Christ the Redeemer College
London

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Related policies/procedures/guidance/forms	Refund and Compensation Policy Debt Management Policy Admissions Policy Complaints Policy Data Protection Policy Student Protection Plan Terms and Conditions
Staff member responsible for update	Katie Jack

Amendment History

Version	Revision Summary	Date Approved	Author

Fees Policy

1. Purpose

1.1 This Fees Policy outlines the principles governing the assessment, payment, collection and administration of tuition fees and other charges for students enrolled at Christ the Redeemer College (CRC). It aims to ensure transparency, fairness and consistency in the management of student fees while supporting compliance with the Consumer Rights Act 2015, the Competition and Markets Authority (CMA) guidance for higher education providers, and other relevant legislation.

1.2 This policy should be read alongside the Student Contract, Terms and Conditions, Refund and Compensation Policy, Debt Management Policy, Student Protection Plan and other relevant College policies.

2. Scope

2.1 This policy applies to all students enrolled on programmes delivered by Christ the Redeemer College, including:

- Home students.
- Students funded through the Student Loans Company (SLC).
- Students sponsored by employers or third-party organisations.
- Students studying full-time or part-time.

2.2 Acceptance of an offer and enrolment at the College constitutes acceptance of this Fees Policy.

3. Definitions

3.1 For the purpose of this policy:

3.1.1 **Tuition Fees** refer to charges for academic instruction and assessment.

3.1.2 **Additional Charges** refer to costs not included within tuition fees, such as replacement library items, printing, or replacement of college ID cards.

3.1.3 **Sponsor** means an employer, government body or other organisation that has agreed to pay some or all of a student's tuition fees.

3.1.4 **Outstanding Debt** means any unpaid tuition fees or other authorised charges owed to the College.

4. Fee Liability

4.1 Students are personally responsible for the payment of all tuition fees and associated charges relating to their programme of study.

4.2 This responsibility remains with the student even where payment is expected from a sponsor or the Student Loans Company. If a third party fails to pay any outstanding amount, the student remains liable for the debt.

4.3 Students will not be regarded as fully registered until one of the following has been completed:

- Full payment of tuition fees.
- An approved payment plan is in place for self-paying students.
- Confirmation of Student Loans Company fee funding has been received.
- Written confirmation of sponsorship has been accepted by the College.

4.4 Students transferring between programmes may be required to undergo a financial assessment before the transfer is approved. Any additional fees resulting from programme changes, including registration fees required by validating partners, will be communicated before the transfer is confirmed.

4.5 Students with outstanding tuition fee debts will normally not be permitted to transfer programmes until the outstanding balance has been settled.

4.6 Students interrupting their studies must contact the Finance Office to determine any outstanding fees or available fee credits before returning to study.

5. Tuition Fees

5.1 Tuition fees are published annually on the College website and in offer documentation.

5.2 The College reserves the right to amend fees in accordance with applicable legislation, government guidance or inflationary increases. Students will receive reasonable notice of any approved fee changes.

6. Payment Methods

6.1 The College accepts payment by methods approved by the Finance Office, including:

- Bank transfer.
- Debit or credit card.
- Student Loans Company funding.
- Approved employer or sponsor payments.

6.2 Payment instructions are provided during enrolment.

7. Payment Plans

7.1 Students who are unable to pay their tuition fees in full may request an instalment plan before the relevant payment deadline.

7.2 Approval of payment plans is at the discretion of the Finance Office.

7.3 Students must comply with all agreed payment dates. Failure to maintain an agreed payment plan may result in the cancellation of the arrangement and immediate recovery of the outstanding balance.

8. Sponsored Students

8.1 Students whose fees are paid by an employer or other sponsoring organisation must provide satisfactory written evidence of sponsorship before enrolment.

8.2 Should a sponsor withdraw support or fail to pay, responsibility for payment immediately transfers to the student.

9. Student Loans Company Funding

9.1 Eligible programmes may be funded through the Student Loans Company (SLC).

9.2 Students are responsible for ensuring that all funding applications are submitted accurately and on time.

9.3 Where SLC funding is delayed because required information has not been provided by the student, the College reserves the right to request interim payment arrangements.

10. Non-Payment of Fees

10.1 Failure to pay tuition fees or comply with an agreed payment plan may result in one or more of the following:

- Reminder notices being issued.
- Formal debt recovery action.
- Suspension of access to college facilities or services.
- Suspension of registration.
- Withholding of examination results.
- Withholding of transcripts and award certificates.
- Restriction from graduation ceremonies.
- Referral to external debt recovery agencies or legal proceedings where appropriate.

10.2 Outstanding debts may also be disclosed where permitted by law in references provided by the College.

11. Refunds and Cancellations

11.1 Students may cancel their acceptance before enrolment by notifying the College in writing.

11.2 Where cancellation occurs before enrolment, tuition fees paid will normally be refunded in full.

11.3 Students withdrawing after enrolment may be entitled to a refund in accordance with the College's Refund and Compensation Policy and the statutory 14-day cancellation period where applicable.

11.4 Any refunds will be calculated in accordance with the published Refund and Compensation Policy.

12. Exceptional Circumstances

12.1 The College recognises that students may experience exceptional personal circumstances, including serious illness, bereavement or other unforeseen events.

12.2 Students experiencing such circumstances should contact the Finance Office as early as possible. Requests for exceptional consideration will be assessed on an individual basis and supporting evidence may be required.

13. Financial Support

13.1 Students experiencing financial difficulty are encouraged to seek advice from the Finance Office at the earliest opportunity.

13.2 The College will, where appropriate:

- Discuss payment options.
- Provide information about available financial support.

14. Student Protection

14.1 In the event of programme closure or significant institutional change, the College will implement its Student Protection Plan to minimise disruption and support affected students.

15. Data Protection

15.1 The College processes personal and financial information in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the College's Data Protection Policy.

15.2 Information relating to tuition fees will only be shared where permitted by law or with the student's consent.

16. Student Responsibilities

16.1 Students are responsible for:

- Paying tuition fees by the agreed deadlines.
- Providing accurate funding information.
- Informing the College of any changes affecting fee payments.
- Keeping their contact details up to date.
- Responding promptly to correspondence from the Finance Office.

17. Related Policies

17.1 This policy should be read alongside:

- Student Contract and Terms and Conditions.
- Refund and Compensation Policy.
- Debt Management Policy.
- Student Protection Plan.
- Admissions Policy.
- Complaints Procedure.

- Data Protection Policy.