



OXFORD CENTRE FOR HINDU STUDIES

Oxford Centre for Hindu Studies

Hindu Chaplaincy Training Programme

Unit Enrolment, Cancellation & Withdrawal Policy

Preamble

Each unit of the OCHS Hindu Chaplaincy Training Programme constitutes one quarter of the full programme and carries a tuition fee of \$3,500. Units combine structured academic study with supervised clinical pastoral placements coordinated in advance. Because placement arrangements involve third-party site agreements and significant administrative preparation, enrolment into each unit creates binding commitments on the part of OCHS. This policy reflects that reality whilst treating students with fairness and transparency.

1. Registration Fee & Confirmation Deposit

Upon submitting an application, students must pay a non-refundable application fee of \$50. This fee is retained in all circumstances, including where an application is unsuccessful, and is deducted from the total unit fee of \$3,500 if the application is successful.

Upon acceptance onto a unit, students must sign a Unit Enrolment Agreement and pay a non-refundable confirmation deposit of **\$525 (15% of the unit fee)** to secure their place. This deposit is retained in all circumstances and is deducted from the total unit fee due.

The remaining balance of \$3,100 (\$3,500 less \$50 registration fee and \$3 deposit) is due no later than **14 days after the deposit has been received.**



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2. Cooling-Off Period

Students who cancel within fourteen (14) calendar days of signing the Unit Enrolment Agreement are entitled to a refund of any tuition paid beyond the confirmation deposits (the non-refundable \$50 registration fee and the non-refundable \$350 confirmation deposit).

After fourteen days, the cooling-off period closes and the cancellation schedule below applies.

3. Cancellation Before the Unit Commences

Timing of Written Notice	Refund Amount
After cooling-off period, more than 28 days before start	50% refunded
0–28 days before start	Course credit to take the unit at another time

4. Withdrawal After the Unit Commences

Point of Withdrawal	Refund Amount
Before the end of week 1	Course credit to take the unit at another time
Week 2 onwards	No refund

No refund is available from Week 2 onwards. By this point, placement hours, supervisory time, and academic resources will have been substantially committed and cannot be recovered.



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5. Deferral Option

A student who needs to withdraw before or during a unit may apply for a deferral to the next available cohort in lieu of a refund. If approved:

- All fees paid are carried forward in full.
- The student re-enrols at the unit fee rate applicable at the time of re-entry if fees have changed.
- A maximum of one deferral per unit is permitted.

Deferral is not automatic and is subject to cohort availability and approval from the Programme Director.

6. Exceptional Circumstances

Students facing withdrawal due to a documented serious medical condition, bereavement, or significant extenuating circumstance may apply in writing to the Programme Director for a discretionary fee waiver or enhanced refund. Supporting documentation is required. Such applications are considered on a case-by-case basis and are not guaranteed.

7. Cancellation by OCHS

Should OCHS cancel a unit prior to commencement, students will receive a full refund of all fees paid for that unit, including the confirmation deposit. OCHS accepts no liability for travel, accommodation, or other expenses incurred in anticipation of the unit.

Should OCHS cancel a unit after commencement due to circumstances beyond its control, a pro-rata refund will be calculated based on the proportion of the unit not yet delivered.



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8. Procedure

All cancellation, withdrawal, and deferral requests must be:

- Submitted in writing (email is acceptable) to the Programme Administrator
- Clearly marked: Unit Cancellation / Withdrawal Notice – [Student Name] – [Unit Number]
- Accompanied by supporting documentation where exceptional circumstances are claimed

The effective date of cancellation is the date the written notice is received. Refunds will be processed within **15 working days**, returned via the original payment method.

This policy applies per unit of enrolment. Students progressing through the full four-unit programme are subject to this policy at the point of enrolment into each unit.