

### **Fees by age**

- 16-18: most courses are free for students from the UK or EU countries
- 19+: most students have to pay course fees

### **Payment of fees**

- Fees must be paid at enrolment/before students start the course
- Students can pay fees with cash or credit/debit cards. Unfortunately, the college does not accept cheques or American Express.
- Students can pay in instalments if the course fees is **above** £500 and an administration fee of £15. You must speak to a staff member at enrolment.
- Instalment plans are:

#### Courses starting in September/October:

1. Enrolment: 40% + £15
2. 1st November: 30%
3. 1st December: 30%

#### Course starting in January or February:

1. Enrolment: 40% + £15
2. 1st March: 30%
3. 1st April: 30%

### **If you do not pay your fees:**

- If fees are returned by your bank, students will be charged £15.
- If fees are not paid by the date agreed, all the fees will need to be paid immediately.
- If a student decides to leave the course before he/she finishes, he/she will need to pay the full course fees.
- If students do not pay their fees, they will not be allowed to take their exams and will not be allowed into the College.

## Refunds

Refunds are possible if:

- the College closes a course and students cannot continue.
- a student can show that extraordinary or unusual situations prevent them from continuing. Refunds **may** be paid.
- a student cannot continue due to poor health. The student must give the College a medical certificate and the refund will be calculate based on when the College receives the medical certificate.
- An international student cannot start the course because they do not have the right visa, the student will receive a full refund, less £100 admin fee and £21 CAS (Confirmation of Acceptance to Studies) fee,

Refunds are **not** possible if:

- a student withdraws from the course for personal reasons or reasons which are not extraordinary or unusual
- the College has to close for a short time due to the weather, fire, flooding or staff on strike or other situations that the College cannot control.

If you need any more information about fees, please contact the College.

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