

ABDO MLT Course withdrawal and refund of fees (Issue date 03/06/20)

MLT course fees are set annually by ABDO and are published within the course descriptions online. If there are any significant changes to fees or the Fee Rules, ABDO will give reasonable notice of the changes and the date they take effect.

This document may be updated throughout the year to correct errors, improve clarity or accessibility, or to reflect changes in legal or regulatory requirements.

Who do these Fee Rules apply to?

These Fee Rules cover matters concerning fees for students studying an ABDO Management & Leadership Training (MLT) course leading to a CMI qualification.

Rules and procedure to withdraw from an ABDO MLT course.

- ABDO strongly recommends that you speak to your tutor for academic guidance. They can offer advice before you make this decision.
- When you withdraw from study, ABDO and CMI will retain details of any Unit that you have passed.
- If you wish to withdraw from your ABDO MLT course you must inform ABDO of your decision by making a clear statement by email to mlt@abdo.org.uk . Your request will take effect on the date that ABDO receives your request. ABDO will acknowledge receipt of your request by e-mail within 10 working days.
- If you withdraw from your ABDO MLT course before you have completed the Units for which you are registered at the time, you may be eligible for a fee refund as set out in the current Fee Refund Rules.

Fee Refund Rules

- Under the Consumer Contract (Information, Cancellation and Additional Charges) Regulations 2013, you have a right to cancel your registration to study for a qualification, without giving any reason within 14 days of the confirmation of your registration. You will receive a full refund of any fees you have paid or a waiver of any fees you are liable to pay for the course you have cancelled.
- To exercise your right to cancel, you must inform ABDO of your decision to cancel by making a clear statement by email to mlt@abdo.org.uk .
- If you withdraw more than 14 days after the date of confirmation of your registration for a course but before start date, you will be entitled to a full refund of any fees paid for the course.
- If you withdraw after your course has started you will only be entitled to a refund against Units which you have not yet commenced but have paid for in full. If you are paying by DD, once study has commenced, no refunds will be made and your DD for future payments will cease.
- Wherever possible, refunds will be made to the original payment method.

For example, for this 3 Unit qualification:

Unit dates	1st to 31st May	1st to 30th June	1st to 31st July
Unit	502	504	522

Withdrawal date	Refund Due
Before 1 st May	Full refund of fees paid
Between 1-31 May	Refund on Units 504 and 522
Between 1-30 June	Refund on Unit 522
Between 1-31 July	No refund due