

POLICIES AND PROCEDURES



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RESPONSIBLE	VICE PRINCIPAL - STUDENT & INFORMATION SERVICES
APPROVAL BY	ADMINISTRATIVE COMMITTEE
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TUITION FEE AND REFUND POLICY

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TUITION FEE & REFUND POLICY

1: INTRODUCTION

This Policy document sets out the fundamental tuition fee charging principles of the College. It explains ways in which students can settle tuition fees, how tuition fees are recalculated following changes in students' circumstances and how the College refunds students. The document also indicates the consequences of non-payment of tuition fees and the appeals process that can be followed.

2: RESPONSIBILITY

The Vice Principal for Student and Information Services is responsible for the policy and reports to the Administrative Committee on matters concerning fees, fee refunds or recovery of fees.

3: TUITION FEE PRINCIPLES

3.1 WLCBMS annually charges fees for its programmes of study

3.2 The course tuition fees are charged at a set annual rate and are not calculated in respect of the number of credits being studied, unless students are repeating units or qualify as a new entrant on a full-time course with recognised prior learning

3.3 Students will pay the fee regime in force at their initial enrolment on the course, subject to annual increases

3.4 Tuition fees and related information is published on the College's website

3.5 Students retain ultimate liability for the payment of their fees, whether invoiced or not, including where sponsorship agreements have been approved

3.6 The College reserves the right to exclude any students who fail to pay their tuition fees, or make satisfactory arrangements to pay on or by a set period after the start date of their course. Furthermore, the College reserves the right to prevent students from participating in graduation ceremonies if tuition fee and non-tuition fee related debts are due

3.7 Full-time undergraduate courses charge additional costs for items such as field trips, materials and awarding organisation registration fees

3.8 All students registering for a period of repeat study are liable to pay a tuition fee based on the number of credits being repeated

4. PAYMENTS

4.1 The College tuition fees are due at the start of each academic year (or the start of each registration period for non-standard start dates). The College accepts a range of payment methods including online payment, cheque and bank transfer that must be cleared before the start of the course

4.2 The students receiving sponsorship or student loans will be responsible for their fee. The student must provide the fee approval documents to the College at the time of registration

4.3 Any fee payment refused subsequently by sponsors or student finance will be the student liability

4.4 Students failing to pay their tuition fees in full as detailed, or failing to pay any instalment by the relevant date, will be subject to further action. Normally the college will forward those files to debit collectors to act accordingly.

5. WITHDRAWAL AND REFUND

5.1 Students have the right to withdraw from a programme of study and there are academic regulations relating to withdrawal.

5.2 The College refunds tuition fee payments (to students and sponsors) based on 'liability periods' and the annual fee charged .

5.3 Students who are late in starting their course will not be entitled to any refund, or reduction in tuition fees; this also applies where students have been absent from class for a period of time and where they may not have been attending all the subjects from which they have been enrolled.

5.4 All students who withdraw before the start of the course year, with the exception of International students who have paid a non-refundable deposit, may be eligible for a full refund of any tuition fee paid for that year, providing that prior to the commencement of the course written notification has been received by the College.

5.5 All students will be liable for annual tuition fees as follows:

- Students who withdraw from the course within the first two weeks of the start date of the academic programme will receive a full refund. This is dependent upon completion of the withdrawal form being received by the College . The last date of attendance will be the date the College is notified of the student's withdrawal by the student's completion of the withdrawal form .
- Students who withdraw before the end of their 'first liability period', this being the first teaching block, will be liable for 25% of the annual tuition fee. This is dependent upon completion of an withdrawal form being received by the College . The date of last attendance will be the date the

- College is notified of the student's withdrawal by the student's completion of the withdrawal form . The notification must be received prior to the commencement of the second liability period, this being the second teaching block, in order to incur no further financial liability .
- Students who withdraw during the 'second liability period' will be liable for 50% of the annual tuition fee . This is dependent upon completion of an withdrawal form being received by the College . The date of last attendance will be the date the College is notified of the student's withdrawal by the student's completion of the withdrawal form . The notification must be received prior to the commencement of the 'third liability period' in order to incur no further financial liability .

5.6 The full year's fees will be liable by students who withdraw during the 'third liability period'

5.7 If supported documents provided with application are found not to be genuine, admission will be cancelled immediately and any fees paid will not be refunded.

5.8 The College reserves the right not to run a particular course due to unavoidable circumstances and to transfer students to an alternative course, otherwise the fee paid will be refunded.

6. SUSPENSION AND TRANSFER

6.1 Students can suspend their studies with the agreement of the College academic department

6.2 The College will recalculate students' tuition fees when they transfer course in the same mode of study or suspend from their programme of studies, based on the liability periods and annual fee charged. Tuition fees are not recalculated when students' suspend from a unit, or units, of studies .

6.3 For UK and EU students who have been assessed for national student support and suspend their studies, or transfer to another UK Higher Education Institution (HEI) and their tuition fee is being paid by tuition fee loan or grant, either in part or in total, refunds or transfer of fees will be administered according to Government and SLC guidelines .

7. FEE APPEALS

Individual officers of the College are not permitted to vary or waive fees . When extenuating circumstances warrant an investigation into the amount of fee charged according to the current fee policy, a student or sponsor should submit an appeal by email or writing to the Vice Principal of Student and Information Services. The appeal will be acknowledged and considered within ten working days of receipt under normal circumstances . An investigation will be performed to collate information from all

interested parties and will be considered by an impartial panel . Recommendations to uphold or reject the appeal will be made by the panel and confirmed in writing .

8. APPENDIX

A. Application for refund of fees

Appendix-16.1

Tuition Fee Refund Application Form

This form should only be completed by students wishing to request a tuition fee refund or reduction in tuition fee liability in cases where unforeseen and exceptional circumstances prevented them from studying.

Requests for tuition fee refunds can take up to **six weeks** to be processed.

Before filling in this form it is essential that you read the Tuition Fee & Refund Policy

Details	
Student Number:	
Family name:	
Given name:	
Current contact address: (including postcode)	
Contact e-mail:	
Course Detail	
Withdrawal Date	
Reason for Request	
Declaration	I confirm that to the best of my knowledge and belief, the information I have given on this form is true and complete and I understand that if I have given false information my request will not be considered.
Signature	
Date	
Office Use Only	