

FEES POLICY

PRIMARY PERSON RESPONSIBLE FOR IMPLEMENTATION AND MONITORING OF THIS POLICY

JAMES EYTLE, BEVERLEY MELLON (PRINCIPALS)

LAST REVIEW DATE

March 2019

NEXT REVIEW

March 2020

FEES POLICY

Registrations

- i) Upon a successful interview process a prospective student will be sent by email or given by hand an offer letter and college registration form to be completed. Should the student wish to register, the completed registration form must be returned to the college for processing, along with the fee payable for registration plus a deposit of £1000 (£1250 total) The student's registration will only be completed once the funds have cleared the college's 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 the full term's fees in addition to the registration fees, in order to complete the registration.

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 exam 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 2018.

International Students (requiring CAS)

- i) Where a student requires a VISA to gain entry to the UK the first term's fees (and Registration Fee) are required to be transferred to the college account. Upon clearing, the CAS letter 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 (N.B. the Registration Fee is non-refundable). The returned funds will 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 (the Registration Fee is non-refundable). Returned funds will not be paid to third parties.

Types of Accepted Payment

- i) Payments by cash, cheque or credit card can be made directly into the college's bank account or at the college in person. All payments should be correctly referenced by 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) 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 cardholder's address. Once reconciled to a 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.
- 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.

Withdrawal and Notice Periods

- i) If a student withdraws from a course the College requires one full term's notice in writing or one full term's fee in lieu of notice.
- ii) 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.
- iii) 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.

Examinations

- i) If a student's attendance in any calendar month falls below 90% 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.

Absences due to illness

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.

General

- i) On registration of a student, the person(s) signing the registration form undertake all the obligations owed to the College including, but not limited to, payment of fees and compliance with College Policies.
- ii) Timetables may be altered at short notice, should circumstances demand, and no refund of fees will be due in these circumstances.
- iii) Every effort will be made to ensure good order. Students are required to conduct themselves safely and responsibly and in accordance with the College Health & Safety Policy. The person signing the registration form on behalf of a student is liable for any damage caused by a pupil to the College premises. The College is not responsible for the security of students' personal possessions.
- iv) The terms of registration shall be construed in accordance with English law and any dispute hereunder subject to the exclusive jurisdiction of the courts of England.