



SAC Policies 2010-2011

Tuition Fees, Deposit Holding and Refund Policy/Procedure

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Tuition Fees and Deposits

1. All fees at the College are due to be paid in full before commencement of each programme during the admission process. A CAS will not be issued to international students until all outstanding tuition fees have been paid in full.

1.1. There may be exceptions to this under certain circumstances. In these cases a payment plan will be worked out with the student on an individual basis. A CAS will not be issued until the payment plan is confirmed and any outstanding fees are paid.

2. All deposits and fees must be paid into a bona fide St Albans College account, in pounds sterling. St Albans College is not liable for monies paid to agents as **they are not permitted to receive monies on behalf of the College.**

3. The payment must be recorded in the college database. A copy of the evidence of receipt of payment (bank statement printout, or cheque deposit receipt) should be placed in the student's paper file, and scanned into the database.

Refunds

1. In the event of voluntary withdrawal from the course by you within 14 days (including weekends) of enrolment:

- a. Overseas Students - Para 5 applies.
- b. Home Students and students residing in UK with valid visa throughout the duration of the application process - full refund paid less administration charge of GBP 250.

2. After 14 days of enrolment up to the start of the second term, half of the fee payable by you for the complete programme will be refunded.

3. No fees will be refunded one day or more after the start of the second term or session, whichever is applicable.

4. Overseas Students who applied from abroad and received a visa as a result of the application process will not be entitled to a refund once they obtain a student visa. In the unfortunate event of their visa application being rejected by a British Consulate overseas, they will be entitled to a full refund of the fee less an administration fee of GBP 250 only if they send the College the original of the visa rejection letter (Form APP200 or similar) and the original letters sent to them by the College. Claims for refunds due to visa rejection received later than 60 days after the decision has been made by the Embassy or Consulate will not be entertained in any circumstances. The College will refund only to the account or individual that it initially received the fees from. If Visa is refused for any reason not directly related to the college (e.g. including but not limited to, insufficient funds/improper bank statement, forged or incomplete documents provided to embassy/High Commission etc.) the applicant student or his/her representing agent will be responsible to remit the full fees to the college regardless of the circumstances of the student/agent. SAC will only refund/waive the fees if the rejection is directly related to the CAS issued by the college.

5. All refunds are subject to the final approval of the Principal of St Albans College.

6. No refund will be given to a student for the following circumstances:

- a. Cancellation due to change in the student's personal circumstances, including a family bereavement. Students are advised to take out insurance against such unforeseen circumstances.
- b. If the student is asked to leave the country by the United Kingdom Authorities, or if the student leaves the UK during the programme period without consultation with or a covering letter from the College and is subsequently refused re-entry.
- c. If a visa is refused as a consequence of the student not having the minimum attendance required over the period of the course enrolled or of any illegal activities by the student.
- d. If the disruption in the student's studies is due to the student's conviction, court proceedings or litigation involving the student.
- e. If the disruption in the student's studies is due to any other breach of his/her visa conditions or terms and conditions of enrolment.

7. Students must submit a request in writing to obtain a refund. The request must be recorded in the college database.

8. Students must be informed of progress and timescale once request is received.

9. All approved refunds must be processed within 8 weeks. All approved refunds must be made within 12 weeks of the initial request.

10. In case the student visa is rejected and the applicant has the right of appeal. In such cases if the college is requested to provide the candidate with any documentation in relation to deferment, a fee of £150 additional to any bank charges will be charged.

11. Payment of the refund must be recorded in the college database. A copy of evidence of the payment should be placed in the student's paper file, and scanned into the database.

Review of the Policy

St Albans College may at its discretion, review and alter its Tuition Fees, Deposit Holding and Refund Policy at any time without giving prior notice to or consulting with anyone concerned or affected by this policy.

NB

The College, without accepting obligations, aims to notify all concerned via its notice board, website, or emails of any discontinuations of programmes or courses that occur due to the actions of the College. The College may, at its discretion, offer to its students alternative courses or similar programmes provided by other institutions for the tuition fee paid. The College reserves the right to defer a course or a programme up to the next semester or six months, whichever is longer. In cases where the College deems no similar programmes are available, fees will be refunded as per the Tuition Fees, Deposit Holding and Refund Policy (above). However, it accepts no responsibility in such discontinuation or cancellation of programmes due to the actions of external agencies, course providers, or an accrediting body. The responsibility for carrying out necessary research and ascertaining the nature or details of Course Providers and their awards lies entirely with the prospective student.



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