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MONT ROSE COLLEGE®
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Students Fee Policy

2021-2023

Approved by: Finance & General Committee
Date of approval: 19/04/2021
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VERSION: 002



1. Purpose

1.1 This document is the Policy of Mont Rose College of Management and Sciences (The College), which outlines the actions and procedures that will be followed regarding student fees/ debts and sanctions applied in the events of non-payment.

1.2 If a student expects a refund or compensation, he/ she should refer to the *Refund and Compensation Policy* available at <https://mrcollege.ac.uk/mrc-policy/>.

1.3 All students are treated equally and fairly about the payment of fees and other procedures stated in this document.

2. Tuition Fees

2.1 'Tuition Fees' are defined as a charge for tuition and use of academic facilities and payable to Mont Rose College.

2.2 All current and prospective students are informed about the fees that the College will charge for completing the course well in advance of the starting dates through the College website, promotional materials, social media and advertisements.

2.3 Tuition fees are subject to an annual increase to the maximum fee chargeable according to the tuition fee cap.

2.4 Tuition fees are charged per academic year and cover registration, tuition, initial assessment and original certification.

2.5 Where the College decides to increase the fees, the College will inform the current or prospective students as early as possible and explain the reasons for the increase. The students have the right to redress, and all representations will be considered.

2.6 The students will not be eligible for the Student Loans if their aiming qualification is equivalent to or lower than the qualification they already hold. Exceptions apply to ITT (Initial Teacher Training) courses, like DET.

2.7 Tuition Fees for HND and DET courses for 2021-22AY-£7,499 and 2022-23AY-£7,724 for new and continuing students.

2.7.1 The tuition fees are payable in three instalments once the students become liable to pay.

2.7.2 Liability periods:

- Term 1- 25% of an annual tuition fee is payable.
- Term 2- 25% of an annual tuition fee is payable.
- Term 3- 50% of an annual tuition fee is payable.

3. Self-funded Students

3.1 Each student is personally liable for the payment of their tuition fees, registration and other sundry expenses (e.g. DBS checks, printing costs). Sundry charges are any fees owed to the College, other than tuition fees. Please refer to paragraph 6 (Other fees/ costs)

3.2 Where the student's tuition fees are paid by a parent/ partner/ friend/ relative, it is classed as self-funding; therefore the person, paying tuition fees on behalf of a student will have no right to request a refund at any time during or after the course, but any claims must come from the student.

3.3 Any student experiencing difficulties paying tuition fees must speak with the College's Finance Department immediately to avoid being suspended for non-payment. In exceptional cases, instalment plans could be agreed upon, depending on circumstances and the College's discretion.

3.4 Students who contact the Finance Department before the payment due date and have reasonable grounds for requesting more time to pay may be given an extension at the sole discretion of the College.

3.5 The College reserves the right to use a debt collection agency or take other legal actions to pursue any debt outstanding and continue to do so for as long as required.

3.6 If for any reason a student withdraws or is withdrawn/ suspended by the College, the College will charge fees for the time a student was on the course. If the student is eligible for a refund or compensation, he/ she needs to refer to the *Refund and Compensation Policy* <https://mrcollege.ac.uk/mrc-policy/>

3.7 Suppose the student or the person who pays the tuition fees on the student's behalf changes their mind regarding continuing their course. In that case, they should submit a written withdrawal request to the Admission Manager Mr Jodat Sheikh j.sheikh@mrcollege.ac.uk within 14 days from the start of the course. The fees paid for the first term will be refunded to the student/ sponsor/ SLC in full within ten working days from the date the written withdrawal request was received.

3.8 A student becomes liable for a fixed amount of tuition fees once they attend the semester:

Liability periods:

- Term 1 (1st September-31st December)- 25% of an annual tuition fee will be payable.

- Term 2 (1st January to 31st March)- 25% of an annual tuition fee will be payable.
- Term 3 (1st April to 31st July)-50% of an annual tuition fee will be payable.

3.9 If the student needs to repeat all or part of the study year, they will be charged an additional tuition fee as per clause 3.8. The students are advised to talk to the Student Services if they have issues with coursework and there is a risk of suspension/ withdrawal.

4. Tuition Fee Payments by a Third Party

4.1 Students applying to Mont Rose College have the option to apply for a student loan through the Student Loan Company (SLC).

4.2 Students wishing to take out a loan have to provide a loan eligibility letter before enrolment. In some cases, if a student has not received the SLC loan eligibility letter, he/ she should contact the College's Finance Department, who will liaise with SLC and carry out an assessment to understand if the student is likely to receive the loan. Based on the evaluation, the College will allow a student to start now or advice to wait until the next course intake starts.

4.3 If a student has been withdrawn/ suspended, his/ her loan will also be suspended. The SLC will recalculate the loan amount for which the student is eligible, taking into account the suspension/ withdrawal date. If there are any overpayments, the SLC will contact a student and request to arrange debt repayment.

4.4 If any reassessment of a student loan entitlement occurs during the course and SLC will no longer pay for the student's tuition fees or withdraws full or part funding, and claws back the tuition fee payments, a student has to pay the tuition fees by himself.

4.5 Where their employer sponsors a student, a letter confirming the sponsorship should be provided to the College before starting a course. The College will invoice sponsors before the beginning of the course, and payment must be made in full by the sponsor within 30 days from the invoice date. Instalment Plans will not be offered to sponsors. If a sponsor does not make a payment for a student's tuition fee within the given period, the student will be held liable for payment personally.

4.6 A student becomes liable for a fixed amount of tuition fees once he/she attend the semester:

Liability periods:

- Term 1- 25% of an annual tuition fee will be payable.
- Term 2- 25% of an annual tuition fee will be payable.
- Term 3- 50% of an annual tuition fee will be payable.

5. Sanctions for non-payment of Tuition Fees

5.1 A student whose fees are overdue will not be eligible for re-admission to another course of study or returning to the next year of study at Mont Rose College without first settling the outstanding debt.

5.2 The award/ graduation ceremony will be put on hold until the debt is cleared.

5.3 The College reserves the right to pass the student's outstanding debt to a debt collection agency and to take further legal action through the courts if required.

5.4 The information about the debt could be provided to the third parties-employers, sponsors, or as part of reference information.

5.5 Students have access to the College's offered hardship funds. However, they are not meant to compensate for the tuition fees. Also, as part of hardship fund criteria, the students have to ensure that tuition fee payments are up to date.

6. Other fees/ costs

6.1 The student may be required to do a DBS check as part of the course enrollment criteria. The current cost of DBS is £46.66 (subject to change).

6.2 Printing costs:

A4 B&W Single-Sided	£0.07	A4 B&W Double-Sided	£0.15
A4 Colour Single-Sided	£0.15	A4 Colour Double-Sided	£0.30
A3 B&W Single-Sided	£0.15	A3 Colour Double-Sided	£0.30
A3 Colour Single-Sided	£0.30	A3 Colour Double-Sided	£0.60

All new students receive £5 credit on their printing account

6.3 The library membership is free. The fees per lost book £12. If books are eventually found, then the College reimburse the payment for the lost books.

7. Students' Advice

Mont Rose College:

Student Support student.services@mrcollege.ac.uk

External:

Student Loans Company; www.slc.co.uk

Aimhigher; www.aimhigher.ac.uk

National Union of Students; www.nus.org.uk

National Association of Citizen's Advice Bureau; www.nacab.org.uk



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