

## 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 Birmingham College.

### Course Fees

The following are the course fees for the academic years 2016 -2019. 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	£165 per week
18 hours per week	£185 per week
21 hours per week	£250 per week
25 hours per week	£270 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	£250 per week
25 hours per week	£270 per week

##### Pre-sessional English

21 hours per week	£270 per week
25 hours per week	£290 per week

#### Pre-University Level Programmes

Level 3 courses	£5500 per year
International Foundation Year	£9000 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 (£300 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

- o Bank address: Lloyds Bank, 114-116 Colmore Row, Birmingham B3 3DP
- o Account Name: South and City College Birmingham
- o Account Number: 01130747
- o Sort Code: 30-00-03
- o BIC No: LOYDGB21003
- o IBAN No: GB19 LOYD 3000 0301 1307 47
- o 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 applying out of country.

### **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 £270 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 UKVI.