



ETC International College

Compensation Claim Form

November 2024

When a student has already commenced study, is forced to withdraw from ETC in a circumstance where ETC is unable to preserve continuation of study and an alternative is provided at another provider, students are able to submit a claim for compensation to cover additional costs reasonably incurred by the transfer. This only applies to students who have not yet completed their course.

Find out more about our refunds and compensation policy in our [FEHE Terms and Conditions](#).

Before completing this form you must first go through the [Complaints Policy](#) and have your complaint upheld to submit a compensation claim. To submit a claim for compensation please complete this form within 30 days of the date of your transfer. Please send this form to invoices@etc-inter.net.

To be completed by the student (claimant)		
Title:	Surname (family name):	Forename:
Student Number:	Name of the person/company/sponsor funding the additional costs (if different from the student)*	
Amount to be compensated:	Reason for compensation:	
Declaration: I confirm that all details on this form are true. Signed:		
Date:		

*payment will be made to the person, company or sponsor who paid the tuition fees, unless otherwise stated. Written permission from the original payer must be received in order to make payment to an alternative account.

Please include any supporting evidence and / or receipts to support your claim.

Compensation claims will be reviewed on a case-by-case basis. Any payments issued will be in pound sterling.

Approved compensation claims can only be paid once full fees have been paid to ETC and once the student is no longer studying at ETC.

TO BE COMPLETED BY ETC *delete as appropriate	
Claim has been:* (approved partly approved rejected)	Reason(s) for rejection / partial rejection:
Amount Approved:	Credit Note:
Decision authorised by (name): Signed: Date:	Payment Cleared: Signed (Finance Manager): Date:
Receipt Number:	