



Leeds English  
Language School

### **Cancelling a course before enrolment**

We strongly recommend that students take out insurance before travel in case of cancellation due to travel disruption, medical issues or other emergency situations. Student Insurance Policies may refund tuition fees if a student has to go home early for a medical or other serious reason. Please read all policy details carefully.

The school must be notified of any cancellations at least 2 weeks before the start of the course before any refunds will be considered. A £100 admin charge will always be applied.

Failure to notify the school 2 weeks in advance will result in a charge of 2 weeks tuition fees and £100 admin charge.

The school has the right to ask for documentary evidence before issuing a refund, such as a visa refusal letter, medical reports or other relevant documentation resulting in the need for cancellation