

Policy and Procedures for the handling of Deposits, Fee payments and Refunds

Introduction

It is important that students pay their fees and any required deposits at the right time to avoid any problems with starting the studies. Students are encouraged to read the following carefully and of course, get in touch with the college if there is anything they need to clarify.

Deposits

1. All successful applicants to any of the Arts & Business College of London programs are required to pay a minimum deposit plus non-refundable Registration Fee £250 to guarantee their place.
2. Upon receiving the deposit and the required documents, the college will send a Confirmation of Acceptance Letter and other relevant documents, which will also be necessary for a visa application for overseas students.

Students can pay the deposit by Cash or Bank Transfer, though BACS Transfer is always best.

If a student pays directly to The Arts & Business College of London bank account, the surname of the student should be mentioned as reference which will appear in the bank statement.

Deposits paid in person: If the students are already in the UK or if someone else pays the deposit on student's behalf, the deposits may also be paid by cash or cheque to our Accounts Officer on campus but students are encouraged not to send cash in the post and be very careful if carrying large amounts of cash with them. When we receive deposits, the details of amounts paid will also be confirmed on the visa letter.

Deposits to third parties: The tuition fees should not be paid to anyone else but the college. Students are reminded not to give tuition fees to agents or send money to the college by post. Some approved overseas representatives will accept bank drafts but made payable to the 'Arts and Business College of London'. Students are encouraged not to pay any of their tuition fees to overseas representatives. **If the students have any doubts, they should contact the college immediately.**

Fees

Students may pay their tuition fees in a single payment at the time of enrolment or ask for permission from the college to make payments by instalments.

Payment by Instalments: All fees must be settled prior to the commencement of the course. However, if instalments have been allowed, the fees must be paid as per the agreed amounts and dates. No supplementary charge will be added to the tuition fees. Late payments may incur a penalty or interest charges at 3% above bank base rate.

The following conditions will apply to those paying by instalments:

- Students who choose to pay by instalments must continue to do so until the full balance of the course fee is paid.
- The facility to pay by instalments may be withdrawn from individuals who fail to meet instalment deadlines promptly or their cheques are dishonored.

Refunds

1. The college assumes that all prospective students will have thought seriously about the taking up of a course and therefore applying for admission.
2. However, the college understands there may be a valid reason for an individual wishing to withdraw from a course, both before and after courses have commenced. Consequently, the college policy on refund of fees upon withdrawal is as follows:
 - i) Cancellations must be made in writing and will only be considered to have been made on the date on which it is received by the college.
 - ii) For cancellations which are received two weeks before the course commencement date, a non-refundable Registration Fee of £250 will be deducted and the balance will be refunded.
 - iii) For cancellations received during the two weeks from the course commencement date, the fee of £100 Administration + £250 Registration Fee will be deducted, and the balance will be refunded.
 - iv) For cancellations received after two weeks of the course commencement date, the refund will be at the discretion of the college.
 - v) For cancellations received after 1 month of the course start date, there will be no refunds of course fees.
3. Overseas students should note that where a statement has been sent to the UKBA to support the original student visa application, the college will notify the UKBA of any cancellations.
4. For students who are not successful in obtaining a visa, a refund will be granted after a deduction of the Administration Fee of £100, on the receipt of a completed Refund Request Form and a copy of the official visa refusal letter issued by the relevant British High Commission or Consulate. A copy of the judgement of the British Immigration Tribunal may also be required where the Appeal was rejected by the Tribunal. Any such request must be made within three months from the date of the refusal.
5. No refund is permitted or shall be made if a student enters the UK on a student visa obtained on the basis of the college letters of acceptance.
6. A full refund of tuition fees will be made if the college is unable to offer an advertised course.
7. Where it is proved that a prospective student has submitted a forged document or documents (e.g. certificates, transcripts etc.) with a view to obtaining a college Offer Letter, such a prospective student will not have his or her fees refunded by the college.

8. International students who failed to obtain a visa must apply for a refund within three months of their visa refusal.
9. Although the college will always endeavor to respond to refund requests with a sense of urgency, under normal circumstances it takes up to six weeks to process a refund. The process will start from the day the Refund Application Form along with other required documents are submitted to the Institution.
10. In order to claim a refund of tuition fees the student or sponsor must meet the following conditions:
 - Advise the Head of Administration in writing of withdrawal from the course before the start date of the course.
 - Complete and return the Refund Application form along with Student Card and other Institution property, including all original documentation issued by the Institution.
 - International students or their sponsors must return all original documents issued by the college (acceptance / enrolment letter, receipts etc.) which were issued by the college and proof of rejection of student visa (a letter issued by the British Embassy / High Commission or British Immigration Authorities, confirming the refusal of visa / entry) and photocopies of the relevant pages of the passport.

No refund will be given to a student under the following circumstances:

- a. Cancellation due to change in personal circumstances, including a family bereavement.
- b. If the student is asked to leave the country by the United Kingdom Authorities, or if they leave the UK during the program period without permission from the college and are subsequently refused re-entry.
- c. If a visa is refused because of not having a minimum of 80% attendance by the student over the period of the course enrolled or of any illegal activities by the student.
- d. If the disruption in studies is due to students' conviction, court proceedings or a litigation involving them.

Review of the Policy: The college may at its discretion, review and alter its Policy and Procedures for handling of Deposits, Fee payments and Refunds at any time without giving prior notice to or consulting with anyone concerned or affected by this policy.

Note: Registration fees are non-refundable.

For more information about our Policy and Procedures for handling of Deposits, Fee payments and Refunds, please contact: admissions@abclondon.org.uk