

City College Plymouth
International (non-EU) Student Fee Policy



1. Tuition fees due must be paid in full, either in advance or on enrolment. Students will not be able to enrol for courses until full fees have been received by the College.
2. Tuition fees may rise from time to time.
3. The College requires payment of an administration fee prior to issue of offer/visa letters.
 - 3.1 In the case of a visa refusal, this administration fee will only be refunded upon receipt of the visa refusal notice from the Home Office and the original offer letter. If the Home Office report that fraudulent documents have been used in the visa application, the College reserves the right to refuse the refund. The College may also offer to retain the fee on behalf of the student in the case of deferred or future applications.
 - 3.2 The administration fee will be refunded to the student if the College withdraws a course within six weeks of commencement, provided that the student is not offered a course which the College deems to be a suitable and acceptable alternative.
 - 3.3 If a student chooses not to attend the College and to accept an offer at another institution, after payment of the administration fee, there will be no refund of that fee.
 - 3.4 If a student does not meet the conditions of the offer from the College, the administration fee may be refunded on receipt of a letter of application, together with a copy of the student's cancelled visa, or written confirmation that a student is attending an institution with lower admissions conditions.
 - 3.5 Any refund due will be subject to the deduction of a processing fee, the amount of which will be set and reviewed annually.
 - 3.6 All associated costs, such as bank charges, concerning the payment of the administration fee and tuition fees will be the responsibility of the student. In addition, where the College will incur courier postal charges due to late applications, or for other reasons outside of its control, the College reserves the right to pass on these costs to the applicant.

4. Tuition Fees and Refunds

- 4.1 All refunds are discretionary and will be agreed by both the International Office and the relevant Department, and the final decision will be taken by the Deputy Principal. Any monies refunded will be subject at a minimum to the deduction

of the Administration Fee outlined above, any discounts which the College may have offered to the student and, where appropriate, any commission payments made to one of the College's accredited agents. Any refund of tuition fee payments will be subject to the deduction of a processing fee.

- 4.2 Pro-rata refunds of tuition fees will be considered up to four weeks after commencement of the course. Thereafter refund requests will only be considered in exceptional circumstances for reasons which are, in the opinion of the College, both compelling and beyond the control of the student. Such requests will need to be made in writing, to the International Office, before a student ceases to attend the course. In cases where a refund is found to be appropriate, the maximum refund which will be considered will be the tuition fee applicable on a pro-rata basis to the number of complete terms during which the student will not be in attendance.
- 4.3 Subject to clause 4.8, in the event that a decision is made not to refund monies to the student, those fees may be held by the College on behalf of the student in case the student becomes able to return to the College within the next two years to complete the course.
- 4.4 Students who choose not to complete a course upon which they have embarked, or who fail to attend required classes, shall not on that account be entitled to any refund or reduction of the tuition fees for the course.
- 4.5 No tuition fees paid will be transferred on behalf of the student to other institutions at any stage.
- 4.6 No tuition fees will be refunded where a student is excluded, suspended or otherwise removed from the College and the course as a consequence of the student's unreasonable behaviour or as a consequence of the student failing to comply with the College's terms and conditions of enrolment.
- 4.7 No refunds will be made to third parties, except College accredited agents where appropriate.
- 4.8 In all cases, any other debt owing to the College will be deducted from any refund of fees or such fees which are held on behalf of the student as referred to in clause 4.3 above.

5. Fee Assessment

In exceptional cases where a student has been incorrectly assessed for fees purposes, and has enrolled and paid fees on this basis, the fee quoted to the student originally may be honoured for the first year of study. Fees for subsequent years may revert to the appropriate fee rate.

6. Change of Course

In exceptional cases where a student has been quoted a fee for a course and then is subsequently advised post arrival at the College that an alternative, but possibly more expensive, course might be more appropriate, the originally quoted lower fee may apply for the first year of study. The correct fee may be charged for any subsequent years.

Last revised September 2017