

Tuition Fees Terms and Conditions

Designation number	LC018	Title	Tuition Fees Terms and Conditions
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Published on website	Yes	Related policies and/or procedures	Student Handbook Data Protection Policy and Procedures Terms and Conditions Complaints Policy Academic Appeals
Relation to QAA requirements (parts of code covered)			
Informed by UK Quality Code – Core Practices for Standards and Quality			

The London College Tuition Fees Terms and Conditions

Purpose this policy provides clear expectations of a student's financial obligations to the London College following enrolment on to a course.

This policy applies to all students enrolled on a programme with The London College.

1.0 Overview

1.1 Key Information for all students

- a. By accepting an offer a place on one of our courses, you, the 'student' enters into a legally binding contract with The London College ('the College'). You accept and agree to be bound by these terms and conditions and the payment plan ('terms') which form part of the Student Contract cannot be varied under any circumstances.
- b. The College's admissions process is subject to the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013. You have the right to cancel your acceptance by informing the College in writing within 14 calendar days after you have completed the registration process or from the official program start date, whichever is later.
- c. If you cancel within this period, you will be entitled to a full refund of any deposit/fees which you have paid. If you cancel after this period, the College retains the right to charge a proportion of the annual tuition fee as indicated in the Refund Withdrawal Policy.

2.0 The Policy

2.1 Communication with students

- a. Invoices, credit notes and statements for self-funded or sponsored students will be sent, to the student e-mail account supplied on enrolment.
- b. SLC funded students can access financial information through the SLC website and check current balances by logging in to the <https://www.gov.uk/student-finance-register-login>
- c. Financial correspondence in relation to fees that are due for payment or that have become overdue will be sent using e-mail and letter

3.0 Payment Methods

Fees must be paid by the student, Student Finance England or a sponsor. Students can pay via the following methods. Any failed payments may result in students being blocked and excluded and subject to the College's debt collection procedures.

- a. Debit/Credit Card
 - American Express, Diner's Card, Maestro or Solo cards are not accepted.

- b. Bank transfer
Barclays Bank plc
50 Pall Mall
London SW1 1QA

Sort Code: 20-67-83

Account No. 20-87-92-23 Customer Name: UCK Ltd

IBAN: GB05 BARC20678320879223 SWIFT BIC: BARCGB22

4.0 Payment Plans UK/EU Students

Payment plans available to self-funded or sponsored UK/EU students who are not paying using a student loan scheme. These plans will not be extended beyond a student's course dates.

Two Instalments Scheme

Pay 50% of the annual tuition fee at enrolment and the final 50% by Friday of the 2nd week of January for September starters or by Friday of the 2nd week of September for January/February starters. There is no arrangement fee or interest for this facility.

Three Instalments Scheme

September starters

- 1st payment (33%) by Friday of the 2nd week of September
- 2nd Payment (33%) by Friday of the 2nd week of January
- 3rd payment (34%) by Friday of the 2nd week of April

January/February starters

- 1st payment (33%) by Friday of the 2nd week of January
- 2nd payment (33%) by Friday of the 2nd week of April
- 3rd payment (34%) by Friday of the 2nd week of September

5.0 UK/EU Undergraduate Student Finance England Loan Scheme

- a. UK/EU students studying an undergraduate program may apply for a student loan. The course fee for an undergraduate program is normally £6165.00. Registration fees of the awarding organisations and awarding bodies are included in the fees for the duration of the program. Disclosure and Barring Service Fees (DBS) are not included in the fees.
- b. DfE may apply inflationary increases to the amount of tuition fee funding that can be claimed by the College students on programs designated for funding, the College may increase the tuition fee charged to students in line with this increase. In this event, all existing students will be liable for the increased fee amount from the start of their next study year.
- c. Part-time UK/EU undergraduate program students who want to use the Student Finance England Loan Scheme must study a minimum of 30 credits (25% intensity) and a maximum of 90 credits (75% intensity) every year. The London College provides part time programs with 50% or 75% intensity only.

6.0 Change of Circumstances

- a. It is the responsibility of students to inform the College of any change of circumstances, including:
 - Changes to Student Finance England entitlement
 - Changes to sponsor arrangements or if sponsor will no longer be supporting tuition fees
 - Changes from full-time to part-time study and vice versa
 - Address/telephone/mobile changes
 - Permanent withdrawal – it is assumed that a student will not be returning to their program. Fees must have been paid for the semester/term on which they enrolled; the remaining will be refunded in line with the Refund policy.
 - Withdrawal without formal notification may result in liability of full fees
 - Temporary withdrawal – it is assumed that a student will return to their program and therefore there is never a refund. You must approach the Bursar to discuss fee implications.
 - Course/Module Changes such as module additions or deletion may incur fee implications
 - All fees are due for all modules attached to an academic year
 - Full-time courses attract the full-time fee

- Part-time courses attract the part time fee for the appropriate intensity level
- Re-sits do not incur a charge
- Retakes incur a charge per credit
- Deferred modules – it is assumed that the fees are carried forward to the deferred session

7.0 Late and failed payments

- No refunds are applicable under this plan for any previous or part month's payments should your place is withdrawn due to non-payment.
- The College reserves the right to charge a £30 administration fee for failed card/direct payments
- If a student changes course during their enrolment period and if there is a fee change, it is the student's responsibility to inform the Bursar as direct debits payments may need to be amended.

8.0 Implications of delayed payment or non-payment

- a. Missed tuition fees instalments, non-payment of library fines may result in the College's debt collection procedures to be applied. This will involve the student's account being blocked and/or excluded. Blocked students cannot borrow resources from the library, cannot progress, cannot graduate and cannot re-enroll. Excluded Students cannot attend lectures, receive teaching, supervision or administrative services, use or view any IT services including the library and Virtual Learning Environment (VLE). Excluded students' marks are not considered at exam boards/not released, and such students may not re-enrol, progress, obtain an award and graduate. No references from staff will be issued to such students
- b. The College also reserves the right to pass your debt to an external collector, which may affect your future credit rating, and withdraw any offer or cancel your accepted place on the course and/or withhold assessment results and course materials until the payments due have been received.
- c. If someone other than you makes any payment, or agrees to make any payment, on your behalf, you remain liable for full payment until the College has received cleared funds. Any rights the College may have against the payer are not affected.