

Tuition Fee Terms and Conditions

1. Tuition fees are payable at the start of the academic year. Your acceptance of this offer of admission to the College will be taken as an acknowledgement by you that you are aware of this obligation and of the time at which it must be met, and that you accept it.
2. Until all outstanding Tuition Fees are paid, we reserve the right at any time during the Academic Year to suspend or withhold all education-related services and facilities (including assessment entry, virtual learning services, and provision of student support). Before exercising our rights, we will give you reasonable notice of our intentions. If you are in debt to us for Tuition Fees, you may not be allowed to sit your examinations and we reserve the right not to allow you to register for the next Academic Year.
3. Failure to pay your tuition fees in full or arrange to pay by instalments within 14 days of matriculation will result in a late payment fee of 3.5% being added to your tuition fee (maximum charge of £400). If you fail to make a payment which is due under an instalment plan, the College reserves the right to cancel the instalment plan. This will result in fees being due immediately and a late payment fee will be issued.
4. If you receive an award from a sponsor or other third party, which carries with it payment of all or part of your tuition fees, you must inform the Admissions team when enrolling with the College. You are required to submit the sponsor's written consent, to make such payments, to the Admissions team. Failure to provide an acceptable document will result in you being held responsible for the full Tuition Fees.
5. If a third party is paying all or part of your fees on your behalf, you will remain liable for the payment of those fees in all respects, including (without limitation) the consequences of non-payment, late payment or failed payment by the third party.
6. If a third party is paying all or part of your fees on your behalf and you fail to complete or to pass the programme to which you have been admitted, your sponsor or other third party is still required to pay back some or all your tuition fees.
7. For programmes of greater than one year in duration, academic fees are charged for each year and are subject to change from one year to the next.
8. The College reserves the right to revise fees at any time without notice. Please note the College will not increase your fees part-way through your course of study.
9. All students must be able to satisfy the College that they will have sufficient funds to meet their fees and living expenses for the duration of their course. Please note that full registration is only completed upon the payment of all outstanding fees and other dues to the College, unless paying by agreed instalments. Failure to meet your financial obligations may result in your registration with the College subsequently being suspended, and any certification being withheld until such fees have been paid.

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10. If you fail to make or to arrange payment of tuition fees or the other charges, the College may
- a. pursue legal proceedings
 - b. disclose information about you to credit reference agencies or other credit assessment, debt tracing or fraud prevention organisations
 - c. record you as a debtor of the College in any references requested from the College

I confirm I have read and agree to the Tuition Fee Terms and Conditions outlined above:

Name	
Address	
Course	

Signature

Date
