

Brighthill College
Policy for Fee Deposits, Fee Payments & Refunds

The following policies will apply to all the applicants making an application to study at **Brighthill College** and all the students studying at the College. All the students are required to comply with the policies mentioned below.

FEES DEPOSITS POLICY

The students applying for admission to the college are required to pay deposit fee for admission. This deposit amount will be treated as fee if students will get visa otherwise this amount will be refunded to the student after the deduction of administration fee of £100. The deposit amount depends on the course. Students are required to pay 50% of the fee as deposit if the course is English Language. The deposit of all other courses is £1000. The students are required to pay the deposit fee through bank transfer or bankers draft. College will keep deposit fee of the students in separate bank account. If the students get the visa then this deposit fee will be transferred in college regular account otherwise the deposit will be refunded to the student within 4 weeks after receiving all necessary refusal papers from student.

FEES PAYMENT POLICY

This policy is in addition to our standard Terms & Conditions, as printed in the college prospectus and on the Website. Some course regulations such as our English language courses have course specific regulations and may supersede the terms below.

METHODS OF PAYMENT OF FEES

1. INFORMATION FOR ALL STUDENTS

The fees for students attending The College are detailed on the fees list. The fees are paid from the following sources:

An employer or other recognised sponsor (see section 2 below)

Student or his/her family (see section 3 below)

Students who are unable to produce acceptable evidence of support from their sponsor will be liable for the payment of their fees in the category of "student or her/his family" as above.

All students must enrol at the start of their course, and each subsequent year. At that time they must either provide an acceptable written guarantee from an official sponsor accepting responsibility for all fees due or make full payment of their fees and any registration fees for the academic year concerned or elect to pay by instalments. The College will only accept student enrolments upon receipt of the relevant payments or sponsor authorisation.

Instalments are due at the beginning of each month or as stated in the fees statement (see section 3 below). It is the responsibility of each student or sponsor to ensure that the College receives payments by the due date irrespective of whether an invoice has been issued. A penalty charge of £50 will be applied for late payments as detailed in section 3 below.

The College reserves the right to change a student's fee classification in the light of changes in legislation, or where it can be shown that a student has withheld information relevant to his/her fee status.

Those whose funding will come from outside the UK should apply immediately for the necessary transfer of funds. The College will not agree to the delayed payment of fees because of exchange control problem.

2. SPONSORED STUDENTS

The College reserves the right to accept the sponsor's guarantee. In a case where the guarantee is not acceptable, it is the student's responsibility to pay his/her fees at or before enrolment.

3. PAYMENT BY STUDENT

Students who are on full time courses lasting more than six months and are financing themselves may pay their tuition fees in a single payment at the time of enrolment or by instalments.

SINGLE PAYMENT

This should be paid within 14 days of the course start date, unless payment by instalments has been agreed. If the whole fees are not paid within 14 days of the start date of the course or other notified date, the student will incur supplementary charges as detailed below.

PAYMENT BY INSTALMENTS

Students who are on full time courses lasting more than six months may pay by monthly instalments. The College reserves the right to accept a student's application to pay the fee in Instalments.

INSTALMENT DETAILS:

FIRST INSTALMENT: total tuition fees or min £1000, excluding the Registration fee of £100, must be payable before enrolling on a course. The supplementary fee may be waived if the full fees are paid within 14 days of the course start date.

SUBSEQUENT INSTALMENTS: the college reserves the right to change instalment amounts. Normally, instalment amounts are evenly spread over the chosen/agreed term. Students wishing to pay off balances earlier than the agreed term may do so and may obtain a rebate on the balance fees.

The following conditions will also apply to those paying by instalments:

- Students who choose to pay by instalment(s) must continue to do so until the full balance of the course fee and any charges are paid in full.
- A facility to pay by instalment will normally be withdrawn from individuals who fail to meet instalment deadlines promptly.

Late payment charges / Rejected transactions:

- A penalty charge of £20 will be applied for late payments. The College may not accept any reason for delayed payment. Any transactions rejected by the bank will be classified as late payment.
- The penalty charge will be applied in all instances where payment has not been received by the College at close of business on the instalment due date.

4. REFUNDS

REGISTRATION FEES: Registration fees are non refundable.

TUITION FEES: In order to claim a refund of tuition fees the student or sponsor must meet the following conditions:

- i) Advise the registrar in writing of withdrawal from the course four weeks before the start date of the course.
- ii) Return Student card and other College property.
- iii) Overseas students or their sponsors must return all original documents (acceptance/enrolment letter, receipts etc), which were issued by the College and the proof of rejection of student visa (a letter issued by the British Embassy/High Commission, confirming the refusal of visa/entry).

Refunds will be calculated as follows:

- i. Full refund: Full refund of tuition fees will be made if the College is unable to offer an advertised course.
- ii. Home/Overseas students (based in the UK): 75% of the total tuition fees paid will be refunded if they meet conditions (i, ii) set above, and the college must be satisfied that the student has not taken any advantage using college documents and references. This includes the extension of stay in the UK, Council Tax and other benefits or services.
- iii. Overseas students (not based in the UK): Tuition fees will be refunded only after they meet conditions (i, ii, iii) stated above. A deduction of £100 for administration costs will be done at the discretion of the College

Should the student wish to appeal against an entry clearance/visa decision, the College will provide documentation for the next available session at no extra fees only if the student/sponsor does not apply for a refund.

Refunds will be made to the person or organisation that initially made the payment.

No refund will be made under any circumstances if the student or sponsor is not meeting the conditions set above or the student is required by the Home Office to leave the UK because of none or poor attendance or because of any breach of the law.

5. OUTSTANDING LIABILITIES

The College will initiate the recovery of fees or property owing to it at the earliest practicable date after the liability has incurred. However, if a student still owes any fees (e.g. tuition fees) or yet to replace or reimbursement for property lost or damaged by him/her, admission to the course will be refused after informal notice until the debt is discharged in full.

6. EXCEPTIONAL ARRANGEMENTS

Where there is clear evidence of exceptional hardship, a student may, at the discretion of the Director of studies, be granted special payment arrangements. New students will not normally be eligible.

7. ACCOMMODATION

Should the college provide accommodation for a student, a minimum of one week's rent is required in advance by the college as a deposit in order to secure the student's accommodation. This deposit is non refundable should the student find an alternative accommodation.