

# ARROW – PARTICIPANT WITHDRAWAL POLICY



If a participant withdraws from Arrow part-way through the 18 month programme, CPAS faces ongoing financial costs and commitments. As such, having researched the approach taken in other countries, the following Withdrawal Policy is to be adopted for ALP 16 and beyond.

## Acceptance of Place

Applicants will be required to confirm acceptance of a place on the programme within a week of it being offered to them. Where acceptance of the place is not confirmed within the communicated timescales, CPAS reserves the right to offer the place to an alternative applicant.

## Deposit Payment

Upon acceptance of the offer of a place, a non-refundable deposit of £200 is payable by each participant to secure their place. Where flexibility re timing of the deposit payment is required (due to financial constraints) the applicant can be accepted onto the programme subject to discussion with, and agreement of either the Director of Arrow or the Arrow Programme Manager.

## Fees

Following receipt of the deposit payment, the remaining balance of fees will be payable in four instalments, each due two weeks prior to the four Arrow residentials.

## Fees Policy

The following policy will be applied should a participant withdraw during the course of the programme.

- Where a participant accepts an offer of a place and withdraws before the preparation day, the deposit amount will not be refunded, but no further fees will be due.
- Where a participant withdraws from the programme after preparation day and prior to residential 1, they will be liable for payment of 25% of the full programme fees less the £200 deposit amount paid.
- Where a participant withdraws after residential 1 but before residential 2, they will be liable for payment of 50% of the full programme fees less the £200 deposit and other amounts already received.
- Where a participant withdraws after residential 2 and before the end of the programme, they will be liable for payment of the full programme fees.