

International Fee and Refund Policy

Policy Statement

South and City College Birmingham has a fee policy to inform all staff, students, agents and other interested parties the cost and payment of fees and refunds in relation to international students and courses at South and City College Birmingham.

Course Fees

The following are the course fees for the academic years 2016-2018. Fees must be paid in each academic year. Course fees are subject to change, and students must pay the fee set for the academic year in which they are enrolling.

English Language Courses

General English Language

15 hours per week	£120 per week
18 hours per week	£150 per week
21 hours per week	£190 per week
25 hours per week	£210 per week

Intensive General English with IELTS Preparation

15 hours per week	£165 per week
18 hours per week	£185 per week
21 hours per week	£230 per week
25 hours per week	£250 per week

Pre-University Level Programmes

Level 3 courses	£5000 per year
International Foundation Year	£9500 per year

University Level Programmes

Level 5 courses	£6500 per year
Level 6 courses	£7500 per year

Deposits and Payment of Course Fees

Once a student has applied and been issued with a conditional offer the student must pay the full course fee (£270 of the deposit is a non refundable administration charge) before we process the application and issue the CAS number and an unconditional offer or visa letter.

Deposits and fees can be paid in the following ways:

- Send a bank draft or cheque in pounds/Stirling to the college
- Payment at the Digbeth cash desk with cash, cheque or credit/debit card
- Directly transfer the funds to the College bank account
- Bank address: Lloyds Bank, 114-116 Colmore Row, Birmingham B3 3DP
- Account Name: South and City College Birmingham
- Account Number: 01130747

- Sort Code: 30-00-03
- BIC No: LOYDGB21003
- IBAN No: GB19 LOYD 3000 0301 1307 47
- Make sure the student includes their name and date of birth as a reference

Instalment Payments

The college has no instalment or payment plans available to international students.

Sponsorship

If the student is being sponsored by an embassy or an employer then either the fee needs to be paid by the sponsoring organisation or a financial guarantee provided to process the application. The full course fee should be paid before the student enrolls or the student should provide evidence from the sponsor of their intention to pay the students course fees.

Once the student has enrolled, if payment has not already been received, then the sponsor will be invoiced and payment should be received within 28 days.

If payment is not received then the student will be withdrawn from the course, and if appropriate the UKVI will be informed.

Refunds of Course Fees

The course fee less the £250 administration charge is only refundable if:

The students' visa is refused on legal grounds, if a visa application is refused because of fraudulent documents or activity then the deposit will not be refunded.

To claim a refund the student needs to submit the following:

- Refund form
- Evidence of visa refusal
- Receipt of payment made
- Confirmation of whom is payable
- Payment details

Or

If there are exceptional circumstances outside of the students control such as long term illness or bereavement, any refund will be at the discretion of the College. The student must supply documentary evidence to support such a claim and the decision will be made by the Senior Management Team.

To claim a refund the student will need to submit the following:

- Refund form
- Letter providing details of exceptional circumstances
- Evidence relating to exceptional circumstances (Doctors Letter or Death Certificate)
- Receipt of payment made
- Confirmation of whom is payable
- Payment details

Or

Where the College is not able to deliver the advertised course or deliver a course at the time it was specified.

To claim a refund the student needs to submit the following:

- Refund form
- Letter from college
- Receipt of payment made
- Confirmation of whom is payable
- Payment details

Any refunds will be processed and paid within one month following the authorisation. If this process is not followed and documentation is not provided then the payment will be delayed by an unspecified amount of time. The College will not cover the cost of any overseas bank charges incurred and these will need to be met by the student.

Course fees will not be refunded if a student chooses to leave their course. In this circumstance UKVI will be informed.

Course fees cannot be transferred to cover the cost of a change of course or to another college/institution. The licence which enables the college to recruit international students is dependent on rigorous implementation of the attendance requirements determined by the UK Border Agency.

International Refund Form

Personal Details:	
First Name:	Last Name:
Student No:	Date of Birth:
Course Applied For:	
Address:	
	Postcode/Zip Code:
Email Address:	

Reason for Refund:		
<input type="checkbox"/> Visa Refusal	<input type="checkbox"/> Exceptional Circumstances	<input type="checkbox"/> College unable to run course
Evidence: Copy of refusal letter	Evidence: Letter providing details / any evidence	Evidence: Copy of confirmation letter

Payment Details:	
Account Holders Name:	Relationship: (if not student)
Address: (if different from above)	
	Postcode/Zip Code:
Country:	
Account number:	Sort code:

I give permission for any refund due to be paid to the account detailed above.

Student Signature:

Date:

For Office Use Only	
Date Deposit Paid:	Method of Payment:
Amount Paid:	Amount Received:
Total Deductions:	Amount to be Refunded:
International Office Signature:	SMT Signature:
Date:	Date:

T: 00 44 (0)121 694 6235
E: international@sccb.ac.uk
www.southandcity.com

Please return your completed Application Form to:
International Team, South & City College Birmingham,
Digbeth Campus, High Street Deritend,
Digbeth, Birmingham B5 5SU, UK