

# **ADMISSIONS AND FEES POLICY**

## **PRIMARY PERSON RESPONSIBLE FOR IMPLEMENTATION AND MONITORING OF THIS POLICY**

JAMES EYTLE, BEVERLEY MELLON (PRINCIPALS)

## **LAST REVIEW DATE**

Jan 2018

## **NEXT REVIEW**

Jan 2019

## Admissions Policy

- All application forms received are considered by the College Administrator and by the Principal(s) or Vice Principal.
- All aspects of the Application Form and accompanying documents are taken into account with selecting students for interview.
- New applicants must provide evidence of prior qualifications in the forms of statement of results or exam certificates.
- Applicants resident in the UK are required to attend the college for the interview. International students would be offered the option of being interviewed by via Skype by the College Administrator and by the Principal(s) or Vice Principal.
- Students will be assessed at interview by the by the College Administrator and by the Principal(s) or Vice Principal and they may require further assessment by subject tutors. There may be a verbal or written assessment as deemed appropriate to the student.
- Any student expressing interest in the college is invited to attend a 'Taster Lessons'. These sessions allow the visitor to be taught by a subject tutor before deciding their final subject selection.
- Offers can be either conditional or unconditional on academic grounds.
- Offers will reflect the recommendation of the lead interviewer and if the students wishes to register, their desired programme must reflect the recommendation of the Principal(s) or Vice Principal.
- The academic conditions attached to offers would be based on the qualifications being taken.
- The Principal(s) or Vice Principal reserve the right to amend the programme of a student depending on GCSE or AS or A Level grades achieved after the offer was made.

## **Students**

Registered students receive all relevant information: entry requirements, fee charges, refund policy and required personal documentation. Students must be adequately informed of the details of their chosen course, specification, examination details and reading lists.

## **FEES POLICY**

### **Registrations**

- i) Upon a successful interview process a prospective student will be sent or given by hand an offer letter and blank college registration form. Should the student wish to register, the completed form along with the fee payable for registration plus a deposit of £750 (£1000 total) must be returned to the college for processing. The student's registration will only be completed once the funds have cleared the college Bank account. Further to the funds clearing a follow up letter will be sent to the fee payer confirming enrolment of the student.
- ii) Registrations are made throughout the year and as such there is no cut off point in relation to when Registration fees can be taken.
- iii) Should students decide that the offered place will not be taken up the Registration fee and deposit is non-refundable. In the instance where a student has registered for a course but decides not to attend, no less than two weeks notice in writing must be given. Should this not be the case full fees become due for that term.
- iv) Students registering less than two weeks prior to the commencement of a course are required to pay in addition to the registration fees the full terms fees in order to complete the registration. No deposit is taken in lieu of the full terms fees being paid in this instance.

### **Tuition Fees**

- i) College tuition fees are payable termly, in advance, by the first day of the term to which the fee relates. Invoices for fees will be sent a month in advance of the commencement of that term.
- ii) Where fees are overdue the college reserves the right to apply a late payment charge comprised of simple interest calculated on a daily basis of 5%.
- iii) For Individual tuition, fees must be paid prior to any arrangements in respect of dates & time of the tuition taking place.

### **Laboratory and Art & Photography**

- i) Laboratory fees will be charged per subject with the student's termly invoice.

- ii) Art & Photography fees will be charged per subject with the student's termly invoice.
- iii) The terms as laid out in Tuition Fees i) apply to the above.

### **Examination Fees**

- i) Examination fees are charged separately per module for all public examinations. The fees are billed prior to the commencement of the exam series (March/April for May/June series).
- ii) Should examination fees not be paid in full prior to the releasing of results the college reserves the right to withhold original results certificates and results slips until such a time as the outstanding amount has been paid in full. However, results will be given in writing to the student in accordance with our obligations under the Data Protection Act 1998.

### **International Students (requiring CAS)**

- i) Where a student requires a VISA document to gain entry to the UK the first terms fees (and Registration Fee) are required to be transferred to the college account where upon clearing documents, including the CAS will be released on condition that all other relevant criteria have been met.
- ii) In the event a student has his/her VISA application refused the tuition fees will be duly refunded (Registration Fee is non-refundable). The returned funds can not be paid to third parties.
- iii) In the event a student has his/her VISA application refused due to the submission of incorrect documents or criteria not being met the tuition fees will be duly refunded less a 25% deduction with respect to administration fees for the College (Registration Fee is non-refundable). Returned funds will not be paid to third parties.

### **Types of Accepted Payment**

- i) Cash or Cheque payments can be made direct into the college bank account, bank details per invoice or upon request. A reference is required from the payee to ensure all payments are allocated to the correct student account. Unreconciled receipts will be allocated to a holding account until such time as that receipt can be allocated to the necessary student account.
- ii) Cash or Cheque payments can be made at the college where upon all payments are receipted and then banked.
- iii) Bank transfer documents received either by fax or post are held until the payment has successfully been reconciled to the Bank statements. Until the receipt is confirmed the fee payable is deemed as outstanding.

- iv) Credit & Debit card payments can be made at the College in person, using a hand held device, or over the phone in agreement with accepted merchant services procedures. Where the transaction is in person a receipt is provided at the point of sale. In instances where the sale is made over the phone a receipt is then sent by recorded post to the cardholders address. Once agreed to the bank account the merchant receipt copy is then filed for future reference. In line with recommended good practice a report is printed each time the device is used and a transmission of data made to HSBC Merchant services. Services are provided in accordance with guidelines as issued by the PCI Security Council.

## Further Information

Please refer to the College's Terms & Conditions (see below) of registration for information regarding the Colleges withdrawals and notice policy, information relating to absences and general details regarding changes that may occur.

## Terms and Conditions on the Registration Form

### *"TERMS AND CONDITIONS*

#### **1 FEES**

- 1.1 *The offer of a place is secured on receipt of £1000. This comprises of a £250 registration fee and a deposit of £750. The deposit will be offset against the first term's fee payment. This receipt is non-refundable.*
- 1.2 *Registrations received less than two weeks prior to the commencement of a course require payment of the first term's fee at the time of registration.*
- 1.3 *Fees are payable termly, on or before the first day of term to which the fees relate. In the event of late payment Albemarle Education Ltd reserves the right to make late payment charges composed of simple interest calculated on a daily basis of 5%, on the unpaid balance from the due date for payment until receipt of the full amount outstanding. Late payment cannot be made by cheque. Fee Payers shall indemnify the Company against all costs and expenses (including any legal costs and expenses on a full indemnity basis) incurred or sustained by the Company in recovering sums due in each case without prejudice to any other rights or remedies available to the Company.*

#### **2 WITHDRAWAL AND NOTICE**

- 2.1 *For all students the College requires one full term's notice in writing or one full term's fee in lieu of notice.*
- 2.2 *For students on a two year programme the College requires notice in writing by the end of April of the first year, if the student will not be returning for the second year. Otherwise a full term's fees will be payable for the Autumn term of the second year.*
- 2.3 *The College reserves the right to permanently exclude a student whose attendance, progress or behaviour is deemed unacceptable by the Principals. Fees will not be waived in this regard.*

#### **3 EXAMINATIONS**

3.1 *If a student's attendance in any calendar month falls below 80% the College reserves the right to exclude the student from public examinations. No refund of tuition or examination fees will be made in this regard.*

**4 ABSENCES AND LESSONS**

*No refund or allowance is made for absence due to illness. Refunds or allowances for other absences will be considered at the discretion of the Principals."*

For International students requiring a CAS for VISA purposes, as a replacement for terms 1.1 and 1.2 above please note the following:

**"FEES**

- 1.1 *The offer of a place is secured on receipt of a £250 registration fee (non-refundable), the first term's tuition fees and a completed and signed registration form.*
- 1.2 *For students who, through no fault of their own, are unable to obtain a visa to study in the UK a full refund of the tuition fees will be made. However, visa applications that are rejected due to documents not being submitted as required or criteria not being met will result in a partial refund amounting to 75% of the fees paid to the College prior to the application."*

Reviewed Jan 2018