

Policy and Procedure

European College of Polytechnics



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European College of Polytechnics

Fee and Refund Policy

I. Overview of Fees

During Admission

- (1) **Application Fee:** Charged for each application submission, this non-refundable fee covers processing and administrative expenses.
- (2) **Previous Qualification Verification Fee:** Imposed to authenticate the qualifications provided during application, ensuring the integrity of the admissions process, this fee is non-refundable.

Before Induction and Registration

- (3) **Tuition Fees:** Encompass the cost of enrolment and participation in academic programmes, facilitating access to quality education, learning resources, and college support services.

During Graduation

- (4) **Certification Fees:** Applicable upon the successful completion of a programme, addressing the costs associated with issuing diplomas and official academic transcripts.
- (5) **Courier Fees:** For students requesting document delivery via courier, this fee covers secure packaging and expedited shipping costs.

During Study

- (6) **Other Administrative Fees:** It may include charges for late registration, special examinations or retake covering related administrative costs.

II. Fee Collection Procedure

Payment Methods

- (7) All fees are collected either electronically or via bank transfer to ensure secure and efficient processing of transactions.

III. Refund Procedure

- (8) ECP adheres to a strict no-refund policy for all financial transactions, including but not limited to application, verification, tuition, certification, courier, and administrative fees. Payment of these fees signifies acknowledgement and acceptance of this policy.
- (9) **Rationale for the no-refund policy:** Immediately upon receipt, fees are allocated towards providing educational services, compensating faculty, and maintaining facilities, underlining the principle of resource allocation. This arrangement encourages students

and their families to engage in careful financial planning before making a commitment, ensuring they are prepared for the financial responsibilities of education. Moreover, the process of issuing refunds incurs significant administrative efforts, detracting from the primary mission of education and thus underscoring the importance of administrative efficiency in managing resources effectively.

IV. Important Considerations

- (10) Students are urged to carefully review the fee and refund policy, assessing their financial readiness prior to application or enrolment.
- (11) In situations of significant hardship or exceptional circumstances, the ECP remains open for discussion. Although the no-refund policy is upheld, potential guidance or alternative support options may be offered.
- (12) Prompt fee payment is crucial; failure to comply with payment schedules could lead to additional charges or academic consequences.

V. Monitoring and Review

- (13) This policy is subject to periodic review and may be amended to reflect changes in fees and refunds for best practices. This policy must be read in conjunction with all other relevant policies, terms, and conditions of ECP and its awarding partner organisations.