid in full before the student will be permitted to apply for the final CBHT examination and/or certification.

If the student withdraws from the CBHT Core Programme that is subject to a payment plan, they may do so providing that they have not booked or attended any Healing Accelerator workshops and have not accessed any of the web based course materials. In this instance the sum of any instalments made less a £100 administration fee and website transaction fee will be refunded.

Once a student has booked on a Healing Accelerator workshop the following refund structure will apply:

More than 30 days before the Healing Accelerator workshop date:

- Amending the course booking to an alternative Healing Accelerator workshop may be done once with a minimum of 30 days notice before the original course start date, subject to availability. A £100 administration fee will apply.
- If the student wishes to withdrawal from the programme, the sum of any instalments made less a £100 administration fee and website transaction fee will be refunded.

30 days or less before the Healing Accelerator workshop date:

- Transfer to an alternative Healing Accelerator workshop may be done once with a minimum of 30 days notice before the original course start date, subject to availability. A £100 administration fee will apply.

- If the student wishes to withdrawal from the programme, a cancellation fee of £500 and website transaction fee will be payable. If the sum of any instalments made is greater than £500 and website transaction fee then any additional sum will be refunded. If the sum of any instalments paid is less than £500, the remaining amount will be payable on withdrawal.

Once the student has attended one or more Healing Accelerator workshops or accessed the web based course materials, the balance of the full CBHT Core Programme fees will be payable on withdrawal.

## **Cancellation Policy**

If the college must cancel a course, the college is required to notify all students registered at least 14 days before the course start date.

The college reserves the right to cancel the class with less than 24 hours notice in extenuating circumstances or in the case of an emergency with the course instructor. If the college must cancel a course due to extenuating circumstances, the student will have the tuition moved forward to another course.

In cases where it is impossible to find an alternative course date, the college will reimburse the course fee. Refunds will be issued by BACS. No other refunds will be issued except for circumstances listed above.

Bowen College reserves the right to change, update, or add to, all or any policies and course requirements any time without notice.