



Empire College London

Tuition Fee Policy

- 1.1 This policy provides clear information about students' financial obligations to Empire College London at the time of enrolment. This policy applies to all students studying at the college.
- 1.2 Empire College London is committed to providing fair and transparent information in respect of fees and charges it expects students to pay.
- 1.3 Students have ultimate liability and are fully responsible for the payment of their fees. Students must make sure they have suitable arrangements in place to pay tuition fees and any additional fees for the duration of the course. The college has every right to recover the tuition fees directly from students and take the appropriate action in case of failure to pay at the agreed times.
- 1.4 The college reserves the right to prevent students' using college facilities until all outstanding payments are up to date.
- 1.5 Tuition fees set at the time of the student offer of a place will remain the same throughout the duration of the course. Tuition fee rates are reviewed annually by the Senior Management Team and may increase for the next academic year. This increase in fees will only apply to new students.
- 1.6 The fees published are applicable to both Home (UK/EU) and International students.
- 1.7 Students who repeat/retake part of the course must pay the appropriate fee. All cases will be treated on individual merits and circumstances.
- 1.8 Students who change course or mode of study will be required to pay the relevant fee for the new course or new mode of study.
- 1.9 Students who wish to defer their studies due to personal reasons will still be liable for payment of tuition fees for the part of the course they have studied. For international students, the UKVI policy will apply to any deferred studies. The following are examples of reasons for deferment. This list is not exhaustive and is provided for guidance only.
 - A family bereavement
 - Illness of the student
 - Absence from college for a period outside the control of the student
 - A change of circumstances that could not be foreseen or planned for on the part of the student

2. Payment of the tuition fees

- 2.1 Students are requested not to make any payments to any third party in respect of college tuition fees. Empire College London will not be held responsible if a student makes a payment to any third party. Enrolment will not be confirmed if the fee is not paid. Students are advised to familiarise themselves with the Refund and Compensation Policy.
- 2.2 Tuition fees can be paid in any of the following ways:



Empire College London

- Bank Transfer (bank details are provided in the offer letter)
- Cheque/Demand draft
- Via Student Loan Company (SLC)
- Self Finance/Sponsorships

3. International Students

- 3.1 International students are required to pay a deposit of 50% of the first-year fees in advance of creating a Confirmation of Acceptance of Studies (CAS). This will apply to International students who are self-funded or sponsored via a third party.
- 3.2 International students being sponsored via a third party must provide an original letter from the sponsor confirming the payment of tuition fees. If the sponsor is only paying a proportion of the tuition fees, the student will be liable for the payment of the remaining fees.
- 3.3 The remaining fees for the first year will be due at the time of enrolment. Students may opt for an individual payment plan which will be agreed with the management team.

4. Self Funding students - Home (UK/EU)

- 4.1 Students can sign up to an instalment plan for the payment of the tuition fees. The instalment plan will consist of 3 liability periods in each year of study:
 - 25% of annual fees at the time of enrolment
 - A further 25% of the annual fees after 3 months of enrolment
 - The remaining 50% of the annual fees after 6 months of enrolment
- 4.2 Students being sponsored via a third party must provide an original letter from the sponsor confirming the payment of tuition fees. If the sponsor is only paying a proportion of the tuition fees, the student will be liable for the payment of the remaining fees.

5. Student Finance Support for Home (UK/EU) Students (via SLC)

- 5.1 Students studying on designated courses and having received confirmation that they are entitled to student support must provide the approval confirmation letter to the college.
- 5.2 It is the student's responsibility to complete all student loan funding applications truthfully and accurately.
- 5.3 If at any time during or after the completion of a course, a student becomes ineligible for student financial support which they have taken from the Student Loan Company (SLC), they will be liable to pay the tuition fees for the period of the course that they have attended. Applications can become ineligible after re-assessment by SLC for any new evidence that they may have obtained or received. In this case, the college will recover the tuition fees directly from the students and take the appropriate action if necessary.



Empire College London

- 5.4 A student who has had their funding application rejected by Student Finance after they have started their course will be liable to pay their tuition fees.
- 5.5 A student with a tuition fee loan from Student Finance, who wishes to transfer to another institution following the official start of their course, will still be liable to pay fees for the period up to and including the transfer date, except where the transfer occurs during the cooling-off period.
- 5.6 Tuition fee loan from Student Finance is paid directly to the college once attendance confirmation is made.

6. Non-payment of Tuition Fees

- 6.1 All students are expected to pay their tuition fees as detailed in this policy. Students, who consider themselves at risk of being unable to pay, must discuss the matter with the management at the earliest opportunity.
- 6.2 If you fail to pay the tuition fees the college may:
- Restrict access to the college facilities
 - Exclude you from the college
 - Not allow you to enrol in further session until outstanding fees are paid
 - Charge you an additional fee of £50, if your instalment payment is not received on time or your bank does not clear your payment
 - Use external agencies to recover outstanding debts

7. Withdrawal from the college

- 7.1 Students have a right to withdraw from the college within 2 weeks from the enrolment date without incurring any tuition fees or financial penalties. It is the students' responsibility to ensure they inform the college in writing of the withdrawal.
- 7.2 Any student who withdraws after 2 weeks of the enrolment date will still be liable for the payment of tuition fees for the period they have studied. Further information is available in the Refund and Compensation Policy.
- 7.3 Students who withdraw from their studies after the 2 weeks of the enrolment date will be liable for the tuition fees for the period they have studied in accordance with the following liability periods:
- Attendance in term 1 – 1st payment of 25% of the annual tuition fee will be liable
 - Attendance in term 2 – 2nd payment of 25% of the annual tuition fee will be liable
 - Attendance in term 3 – 3rd payment of 50% of the annual tuition fee will be liable

8. Complaints

- 8.1 Students, who consider this policy has not been correctly applied, may bring a complaint under the



Empire College London

College Complaints Procedures.

- 8.2 Further information is available on our website: <https://web.empirecollege.london/complaints-procedure/>.
- 8.3 This policy and terms and conditions should be read carefully. Students who have difficulty understanding this policy should contact the college.

9. Contacts

- 9.1 If you have any queries relating to this policy or regarding your tuition fees, please contact the finance office at info@empirecollegelondon.co.uk or call 02085532683.

Updated and reviewed: August 2019