Obtaining VAT Refunds from Programme Fees

You may be able to reclaim Value Added Tax (VAT) paid on course fees from HM Revenue & Customs if you have bought the goods or services to use in your business. Cambridge Executive Education cannot assist in the process of reclaiming VAT, and you cannot reclaim VAT from your own tax authority – reclaims must be via HM Revenue & Customs, preferably online via their website:

www.hmrc.gov.uk

To help you find the relevant information on the HM Revenue & Customs website, you may find the following useful:

For EU Businesses visiting the UK
You will need to complete the VAT65 form, preferably online.

Fill in the VAT65 form online:
http://customs.hmrc.gov.uk/channelsPortalWebApp/downloadFile?contentID=HMCE_CL_00000 67

Guidance notes for completing the VAT65 form:
http://customs.hmrc.gov.uk/channelsPortalWebApp/downloadFile?contentID=HMCE_PROD1_ 028334

Overview of who can make a claim, and what you may claim for:
http://www.hmrc.gov.uk/vat/managing/international/EU-visits.htm

Detailed notice for refunds of VAT in the EC for EC and non-EC businesses:
http://customs.hmrc.gov.uk/channelsPortalWebApp/channelsPortalWebApp.portal?_nfpb=true &_pageLabel=pageLibrary_PublicNoticesAndInfoSheets&propertyType=document&columns= 1&id=HMCE_CL_000860

For Non-EU Businesses visiting the UK
You will need to complete the VAT65A form, preferably online.

Overview of who can make a claim, and what you may claim for
http://www.hmrc.gov.uk/vat/managing/international/nonEU-visits.htm

Detailed notice for Application for refund of VAT by a business person who is not established in the community
http://customs.hmrc.gov.uk/channelsPortalWebApp/channelsPortalWebApp.portal?_nfpb=true &_pageLabel=pageLibrary_PublicNoticesAndInfoSheets&propertyType=document&columns= 1&id=HMCE_CL_000860

Fill in the VAT65A form online
http://customs.hmrc.gov.uk/channelsPortalWebApp/downloadFile?contentID=HMCE_PROD_0 07838

Guidance notes for completing VAT65A form
http://customs.hmrc.gov.uk/channelsPortalWebApp/downloadFile?contentID=HMCE_PROD1_ 028335