

## **City Football Leadership Institute Executive Accelerator Programme – Sponsor Payment and Refund Policy**

In order to hold a Student's spot in the Programme, a non-refundable deposit is due within fourteen (14) days of the Institute's offer of enrolment. Full Programme fees are due by the due date on the Institute's invoice (full fees due date). The due dates for payment of fees mean that the fees are received by the Institute in full in cleared funds by such date. If full payment of the deposit and Programme fees is not received by the full fees due date, the Student shall have no right to participate in the Programme.

Payment should be made via our approved payment provider. All payments of fees must be made in pounds sterling and are inclusive of VAT and other taxes where applicable. Any currency conversion costs or other charges incurred in connection with the payment of fees are to be paid in addition to the fees. No deduction from the fees for such costs or charges may be made.

Enrolment may be cancelled for any reason in writing and within fourteen (14) days commencing the day after the date of the Institute's offer of enrolment ('Cooling-Off Period') and at least 14 days prior to the Programme start date. To exercise the right to cancel, the Student or Sponsor must inform us before the end of the Cooling-Off Period at [admissions@cityfootball-leadership.com](mailto:admissions@cityfootball-leadership.com) of their decision to cancel by way of a clear statement. Where the Cooling-Off Period would normally end on a day which is a Saturday, Sunday or a public holiday, the Cooling-Off Period will be extended so that it ends on our next working day. We will refund any fees paid not later than fourteen (14) days after the date on which you inform us of your decision to cancel.

If you wish to cancel after the Cooling-Off Period has expired, we are not obliged to offer the Student an alternative Programme, but we may choose to do so at our discretion (exercised in accordance with our obligations under the Equality Act 2010) and we may specify the terms of any such offer; for example, if there is a deadline for your response or if the fees for the alternative course are different. If no such alternative offer is made, or if you decide to reject any such alternative offer, the following rules apply:

- For such cancellations received by the Institute 28 days or more before the full fees due date, 100% of the Programme Fees paid will be refunded, but less the non-refundable deposit.
- For such cancellations received by the Institute less than 28 days before the full fee due date, no refund will be made.

We will make the refund using the same means of payment as you used for the initial transaction, unless you have expressly asked us and we have agreed otherwise.