



## TUITION FEES PAYMENT POLICY

**This leaflet contains important information about London College of Management Studies (LCMS) Payment Structure and should be read carefully by all Students.**

All students are required to pay an annual tuition fee. A non-refundable Registration Fee of **£50** is payable to the College for all courses. The registration fee of £50 is **not refundable** under any condition.

To follow the notes relevant to you, please refer to the section that applies to your mode of attendance, level of course and Home or Overseas status. For the purposes of this policy, students that are already in the United Kingdom on a valid Student's Visa or have been studying at an Institution in the United Kingdom for over a year or that are UK/EU citizens are classified as "Home Students" by LCMS.

The College reserves the right to ask Students who live overseas for evidence of their ability to pay fees, accommodation and living expenses for the duration of their course. Such evidence could be provided in the form of a letter from a recognized bank indicating that sufficient funds are available.

### **Full time Professional, Vocational, Foundation and Undergraduate courses Students from Overseas:**

- An initial deposit of £500 is required for all Professional, Vocational, Foundation and Undergraduate courses in order for enrolment to be confirmed.
- Additional costs will be incurred by students on Professional courses assessed by external bodies such as the ABE and the ACCA in respect of registration and examination fees. Students are responsible for registering to those bodies and making payments and subscriptions to them accordingly.
- **University of London (UoL) Applicants:** All students choosing LCMS as their tuition centre must get registered with the University of London at their own cost. The students must pay the UoL registration, examination and any other relevant **fees by themselves**.
- LCMS tuition fees will be in addition to the above fees.
- Additional registration & certification cost will be incurred by students for Vocational qualification (eg. DTTL) and iam (institute of Administrative Management) will be collected from students separately on their arrival by LCMS and pay to the relevant bodies.

A balance of £500 towards course fees is payable when students arrive and report to the College from overseas. The remaining balance of fees due must be paid as detailed in table A.

### **Full time Post-graduate Diploma in Management Studies and Master of Business Administration (MBA) from Overseas**

- An initial deposit of £1000 is required for enrolment to be confirmed. A further £700 balance towards fees is payable when students arrive and report to the College from overseas. This amount is exclusive of the £310 registration & certification fee that is payable to Awarding body for the **Postgraduate Diploma in Management Studies, Postgraduate Diploma in Information Systems Applications Development** through the college. The remaining balance of fees due must be paid as detailed in table A.
- The BTEC Advanced Professional Diploma in Management Studies tuition fee does not include charges for Registration and Certification of £250, which will be collected from the students on arrival on behalf of the awarding body.

### **Full Time UK/EU Resident Students on all Programmes including Vocational, ESOL, EFL and BSc Management**

- All full time students from the UK and EU enrolled onto a course at the College will be charged "Home Fees". Students are required to pay a minimum deposit of £500 for all Professional, Vocational, Foundation & Undergraduate courses. £1000 initial deposit is required for all Postgraduate courses.
- Anyone enrolled for any 6-month programmes must pay the full amount in advance of the course.



## Part-time Students from the UK/EU – Vocational Courses and EFL

- The tuition fee includes charges for registration, tuition, supervision and examinations, and is payable for each year, or part of the year, for which the student is registered, including placement periods for those on Vocational Courses.

## Members of Staff

- Staff of the London College of Management Studies enrolling or enrolled onto a part-time or full time course must submit in writing provisions for the settlement of fees through Wages Transfer or other means to the head of the Finance & Accounting Department or to the head of the Administrative Department.
- The remaining balance must be paid as detailed in table A for all Overseas Students.

## Refunds

1. If the College decides on valid ground not to run a course or terminates a particular course before its completion, (for example, due to lack of a viable number of students or any other reason) then all course fees will be refunded. In such cases students may take any alternative courses at LCMS.
2. If a student voluntarily opts out of a programme, fees already paid are not refundable and payment for the whole of that academic year will be chargeable.
3. If a student is unable to join a course due to refusal by a Government authority to grant a student visa all tuition fees paid will be refunded less the registration fee of £50 and an administrative charge of £200. In this case the student must submit the official refusal letter and all original documentation including the letter of enrolment and receipts issued by the College within 4 weeks. The College will then send out a Refund Application Form which must be clearly completed and sent back to the College. Refunds will be processed within 5-6 weeks of receipt of the completed refund application form.
4. Failure to observe condition 3 above will lead to no claims being accepted and no refunds being made. Prospective students who do not apply for refunds for any other reason will not be given any refunds if LCMS is not informed before the commencement of the course.
5. Anyone who has been refused an entry clearance (visa) into the UK due to falsified documents would not receive any refunds at all.
6. Once a student is accepted and enrolled on any course at the college, it will not be possible to defer the commencement of the course except under exceptional circumstances; however a deferment fee equivalent to the first intake will be charged.
7. Any overseas student can only defer a course for which they are enrolled twice, i.e. after the second intake of that course after which time no more deferment will be considered and no refunds will be made. However, deferment must be made before the commencement of the programme and a charge will be applied.
8. Overseas students that have had a visa application denied but are appealing against the decision may not ask for a refund whilst their matter is still being considered by the relevant Embassy in their country. A refund will only be granted if the appeal is refused and only in accordance with the procedure stated as above in Rule 3.
9. If a student chooses to withdraw from a course, the following refund policy will be applied:
  - i. If written notice is given 4 or more weeks before the commencement of the course, all fees paid will be refunded less £250.
  - ii. If less than 4 weeks notice is given before the course commencement £450 will be retained by the College.
  - iii. After the commencement of the course no fees can be refunded and payment for the whole academic year will be charged from the student.
  - iv. In all cases, students who have been provided with documentation confirming their enrolment at LCMS are not eligible for any refund (except at the discretion of the College).
  - v. If students want to defer the course to the next intake a deferment fee equivalent to the first intake will be charged.

## Sanctions for Non Payment of Fees

- Students will be penalised for non-payment of course fees especially where no viable explanation for missing a payment is given to the College. A £50 charge will be applied for non-payment of installments when they are due.



- The College will withdraw students that continuously fail to comply with payment plans that they have agreed to. Two warnings (one verbal and the other written) will be issued, after which, any such student will be withdrawn from the course and subsequently the College. In this case, no money will be refunded to the student.
- Students that pay by Cheque that return unpaid will be charged £50 and the College will no longer accept further payments by personal Cheque submitted by them. Any bank charges incurred will be borne by the student. The College will add any charge incurred to the students' total course fees outstanding.

### Students in Financial Difficulty

- Students experiencing financial difficulties are encouraged to contact the College in the first instance. The Social Welfare Officer, Administrator and designated Course Coordinators and their assistants can be approached for confidential discussions where necessary.

### Settlement of Fees

- Students are encouraged to settle course fees in full before course commencement if they can. A 10% discount off total fees is given for students that pay their fees in full. Discounts of £100 and £150 are also given to students who introduce students that get enrolled onto the undergraduate and postgraduate programmes respectively.
- Arrangements can be made for payments to be settled in installments. The initial deposits of £500 or £1000 must be paid before a payment plan can be proposed. Overseas students will need to settle the £500, or £700 required of them before a payment plan can be established.
- At the time of admission itself to any course run by LCMS, a **fee payment plan** must be drawn up and mutually agreed.

### Methods of Fee Payment

Payments can be made to the College using the six payment methods stipulated below:

- Cash  
Payments are to be made in Pound (£) Sterling.
- Credit and Debit Cards  
The College can accept all major credit and debit cards (MasterCard, Visa, Maestro/Switch, Visa Electron, Solo, Amex and JCB). Payments can be made in person or over the telephone. Payment by card over the telephone will require additional information. All are advised to please be co-operative and give all the details asked for.
- Cheque  
All Cheques are to be written out to the 'London College of Management Studies'. They must be drawn against a UK Bank Account. Post-dated Cheques will not be accepted. An exception to the rule may be applied at the discretion of the Administrative or Finance staff in exceptional circumstances only.
- Bank Deposit  
Deposits can be made straight into the College Bank Account:  
Natwest Bank, Greenwich Business Centre, 2 Greenwich Church Street  
**Sort Code: 60-09-16**  
**Account No: 73526886**
- Bank Draft  
All Bank drafts should be made payable to the London College of Management Studies. The amount being paid is to be in Pound (£) Sterling. The charge for the Bank draft is to be incurred by the payee.
- Postal Order  
Postal orders are to be written out to the London College of Management Studies. Students are advised that postal orders may take a long while to get to the College if sent by post from overseas. For students with deadlines to meet, it is advisable to use Bank Deposit.



## Contact Address and Personnel for Fees and Refund Queries

<b>Dr P Jegatheesan</b> The Fees Department Finance Department London College of Management Studies 214 Kenton Road Harrow Middlesex HA3 8BT dr.jega@londoncms.com	<b>Miss Karrine Belle-Etoile</b> The Fees Department Finance Department London College of Management Studies 214 Kenton Road Harrow Middlesex HA3 8BT karrine@londoncms.com	Ms Andrea Bocz International Admission Office andrea@londoncms.com
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### TABLE A

- The table below gives an outline of how the Course fees are to be settled for each programme offered at the London College of Management Studies.

#### **Master of Business Administration (MBA)**

	<b><u>Full Course Fee</u></b>	
Home Students (Already in the UK) :	£5,200	(15 months)
Overseas Students (Applying from outside UK):	£5,800	(15 months)

**Note:** The above does not include the following fees which are payable to the LCMS

LCMS Registration Fee - £50

The fee includes university registration, examination and assessment fees.

#### **Minimum Deposit for Enrolment:**

£1,000 with £700 on arrival (for overseas students only)

#### **Postgraduate Diploma in Management Studies (PgDMS)**

#### **& Postgraduate Diploma in Information Systems Applications Development (PgDISAD)**

	<b><u>Full Course Fee</u></b>	
Home Students: (Already in the UK):	£3,500 (15 Months)	
Overseas Students: (Applying from outside UK):	£3,850 (15 Months)	

**Note:** The above does not include the following fees which are payable to the LCMS & awarding body

LCMS Registration Fee - £50

ABP registration fee-£310

#### **Minimum Deposit for Enrolment:**

£1,000 with £700 on arrival (for overseas students only)

#### **BTEC Advanced Professional Diploma in Management Studies**

	<b><u>Full Course Fee</u></b>	
Home Students: (Already in the UK):	£3,350 (15 Months)	
Overseas Students: (Applying from outside UK):	£3,650 (15 Months)	

**Note:** The above does not include the following fees which are payable to the LCMS & Edexcel

LCMS Registration Fee - £50

Edexcel Registration & Certification fee-£250

#### **Minimum Deposit for Enrolment:**

£1,000 with £700 on arrival (for overseas students only)



## **University of London (UoL) - All Streams**

	<b><u>Full Course Fee</u></b>	<b><u>Per Year</u></b>
Home Students (Already in the UK):	£7,500 (3 Years)	£2,500
Overseas Students (Applying from outside UK):	£8,250 (3 Years)	£2,750

**Note: The above does not include the following fees which are payable to the LCMS only**

LCMS Registration Fee - £50

University registration fees, application fees and examination fees are payable directly to the University of London

### **Minimum Deposit for Enrolment:**

£500 and £500 on arrival (for overseas students only)

## **The Association of Business Executives (ABE) – All Streams**

	<b><u>Full Course Fee</u></b>
Home Students (Already in the UK):	£4,025 (2 Years 6 Months)
Overseas Students (Applying from outside UK):	£4,825 (2 Years 6 Months)

**Note: The above does not include the following fees which are payable to the LCMS only**

Registration Fee - £50

ABE Registration Fee and Examinations Fee, payable to ABE

### **Minimum Deposit for Enrolment:**

£500 and £500 on arrival (for overseas students only)

## **Association of Certified and Chartered Accountants (ACCA)**

	<b><u>Full Course Fee</u></b>
Home Students (Already in the UK):	£3,850 (2 Years 6 Months)
Overseas Students (Applying from outside UK):	£4,900 (2 Years 6 Months)

**Note: The above does not include the following fees which are payable to the LCMS only**

Registration Fee - £50

ACCA Registration Fee and Examinations Fee, payable to ACCA

### **Minimum Deposit for Enrolment:**

£550 and £500 on arrival (for overseas students only)

**N. B. Home students on Professional Courses (ABE and ACCA) that arrange to take only a module or level at a time must pay the full fees required for the period. Those enrolled for a year can follow a payment plan as agreed upon with the College.**



## DECLARATION

(To be signed by all Students at the beginning of the course)

**The declaration below must be read and signed by all students that enroll onto a Programme at the London College of Management Studies. It must be signed by you the prospective student or student and not a representative or a person acting on your behalf. It is to be detached from the policy after signing and returned to the College to be kept in the student's file.**

I confirm that I have thoroughly read the London College of Management Studies' Payment Policy. I understand that by signing this declaration I am agreeing to the terms and conditions stipulated in this policy and shall adhere to the rules that apply to me and the course that I am pursuing.

**Signature of Student:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_