



PROCEDURES FOR THE HANDLING OF DEPOSIT, FEE PAYMENTS AND REFUNDS

- Students are required to pay tuition fees upon admission either in full or in instalments if agreed with the admissions department of the College. However, any one paying full tuition fees in one payment will receive a 10% discount (depending on duration and programme).
- A £250 (two hundred and fifty pounds) non-refundable administration fee and a tuition fee deposit of £2000 (Two thousand pounds) is payable before a place of offer is issued and is confirmed upon receipt of the Application fee. Fee's can be paid by Bank Draft, Cheque, Bank transfer or cash in pounds sterling only. All Bank Draft and Cheque payments should be made payable to East Midlands School of Business & Management.
- Upon the student's arrival, the full tuition fees for the academic year are to be paid, either in full or in a number of instalments, if agreed.
- Methods of payment are as prescribed on the College Application form, also a payment information slip is sent with any Offer Letter issued by the College.
- In certain circumstances, arrangements can be made for payments to be settled in instalments, however the initial deposit of £2000 must still be paid before a payment plan is proposed.
- Students in financial difficulties are encouraged to contact the College in the first instance. The Student Welfare Officer, Administrator and Designated Course Co-ordinators and their assistants can be approached for confidential discussions.
- The College will withdraw students who continuously fail to comply with payment plans that they have agreed to. Two warnings (One verbal, One written) will be issued, after which, any student will be withdrawn from their course of study and subsequently from the College. In this case, no monies will be refunded to the student.
- Students who paid by cheque will be charged £50 for any cheque that returns unpaid, also, the College will no longer accept further payments by personal cheque submitted by any student who has had a return. Any bank charges incurred by returned cheques will be borne by the student. Any bank charges will be added onto the student's total outstanding course fees.



- The College reserves the right to make the following charges, at the rates detailed in the College regulations which are updated from time to time:
 - Instalment Payment Administrative Charges
 - Late Payment Penalty Charges
 - Administrative charges for missed payments, i.e. dishonoured cheques
 - Administrative charges for refunds i.e. transfers to other Colleges
 - Transfer charges for students who defer their studies to a later date or session
 - Accommodation charges including non-refundable deposit of two weeks rent on accommodation arranged by the college in advance of the students request.
 - Late submission penalties
 - Assessment re-takes and any other such charges
- Students are contractually entitled under the terms of this agreement to a full refund of all tuition fees paid, minus the non-refundable administration charge, in the following circumstances.
 - If the College is unable to offer an advertised course (or equivalent) on the advertised start date or within a reasonable period of time
 - If a student applying from overseas is refused a Visa and is thus unable to come to the United Kingdom in order to take up his/her course of study.
- Deposits and fees may only be returned if the student fails to obtain a valid UK visa and where it is through no fault of their own and where the student is in their home country. If a visa is refused due to an error on the part of the UKVI then the student MUST appeal the decision in order to obtain the refund which would then be paid after the outcome of the appeal. In all circumstances a student's registration fee will not be refunded.