

# TEDI-LONDON

## STUDENT FEES POLICY

<b>Summary</b>	Policy outlining how TEDI-London calculates and charges Tuition and other fees.		
<b>Policy Owner</b>	Chief Finance Officer		
<b>Policy Sponsor</b>	Director of Resources		
<b>Policy applies to</b>	All students of TEDI-London		
<b>Equality impact assessment completed</b>	[date]		
<b>Version</b>	3		
<b>Date of implementation</b>	August 2021	<b>Date of next formal review</b>	September 2022

### DOCUMENT CONTROL

<b>Date</b>	<b>Version</b>	<b>Action</b>	<b>Amendments</b>
04/11/19	1	Policy written	
8/12/20	2	Policy Amended and Approved	Comprehensive re-draft to reflect current practice in the sector
09/08/21	3	Policy Amended and Approved	Paragraph 8.6 updated to reflect deposit refunds for international students on the non-issuance of a VISA.  Clarification of ongoing financial support in paragraph  Weblinks & email contact addresses updated  Dates when fees will be published have been updated to 30 September for the following year to ensure that Board approval has first taken place

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## 1. INTRODUCTION

- 1.1. TEDI-London is committed to a fair and transparent policy in respect of the fees and charges it expects students to pay. The Student Fees Policy forms part of TEDI-London's Terms & Conditions and should be read in conjunction with them. Together they provide a framework for the setting, payment, collection, and reconciliation of student fees.
- 1.2. **Student Fees** are defined as any charges for tuition (referred to as a Tuition Fee in paragraph 1.3), retaking modules or years (the cost of re-sits are included in the Tuition Fee), library fines, charges for the non-return of equipment, field trips, travel costs, printing, fees associated with graduation and unpaid hardship loans (please note this list is not exhaustive).
- 1.3. You will be charged a **Tuition Fee** for each year of your programme. This fee covers the educational and related services made available to you whilst you study with us, including tuition/ supervisory services, access to learning/ technical resources, assessment of submitted work, the cost of re-sits, the use of special equipment, consumables/materials and facilities, support/ welfare provision and affiliate membership of the King's College London Students' Union.
- 1.4. This Policy outlines how TEDI-London's fees are determined and charged and outlines what happens if fees are not paid. It signposts sources of support for students experiencing difficulties with payment of fees.
- 1.5. This Policy applies to all prospective and continuing students, this includes Associate and Exchange students.
- 1.6. Terms of a significant nature have been marked as **bold** in this document.

## 2. DEFINITIONS

- 2.1. **Bursary:** A non-repayable allowance paid (or in the case of International students applied as a discount to the Tuition Fee) to a student in need. This is automatically allocated and is means tested.
- 2.2. **Deposit:** A sum of money payable as a first instalment of a place on a TEDI-London programme.

- 2.3. **Home Students:** Students from England, Wales, Scotland, Northern Ireland, the Channel Islands, and the Isle of Man. Fee status will be determined upon application and may also depend on your residency status.
- 2.4. **International Students:** Students from all other locations not listed as Home.
- 2.5. **Scholarship:** An allowance awarded to a student, often because of academic merit, for the purpose of attending a course.
- 2.6. **Sponsor:** If your fees are being paid by someone other than you (not family), for example, an employer, then you are classed as a sponsored student.
- 2.7. **Government Tuition Fee Loan:** Loan funding provided by the Government (UK or International) to pay the cost of your Tuition Fees whilst studying at TEDI-London.
- 2.8. **Student Fees:** Are all fees which may be levied upon you and include Tuition Fees.
- 2.9. **Tuition Fees:** Are the costs you pay towards your educational programme.
- 2.10. **Cancellation/ Cancellation of Contract:** The end of your legally binding agreement with TEDI-London regarding your programme and your permanent removal from your programme.
- 2.11. **Interruption of study:** An interruption of study is where, with our prior agreement, you take a formal break from study for a specific period of time with the intention to resume study at a future date. Please note that the Student Loans Company will refer to a break in study as a suspension of study.
- 2.12. **Suspension of study:** A period of time during which we temporarily pause your studies pending the outcome of a disciplinary hearing related to an allegation of serious misconduct. Suspension is a neutral act, but restrictions may apply, e.g. access to the campus may not be permitted and IT facilities may be withdrawn.
- 2.13. **Withdrawal by TEDI-London:** This is a disciplinary sanction which, where applied, results in a student being permanently removed from his/her course at TEDI-London and the cancellation of the contract between the student and TEDI-London.

### **3. TUITION FEES**

- 3.1. Tuition Fees are reviewed annually, and details can be found (weblink).
- 3.2. Tuition Fees will be charged relative to a student's fee status at the point of enrolment and will continue to be charged at that rate for the duration of the academic year.
- 3.3. Tuition Fees are not discounted if you start your programme late.
- 3.4. Tuition Fees are not waived or reduced for any period during which you are suspended pending a disciplinary hearing.

#### **Home students**

- 3.5. **The UK Government regulates the maximum Tuition Fee chargeable and any annual increments for Home (see paragraph 2.9 below) undergraduate students. TEDI-London's Tuition Fee level reflects the maximum applicable fee cap for undergraduate courses designated for statutory support.** (The current maximum fee level for UG home students on a standard degree programme at providers without a TEF award is £9,000 and has been unchanged in the last three years).
- 3.6. There are different Tuition Fee levels for standard and accelerated degrees permitted by the UK Government.
- 3.7. These Tuition Fees will apply to all Home students regardless of the source of their funding.
- 3.8. The Home rate applies to students from England, Wales, Scotland, Northern Ireland, the Channel Islands, and the Isle of Man.

#### **International students**

- 3.9. **TEDI-London sets all other Tuition Fees which are part of the course chosen; details can be found [TEDI-London Global Design Engineering | TEDI London](#). These Tuition Fees are reviewed annually and are subject to a maximum annual increase of the higher of 5% or the consumer price index (CPI) rate of inflation.**

- 3.10. If you take longer than scheduled to complete your programme (e.g., because you have to retake a year) you must pay the applicable Tuition Fees (with provision for increases) for each further year of study.
- 3.11. TEDI-London will review the Tuition Fees liability of students whose registered status changes during the academic session, for example in the case of a student who moves from full-time to part-time study. In such cases, the Tuition Fee liability will generally be determined by the date on which the change of status is affected.

### **Setting and publishing of Tuition Fees**

- 3.12. Home Tuition Fees will be published by 30 September each year, for students registering the following September.
- 3.13. International and all other non-regulated Tuition Fees will be set by 30 September each year, for students registering for the following September. The Tuition Fees for all years of the programme will be defined at this point.

### **Other fees**

- 3.14. TEDI-London is not planning to charge additional fees to cover part or all the cost of special equipment, consumables, or facilities over and above the Tuition Fee.
- 3.15. There are a number of extra costs arising from higher education studies that you will need to allow for when planning your budget. For example:
- The cost of accommodation if you are living away from home. TEDI-London does not currently operate its own accommodation for students.
  - Study texts and reference books
  - Items such as photocopying
  - Library fines if you are late returning borrowed material

## **4. DETERMINATION OF FEE STATUS**

- 4.1. All prospective students joining TEDI-London must provide all necessary fee assessment information requested to the Admissions Team to enable your fee assessment to take place prior to the start of your programme. TEDI-London adheres to the guidelines as set out by the UK Council for International Student

Affairs (UKCISA). Please refer to the [UKCISA website](#) for the rules and procedures regarding Tuition Fee status.

- 4.2. Except for specific cases, as defined by UKCISA, Tuition Fees will be charged relative to your fee status at the point of enrolment and will continue to be charged at that rate for the duration of the academic year.
- 4.3. If you wish to dispute your fee status included in the offer letter as part of the application process, you should use the admissions appeals process outlined in the Admissions Policy.
- 4.4. Your fee status can be reviewed at the start of each academic year. You should provide the required documentation by 1<sup>st</sup> September. If you wish to dispute the reconsidered fee status, you should use the Student Complaints Process as outlined in (weblink).

## **5. ENROLMENT**

- 5.1. In order to become a fully enrolled student at TEDI-London, you must complete all the necessary academic requirements and make arrangements to pay all Student Fees as directed by TEDI-London in the following sections.
- 5.2. TEDI-London allows self-funded students to pay their Tuition Fees in set instalments as detailed in section 6 below. For the purposes of these regulations 'self-funded students' are defined as students not applying for a Government Tuition Fee loan through the Government.
- 5.3. Enrolment will not be complete until payment details have been provided. Failure to complete the enrolment process will result in your application to TEDI-London being delayed and possibly terminated.
- 5.4. Home applicants and continuing students who have applied for a Government Tuition Fee Loan to cover the cost of their Tuition Fees will receive written confirmation of their entitlement from their loan provider. Prospective students in receipt of a government loan will be required to provide their Student Support Number (SSN) or Customer Reference Number (CRN) during the enrolment process. Failure to complete the enrolment process will result in your application to TEDI-London being delayed and possibly terminated.

- 5.5. TEDI-London reserves the right to decide which organisations or companies will be accepted as an approved sponsor. For the purposes of this document loans provided by the Student Loan Company, Student Finance Wales and the Student Awards Agency for Scotland are classified as 'Government Tuition Fee Loans'.

## **6. PAYMENT OF TUITION FEES**

- 6.1. Before registering at TEDI-London we would ask that you have put in place arrangements to ensure that you have sufficient funds to cover your studies and any associated costs.

### **Self-Funded students**

- 6.2. Students who are funding their own Tuition Fees may pay either pay in full or in three equal instalments on the designated dates set out below.
- 6.3. For courses commencing September 2021 and studying throughout the full academic year the designated payment dates for 2021/22 are;

Instalment 1	Due by Thursday 30 September 2021
Instalment 2	Due by Monday 10 January 2022
Instalment 3	Due by Monday 11 April 2022

- 6.4. Any alterations to the instalment plan set out in paragraph 6.3. can only be made with the written agreement of the Student Hub. Should a prospective student or a continuing student be considered by TEDI-London as having extenuating circumstances, the Student Hub may agree for the Tuition Fees to be paid on dates other than those specified above. In this instance, TEDI-London reserves the right to request that evidence is provided to support this. Any agreement to alter the instalments entered into by TEDI-London will be subject to periodic review.
- 6.5. Payment must be in British pounds sterling and can be made by debit/ credit card. TEDI-London does not accept payments by cheque or cash.
- 6.6. Those students who would normally be eligible for a Government loan but who opt to pay Tuition Fees as a Self-Funded Student and subsequently fall behind on their instalment payment of Tuition Fees, will normally be expected to transfer to the deferred Government Loan scheme and request a loan from the

Student Loan Company (SLC)/ Student Finance England (SFE) or the regional equivalent to cover the outstanding balance.

### **Students who apply for a government loan**

- 6.7. Students will usually be given a Student Support Number ("SSN") or Customer Reference Number ("CRN"). Where approval has been given for a Government Tuition Fee Loan TEDI-London will not invoice you but will engage directly with the government loan provider.
- 6.8. You will have a separate contract with the government loan provider which it is your responsibility to fulfil.
- 6.9. Where you have not yet received a decision from the appropriate student financial provider as to whether you are eligible for a Government Tuition Fee loan, you will normally be permitted to enrol as set out in paragraphs 5.2 and 5.3.
- 6.10. Should the student financial provider advise you that you are not eligible for support or that your application is still being assessed, the student fee liability will be transferred to you and will be subject to the self-funded obligations in paragraphs 5.2 to 5.5. The procedure and sanctions for the non-payment of Tuition Fees are detailed in section 8.
- 6.11. If you wish to switch programmes, this will need to be agreed both by TEDI-London and the government loan provider.
- 6.12. If you are transferring from another institution and have a Government Tuition Fee loan, you must provide us with a copy of your Student Finance entitlement letter.
- 6.13. You cannot switch mode of study, for example, to an accelerated degree, after the first liability date (a student loan has 3 liability periods during the academic year. The first liability period is after week 2 of teaching on the student's programme).

### **Students who are funded by an approved sponsor**

- 6.14. If your Tuition Fees are to be paid by an approved sponsor such as an employer, it is your responsibility to ensure that the Tuition Fees are paid by your sponsor.

- 6.15. Information which must be provided to enable TEDI-London to invoice the sponsor correctly is set out below;
- (a) an official letter of sponsorship on the organisation's headed paper signed by an authorised signatory of the sponsor;
  - (b) the invoice address, contact details and name of the official contact at the sponsor; and
  - (c) your full name and the total amount of the sponsorship.
- 6.16. TEDI-London will invoice the sponsor directly and payment must be made in full in line with the payment terms (30 days) set out on the invoice. The option of paying by instalments is not available to sponsors. Parents, family members or friends are not classed as sponsors.
- 6.17. **Should the sponsor default on payments or withdraw funding, the liability will be transferred to you and responsibility will fall upon the you to clear any overdue balance in full. TEDI-London's Student Hub will assist in facilitating financial advice and providing non-financial support whilst you make acceptable arrangements to pay any outstanding Tuition Fees.**

### **International Student Payments**

- 6.18. All international students who require a Student Route visa to study in the U.K. and are looking to study at TEDI-London will be required to pay a non-refundable deposit to secure a place on their programme and to obtain a Confirmation of Acceptance ("**CAS**").
- 6.19. At TEDI-London's sole discretion, certain students will be exempt from having to pay the deposit, for example students from the United States of America who have approved US Federal Aid and students fully funded by an official governmental body, the British Council or any international organisation, international company, university or a UK independent school.
- 6.20. **The amount of deposit payable, along with payment instructions, will be confirmed to you in your offer letter from TEDI-London. The minimum deposit payable for the academic year 2021/22 is £4,000 (four thousand British sterling pounds).**

- 6.21. Deposit payments made to TEDI-London will be deducted from your total annual Tuition Fee liability as set out in the offer letter. Where payment of Tuition Fees by instalments is selected, the balance of the total annual Tuition Fee (after deduction of the deposit) will be split into 3 equal instalments. Instalments for 2021/22 are payable as set out in the following table;

Instalment 1	Due by Thursday 30 September 2021
Instalment 2	Due by Monday 10 January 2022
Instalment 3	Due by Monday 11 April 2022

- 6.22. Deposits are non-refundable except under the circumstances outlined in this document.
- 6.23. If you wish to switch programmes, this will require approval by TEDI-London. You may also need to seek UKVI approval for this as part of the conditions of your VISA. You will be asked to demonstrate the outcome of this as part of your request to TEDI-London.

## **7. TEDI-LONDON BURSARIES AND SCHOLARSHIPS**

- 7.1. TEDI-London is committed to supporting you throughout your studies. At TEDI-London we will award bursaries to students if they come from a low-income family or if they are a care leaver. This can help students who may face more barriers to attending full-time education, enabling them to access a degree at TEDI-London.
- 7.2. Where a home student is entitled to a bursary or scholarship, TEDI-London will arrange to pay the relevant amount directly to their bank account.
- 7.3. Where an international student is entitled to a bursary or scholarship, TEDI-London will offset this against the outstanding Tuition Fee owed by the student.
- 7.4. Scholarships and bursaries offered by TEDI-London are normally awarded in the first year of study, and will last for the duration of your programme of study subject to the ongoing eligibility requirements outlines in Section 11 of the Student Finance Support Policy ([Student-Financial-Support-Policy-1-1.pdf \(tedi-london.ac.uk\)](#)). However, if you have a sponsor who will be paying the full and/or part balance of your Tuition Fees, you will not be eligible for a scholarship or bursary. Should you start to become sponsored during the course of your study,

you will cease to be eligible for a scholarship or bursary from that point onwards.

- 7.5. If you withdraw or interrupt your studies during the course of the academic year, you will have your scholarship or bursary award pro-rated to your period of study.

## **8. WITHDRAWALS AND INTERRUPTIONS OF STUDY**

- 8.1 In addition to the 14-day statutory 'cooling off' period, if you choose not to continue your studies within the first 14 calendar days of the start date of the programme and will not be charged tuition fees for this period of enrolment. Non-refundable deposits will not be returned. Please see the **Terms and Conditions** for further information.
- 8.2 If you withdraw or are withdrawn from your programme, your final date of study will be determined as the date recorded on the relevant form in the Student Records System (this must be confirmed by the relevant academic lead) and fees will be calculated on the basis set out in the table at 8.5 below.
- 8.3 If you are returning from a leave of absence (but are not required to repeat any of your modules), you will return on the fees (subject to any inflationary increases applicable depending on which fee regime applies) of the cohort of students that you re-join. A new fees schedule will be sent to you in advance of your return to studies.
- 8.4 If you request deferred entry, the initial offer letter will describe the fees for direct entry. You will then be sent a new offer letter which will contain the fees for that year by 1 October, the year before you start the programme in September. These fees may be higher than the previous year, depending on which fee regime applies (e.g.; home or international).

### **Fee Payment Liabilities**

- 8.5 **If you withdraw, interrupt or are withdrawn by TEDI-London or your contract is cancelled, the following tables, which must be read alongside the list of exceptions and notes following them, indicate how refunds of Tuition Fees that you have paid are calculated for of the 2021/22 academic year of study.**

<b>Timing of cancellation, interruption or sanctions of suspension or expulsion</b>	<b>Percentage of Tuition Fees we will refund to you</b>
14-day statutory 'cooling off' period	100%
Before the programme starts or within the first 2 weeks starting on the date the programme starts	100%
After those first 2 weeks but before 09/01/2022	75%
From 10/01/2022 to 10/04/2022	50%
From 11/04/2022	0%

### List of exceptions

A	If we cancel your programme, you will receive a full refund of the Tuition Fees you have paid, including any deposit.
B	If you cancel your contract using your statutory right to do so (as set out in our Terms and Conditions for Students), you will receive a full refund of the Tuition Fees you have paid less any non-refundable deposit you have paid. The circumstances in which deposits are non-refundable are set out below.
C	No refunds will be given if withdrawing from or interrupting studies on non-degree courses. In the event of a student failing to complete a programme of study, other than in withdrawal situations set out in this document, all outstanding Tuition Fees owed to TEDI-London must be paid and no refunds will be due.
D	If you have an undergraduate student loan and your contract is cancelled or you interrupt or are suspended or expelled from your programme, your Tuition Fees will be recalculated in accordance with the Student Loans Company driven liability dates as follows: <ol style="list-style-type: none"> <li>1. Cancellation/interruption/suspension/expulsion after week 2 of teaching you will be charged 25% of full Tuition Fees.</li> <li>2. Cancellation/interruption/suspension/expulsion after week 12 of teaching you will be charged 50% of full Tuition Fees.</li> <li>3. Cancellation/ interruption/suspension/expulsion after week 23 of teaching you will be charged 100% of full Tuition Fees.</li> </ol>
E	Tuition Fees are not recalculated if you interrupt any module(s).
F	If your contract is cancelled or you interrupt your studies and you are part self-funded and part funded by the Guernsey Department of Education, States of Jersey or Isle of Man Department of Education and Children, the student/parent contribution to fees will be refunded first. Depending on the timing of cancellation or interruption this may affect your entitlement to a refund, and where you are entitled to one, the amount you receive.
G	If you remain dissatisfied with changes we make to your programme (see Terms & Conditions section 9) you will be offered the opportunity to withdraw from the programme, and receive a refund, including any deposit you may have paid.

Notes:

- Non-refundable deposits, scholarships, bursaries, fee discounts and academic related debts (if applicable) will be deducted from refunds.
- Refunds will be made in British Pounds Sterling to the person who originally made the payment and by the same method of payment.
- We must have received formal notice of cancellation or interruption for refunds to be paid either via the statutory cancellation form which can be found in the **Terms and Conditions** or via letter or email to [admissions@tedi-london.ac.uk](mailto:admissions@tedi-london.ac.uk).

8.6 **Deposits are non-refundable unless we deem it inappropriate for you to join the programme, for example, if you do not meet the conditions made as part of our offer to you – this also includes the non-issuance of a VISA.**

### **Repeating/ retaking modules**

8.7 **If you fail a module at the first attempt, you may be reassessed in that module without any additional charge. However, if you fail the reassessment, you will be required to pay the proportion of the Tuition Fee for the module you retake which is applicable at the time of the retake. This applies to all students.**

8.8 No fee discounts, bursaries or scholarships are available for repeats or retakes.

8.9 If you have a Government Tuition Fee Loan, you are advised to check that you qualify for funding for a retake as funding is dependent on your particular circumstances and may not be available.

## **9. NON-PAYMENT OF FEES**

9.1 You are expected to respond to all communication from us relating to the payment and/or non-payment of fees.

9.2 We reserve the right to note that you have an outstanding debt if you have registered on the basis of applying for being eligible for Government Loan funding and that loan is not paid to us when your study commences.

9.3 Any dispute about the nature of a debt should be dealt with under the Student Complaints Process.

9.4 Penalties for unpaid **Tuition Fees** include inability to register or re-register, withholding of correspondence including official transcripts, withholding of final award certificate, withdrawal or suspension of our library and computing facilities, expulsion from your programme and refusal to allow attendance at

graduation ceremonies. The penalty for **other charges** which are unpaid is refusal to allow attendance at graduation ceremonies.

**9.5 We commence debt recovery action for unpaid fees after a period of 14 days and will make contact with you to discuss outstanding fees. Your account may be referred to a debt collection agency after this process has been exhausted and this may result in legal action being taken against you.**

9.6 In the case of international students, the UKVI will be reported to in accordance with TEDI-London's Student Route Sponsorship License. When a Student is deregistered from their programme, they will be reported to the Home Office within 10 working days and their Student Route visa will be curtailed.

## **10. CORRESPONDENCE**

10.1 We will email you using your TEDI-London email address or by means of the Virtual Learning Environment and you should therefore check both on a regular (at least daily) basis.

## **11. POLICY MONITORING AND REVIEW**

11.1 This Policy will be reviewed and updated on an annual basis. Its application will be monitored by the Academic Board and approval given by the Executive Team.