



## FE TUITION FEE POLICY

2023-2024

Originator:	Head of Financial Operations
Date:	April 2023 Effective for 2023-24
Approved by:	SMT
Type:	Policy

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## 1. Introduction

1.1 The University reviews its fees and its fee policy annually. As part of the enrolment process students are asked to agree the terms of this policy at the start of each year of study.

1.2 The fees for students in 2023-24 are set out below:

Home students

Course	Tuition Fee (over 19 years old)
Foundation Diploma	£5,421
Extended Diploma in Art & Design	£4,291

1.3 Continuing Extended Diploma students will be charged the same fee as in 2022/2023.

1.4 There are no fees for students aged under 19 on 31<sup>st</sup> August in the first year of their course or for students aged over 19 studying their first level 3 qualification.

1.5 International Students

The fees are as follows; Foundation Diploma -£12,500, Extended Diploma (year one) - £12,500.

## 2. Changes to Tuition Fees

International fees are set by the University each year and published on the University's website. The University reserves the right to increase fees by no more than inflation (based on CPI each year for continuing students).

## 3. Liability for Payment

3.1 Once a student is enrolled on a course, they are liable for the full annual fee (unless in receipt of fee remission on the first day of the course.) While students are permitted to pay their fee in three instalments, should the student withdraw or suspend studies, the full fee is still payable. If registration with the University is terminated for disciplinary or academic reasons or due to non-engagement on the course, the full tuition fee is due to the University.

3.2 Home students will only be able to enrol via the online enrolment system following confirmation a satisfactory payment plan has been set up or confirmation of an alternative source of funding has been approved (See Advanced Learner loans). International students will be able to enrol online following receipt of the minimum funds required before enrolment (See section 4C.)

3.3 The student is responsible at all times for any fees or amounts outstanding to the University regardless of the payment option chosen.

3.4 Home students (over 19 years old) - Advanced Learner Loans

Students aged 19 and over are able to apply for an Advanced Learner Loan to assist with paying tuition fees. More information regarding Advanced Learner Loans is available on the following Government website: <https://www.gov.uk/advanced-learning-loans>

3.5 If a student is in receipt of an Advanced Learner Loan and the University does not receive the fee payment the student will still be responsible for paying the full fee. Advanced Learner Loans are received monthly based on student attendance. Should the student

withdraw from the course, the Advanced Learner Loan will cease and the balance of tuition fees for the academic year will be payable by the student.

- 3.6 As the University is awarded an Advanced Learner Loan allocation for the academic year, it is important that students seeking an Advanced Learner Loan clearly indicate this on their acceptance contract. The University will then issue a Learning and Funding Information letter detailing the information required to apply for your Advanced Learner Loan. An application should then be submitted directly to Student Finance England without delay to ensure funding is awarded.
- 3.7 The University will require confirmation of funding before enrolment. Students who do not have approved loans at the time of enrolment will be required to pay their tuition fees themselves. Any payments made will be refunded if the Advanced Learner Loan is subsequently approved and payment is received by the University.

#### **4. Methods of payment**

- 4.1 The method of payment will depend upon the student's status.

- a) Home  
Payments will only be accepted via our online payment system. Payment can be made in full, before enrolment, or in three instalments payable as follows:  
50% is before enrolment, 30% on 1<sup>st</sup> November 2023 and the final 20% payable on 1st February 2024.
- b) Home Advanced Learner loans  
Students aged over 19, enrolled on an eligible course should provide confirmation that they have an approved Advanced Learner Loan, otherwise a payment plan must be set up prior to enrolment.
- c) International Students  
We require a non-refundable deposit of £2,021 before we can issue a Confirmation of Acceptance for Studies (CAS) reference number; £2,000 towards tuition fees, plus a £21 charge for the CAS.

£2,021 should be paid in your local currency through our partner Flywire. Flywire allows students, their parents or sponsors to pay student fees in the currency of their choice in a simple and secure way.

Various payment methods are offered through Flywire depending on the country the payment originates from, including bank transfer and debit/credit card.

If you are unable to use Flywire as a method of payment in your country please contact [studentfinance@leeds-art.ac.uk](mailto:studentfinance@leeds-art.ac.uk).

The Flywire system is available for International payments only and should not be used for payments using UK registered cards. If you would like to pay using a UK registered debit or credit card, payments can be made via the University's online payment system.

If you are unable to take your place at the University as you have been refused a visa (unless the visa is rejected on the basis of fraud), or current government advice (Foreign and Commonwealth Office or your own country's government) is not to travel, your

deposit will be refunded. Fees will not be refunded after the course has commenced.

If payment is to be made on the student's behalf by someone else (such as an employer), the student should contact the Finance team on [studentfinance@leeds-art.ac.uk](mailto:studentfinance@leeds-art.ac.uk) to provide details

On receipt of the student's signed acceptance of an unconditional offer, tuition fee deposit and all requested supporting documentation, the University will issue a Confirmation of Acceptance for Studies (CAS) reference number. The CAS reference number will be needed to apply for a Student Route visa. Applications should be made without delay.

The balance of the tuition fees can be paid in full before enrolment or will be accepted in two equal instalments, the first payable before enrolment and the final balance payable on the first day of the January term.

## **5. Early Payment Discount**

Any student paying their fees in full before 31<sup>st</sup> August 2023 will be eligible for a 2% discount.

## **6. Outstanding Debts**

- 6.1 No student with an outstanding tuition fee debt can progress to the next stage of their course of study, be considered for further qualifications or be given a reference from the University. Failure to adhere to the agreed instalment plan may result in the facility to pay by instalments being withdrawn and the full balance becoming due immediately.
- 6.2 Once the fees become overdue, the student will be contacted by a member of the Finance team. Reminder letters will be issued in line with the debt collection process. Following this the debt will be referred to our debt chasing agents, and will ultimately result in withdrawal from the course. If you are withdrawn from the course due to non-payment, the full annual tuition fees are still due and the debt will be passed to a debt collection agency.
- 6.3 Students who need to discuss repayment plans should contact the Finance Department:  
Telephone: 0113 202 8006

## **7. Fee Refund Policy**

Annual tuition fees are due at enrolment, the University operates a no refund policy for those FE students who choose to withdraw from, or suspend their studies.

## **8. Suspension of Studies**

- 8.1 If students wish to suspend their course of study, they will need to discuss their options with their tutor and complete a Suspension of Studies form. This will be sent to the Academic Registrar for approval so that suitable arrangements can be agreed in order to maintain their student status at the University.
- 8.2 Cancellation of the student's agreed payment schedule without prior notification to the Finance team will constitute unilateral withdrawal from their course of study and the student will be charged in full in accordance with the arrangements as set out in Section 3.

## **9. Financial Help & Advice**

- 9.1 The University has a number of staff available to provide support and advice on a range of financial matters.
- 9.2 The University administers funds provided by the Government to support students facing financial difficulties or hardship, which students may be eligible for. If students are experiencing financial difficulties they should contact the Student Welfare team to discuss the ways in which the University can provide financial advice and support.
- 9.3 Please see the University's website for a summary of financial support available. Further information and guidance are available on eStudio after enrolment or directly from Student Finance on [studentfinance@leeds-art.ac.uk](mailto:studentfinance@leeds-art.ac.uk).