

Imperial College Business School - application processing fee terms and conditions

1. The Business School's application processing fee (£125 for MBA programmes or £80 for MSc programmes) is subject to a fourteen (14) day cancellation period. During this period you are entitled to receive a full refund subject to the terms below.
2. You have the right to cancel your application without giving any reason if the cancellation request is sent within the fourteen (14) day cancellation period, which ends at the end of 14 days after the day on which the payment confirmation email is sent to you.
3. In order to cancel your application processing fee payment, you may either:
 1. Use the model cancellation form available below; or
 2. Contact the Business School Admissions Team by email at: business.school@imperial.ac.uk, with the email subject line clearly marked as: "Application processing fee cancellation"

In either case, you should ensure that a copy of your application processing fee confirmation email is included as proof of payment.

4. The Business School Admissions Team will acknowledge your cancellation request within five (5) working days.
5. The application processing fee is non-refundable after the fourteen (14) day cancellation period.
6. If you cancel your application as provided above, the Business School will
 1. Treat your application (and any offer of a place, if made) as withdrawn; and
 2. Refund the application processing fee back to the credit or debit card used to make the initial payment (unless expressly agreed otherwise with you) by the end of 14 days after the day on which you informed us of your decision to cancel.
7. Any questions about the application processing fee should be sent to: business.school@imperial.ac.uk. You will normally receive a response within five (5) working days.

Model Cancellation Form

To: Admissions Team, Imperial College Business School, Imperial College London, South Kensington Campus, London, SW7 2AZ

I hereby give notice that I cancel my contract for the application processing fee.

Programme applied for:.....

Date that payment confirmation was received:

Name:.....

CID:

Address:

.....

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Email:

Signature (not required if submitting form electronically):

Date: