

Policy and Procedures for Handling Deposits, Fee Payments, and Refunds

Policy Review Date: 21/03/2025

Next Review Date: 21/03/2026

1. Introduction

It is imperative that students **submit all required deposits and tuition fees** in a timely manner to prevent any complications with their **enrolment and commencement of studies**.

Students are strongly encouraged to **review this policy carefully** and to seek clarification from the Institution should they require further information.

2. Deposits

1. Deposit Requirement:

- All **successful applicants** to FSOB programmes must pay a **minimum deposit**, in addition to a **non-refundable registration fee of £250**, to secure their place.

2. Confirmation of Enrolment:

- Upon receipt of the deposit and all requisite documents, the School will issue a **Confirmation of Acceptance Letter**, along with other essential documentation.

3. Accepted Payment Methods:

- Deposits may be paid via:
 - **Cash** (in-person payments only)
 - **Cheque**
 - **Bank transfer**
 - **Bank draft**
- For direct bank transfers, students **must include their surname** as the reference to ensure proper tracking of payments.

4. In-Person Deposits:

- Students already in the UK, or their designated representatives, may **pay in person** via cash or cheque to the **Accounts**.

5. Payments to Third Parties:

- Tuition fees **must be paid directly to the Institution** and **not** to any third party.
 - Some **approved overseas representatives** may accept bank drafts **payable only to the Institution**.
 - Students **must request an official receipt** signed and stamped by an **authorised person** whenever payments are made via overseas agents.
 - It is **highly recommended** that students notify the Institution via **email or phone** once payments are made.
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3. Tuition Fee Payment

Students may settle their tuition fees either **in full** at the time of enrolment or **through an agreed instalment plan**.

3.1. Single Payment Option

- Tuition fees may be paid **in full before the course start date**.
- Students opting for a **single payment** may be eligible for a **10% discount** on tuition fees.

3.2. Instalment Payment Option

- **All tuition fees must be settled before the course begins**.
- Students who opt for **instalment payments** must adhere to the agreed schedule.
- **No additional administrative charges** will be applied for selecting the instalment plan.

Conditions for Instalment Payments

- Students **must** continue paying in instalments until the **full course fee** is settled.
 - The instalment facility may be **withdrawn or incur interest charges** for students who:
 - Fail to meet payment deadlines.
 - Issue dishonoured cheques.
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4. Refund Policy

4.1. General Refund Conditions

1. The Institution presumes that all students have **carefully considered their enrolment decision** before applying.
2. However, the Institution acknowledges that **circumstances may arise** necessitating withdrawal from a course.

4.2. Refund Policy for Course Cancellations

- **All cancellations must be submitted in writing** and will only be deemed valid upon **official receipt by the Admissions Office**.
 - **If a cancellation request is received at least two weeks before the course start date**, a **non-refundable registration fee of £250** will be deducted, with the remaining balance refunded.
 - **If a cancellation request is received within two weeks of the course start date**, refunds shall be issued at the **Institution's discretion**.
 - **No refund shall be issued if a cancellation request is received after two weeks of course commencement**.
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5. Non-Refundable Circumstances

No refund shall be issued in the following cases:

- a) Withdrawal due to **personal reasons**, including bereavement.
 - b) If the student **withdraws after course commencement** and is fully enrolled.
 - c) If the student is **deported or denied re-entry** by UK authorities.
 - d) If the student is **expelled due to non-attendance, poor academic progress, or disciplinary action**.
 - e) If the visa is refused due to:
 - **Attendance below 80%** throughout the course duration.
 - **Illegal activities** committed by the student.
 - f) If a student's studies are **disrupted due to legal proceedings, criminal convictions, or court rulings**.
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6. Policy Review and Amendments

The Institution reserves the **right to amend or revise this policy** at its discretion, without prior notice or consultation with affected parties.