

Tuition Fees Payment and Refund Policy for International Students

1. Payment of deposits and tuition fees

1.1. Payment of tuition fees – All courses (except English language courses)

- 1.1.1. Following assessment of your application, and providing that you meet all of the entry requirements, you will be required to pay the full fee.
- 1.1.2. You will need to pay the fee before we can issue you with a Confirmation of Acceptance for Studies (CAS), which you will require in order to apply for a Tier 4 visa.
- 1.1.3. The tuition fees charged cover your tuition and ID card only.
- 1.1.4. All other costs, including examination re-sit costs and any Additional Learning Support assessment and provision, will be charged separately.

1.2. Payment of tuition fees – English language courses

- 1.2.1. Following assessment of your application, you will be notified of the requirement to pay the full cost of your course .
- 1.2.2. Payment is required in order to secure your place. If you require a visa, this payment will need to be made before we issue you with the appropriate documentation.
- 1.2.3. The tuition fees charged cover your tuition only.
- 1.2.4. All other costs, including external examination entry costs and any Additional Learning Support assessment and provision, will be charged separately.

1.3. Payment methods

- 1.3.1. Acceptable payment methods are: Cash (within UK banking limits), Switch, Mastercard/Visa, Bankers Draft, Bank Transfer.
- 1.3.2. All payments must be made in Sterling.

2. Refunds of tuition fees

2.1. Refunds for withdrawals, course cancellations and other study costs

- 2.1.1. As a general rule, City and Islington College does not give refunds for withdrawals. Withdrawals include students who decide not to enrol, as well as students who start, but do not complete the course.
- 2.1.2. Where City and Islington College decides not to proceed with a course, a full refund will be given. Students will be automatically reimbursed the fees they have paid and will not have to apply personally.
- 2.1.3. Examination fees will only be refunded if City and Islington College can itself secure a refund from the body concerned.
- 2.1.4. The cost of materials e.g. course-books will not be included in any refund.

2.2. Applying for a refund

- 2.2.1. Refunds will only be given in extenuating personal circumstances. A personal application must be made to the Head of International at the International Office, and consideration will be given on a case-by-case basis.
- 2.2.2. All refunds must be applied for in writing within two weeks of withdrawing from a course. This includes circumstances where the applicant perceives City and Islington College to be at fault.

2.2.3. An administration fee of £100 will be deducted from all refunds. All illness must be supported by either UK medical documentation or an officially authenticated translation provided by students at their own expense.

2.3. Refunds in cases of visa refusals

2.3.1 The College will refund any tuition fees paid to the College where a student has applied for a Tier 4 visa in good faith but this application has been refused.

2.3.1.1 The applicant must notify the College of this within 1 week of receiving notification and provide a copy of the refusal letter from the Home Office.

2.3.1.2 An administration fee of £100 will be deducted from refunds for visa refusals.

2.3.2. Where a student's visa application is refused, and the reason for this relates to incorrect or false information supplied as part of the student's application to the College or as part of their visa application, no refund will be given.

2.3.3. Where a student's visa application is refused and the reason for this relates to the student failing to follow instructions or advice given to them by the College, no refund will be given.

2.3.4. Where a student's visa application is approved, but the student decides not to attend the course, this will be considered as a withdrawal, and the conditions set out in parts 2.1. and 2.2. will apply.