

Application to the Refund Committee

The Committee meets on the last Tuesday of every month.

To Submit an application for a refund and/or reduction of fee liability follow the steps below.

Before starting the refund application, applicants must check they meet the criteria as stated in the Refund policy and those listed below:

1. Students must have completed the withdrawal process and a signed withdrawal form will be requested from the Academic Support Team.
2. Requests made on the grounds of medical reasons, exceptional circumstances or compassionate grounds will require supporting evidence*

*Exceptional circumstances or compassionate grounds may include, but are not limited to:

- Medical illness or injury of a student or the student's close relative which required hospitalisation or exerts functional impact on capacity of daily living; or
- Mental health condition of a student or a student's close relative that results in hospitalisation or cognitive functional impairment; or
- Death of a close relative; or
- An adverse experience that has impacted on the student which could include; involvement in or witnessing of a serious accident; witnessing or being victim of a serious crime; a natural disaster affecting the students place of residence; acts of war or terrorism.

Step 1: Write a detailed personal statement outlining the reason/s for the refund application or reduction in fee liability.

Step 2: Provide Supporting evidence

Each application is assessed primarily on the independent supporting documentation provided to ICMP. A personal statement describing the student's exceptional circumstances is not sufficient evidence to have the application approved.

Personal statements of exceptional circumstances should be supported by documentation which meets the following criteria:

- Be on official letterhead (if appropriate), signed and dated,
- Include medical contact details of the medical provider completing the document
- Include all relevant dates and indicate the severity of the student's circumstances,
- Advise the date the student's circumstances first began,
- Comment on how the student's circumstances affected the student's ability to meet their study commitments.
- Advise when it became apparent that the student could not start or continue their study.

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Depending on the exceptional circumstances it may be appropriate for the student to seek documentation from:

- GP or Medical Consultant
- Psychologist or Counsellor
- Police or Family Liaison Officer

Other documentation may include as appropriate:

- Death Certificate

Step 3: Complete the Refund Application Form

Requests for refunds or reductions in fee liability should be sent FAO the Student Finance and Accommodation Officer via studentwellbeing@icmp.ac.uk. All applications are considered by ICMP's Refund Committee, whose terms of reference can be viewed on the website.