

# Society Refund Policy

This document outlines the procedure for requesting a refund of a membership to a society.

As societies rely on the income from memberships to run and be sustainable long term, it is at the Students' Unions' discretion as to whether a refund will be authorised, in consultation with the society affected. If you are requesting a refund for reasons around your experience, for example, we will want to understand more about that and look into it as we always want to ensure a positive student experience.

The decision on any amount a student is refunded, if at all, is taken to ensure that a society does not suffer unfairly. For this reason, students cannot always expect to receive the refund they might be expecting. If you have lost interest in a society, through no fault of the society in question, you will be unlikely to get a refund.

## Requesting a Refund

If you wish to request a refund for a membership, you need to do the following:

1. Come to the SU Welcome Desk and request a refund form;
2. Fill out the form, with all the requested details. You must provide a reason for your request, this will then be investigated. If you do not provide a reason, we cannot process your request.
3. If your refund request is successful, the Welcome Desk will then contact you, for you to return to the Welcome Desk for the refund to be processed into your bank account.

***The relevant society is then informed you are no longer a member.***

## Cooling Off Period

To allow all students the ability to experience the society there will be a 14 day "cooling off" period during which time the requests for refunds will be considered more favourably. Please note however that introductory sessions are considered part of the cooling off period.

## Membership Refund Deadline Dates

When you purchase a full year membership, you have until the below dates per semester to request a refund e.g. in the 1<sup>st</sup> semester you have until the end of November to submit a request. Please bear in mind that you cannot request a refund until the third Monday in October.

Full Year Standard Membership	Semester Membership
1st Semester – End of November	1st Semester – Start of November
2nd Semester End of February	2nd Semester – End of February

This policy is in place to ensure that refunds are fairly received so neither the student nor the student group suffers.

### **COVID-19**

Due to the uncertain time we are in, the refund policy on all society memberships has been amended for this year. If, due to COVID-19, we are unable to fulfil the requirements for your individual society for a continual period of 30 days or more, the Students' Union will provide a refund. The refund will be calculated based on the number of days you are unable to participate in the society whilst also taking into account costs already incurred and the cost of the fee you have paid. Please note, this refund policy does not cover your inability to participate in the society due to your individual circumstances, only for restrictions imposed by the government, the University, or the SU. We will provide details of how the refund has been calculated and the process to be followed to claim the refund, at the time the refund point is triggered.