

International Student Fees Procedure

Date approved: 5 October 2022
Approved by: CCMT
Responsible Manager (s): Head of Registry
Executive Lead: Vice Principal Finance and Planning

Applicable to Students: Yes
Accessible to Students: Yes
Accessible to general public:
(including clients) Yes

Consultation

Consultation undertaken with:

Date: August 2022

- CCMT Yes
- UKVI Strategy Group Yes
- AMT Yes

Procedure review frequency: annual

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1. Scope and purpose of procedure

This procedure relates to terms and conditions, methods and timings for payment of course fees for international students who require a visa to enter the UK and study at Blackpool and The Fylde College (B&FC).

2. Procedure Statement

B&FC takes every reasonable step to ensure that every student has permission to be in the UK, and carries out the necessary immigration status checks to ascertain any study restrictions and where appropriate funding eligibility.

B&FC has a defined policy and procedure in place to manage the recruitment, enrolment and payment of course fees for international students. This supports B&FC's adoption of best practice regarding the Money Laundering section of the Proceeds of Crime Act 2002, and our obligations as a sponsor with the UK Visas and Immigration (UKVI).

3. Course Fee Payment Terms

Fleetwood Nautical Campus, Maritime Courses: Payment Terms	
Advanced Certificates and Diplomas in Maritime courses	<ul style="list-style-type: none">• A deposit of £1,000 is required at the time of booking• Students booked on courses that commence in September and May are required to pay the FULL balance including short courses no later than six working weeks before the course start date• Students booked on courses that commence in January are required to pay the FULL balance including short courses no later than eight working weeks before the course start date• Balance of payments not received by the end of the six/eight working weeks as indicated above will result in students being deferred to a later course date
Masters Orals courses	<ul style="list-style-type: none">• Required to pay in full at booking stage
Fleetwood Nautical Campus, Maritime Courses: Deferral / Cancellation Terms	
Full time courses	<ul style="list-style-type: none">• Deposits and payments may be carried forward for a maximum period of two years which commences at the start date of the initial course booked.• Any additional short course requirements identified on arrival at B&FC must be paid for in full at the time of booking.
Short courses	<ul style="list-style-type: none">• If a student cancels up to one week prior to the course start date they may transfer to another date• Once the course has started students are not eligible to claim a refund• Unfortunately no consideration will be given to a refund on the grounds of illness of a student or a family member. Students are however able to transfer their booking to a later date (maximum two year period applies)

Deferred/cancelled students will be required to pay the current fee rate that is advertised for their new course start date and if there has been an increase in fees they must pay the difference before B&FC will issue a CAS.

All B&FC (non-Maritime) Courses: Payment Terms

- Unless otherwise stated, all course fees are for one academic year and fees are payable for each academic year of the course
- A deposit of £1000 is required following receipt of offer letter, non-payment will result in the offer being retracted unless agreed by the VPF&P
- Students booked on courses that commence in September are required to pay the balance of FULL payment **for first year fees** no later than six working weeks before the start date of the course
- Students booked on courses that commence in January are required to pay the balance of FULL payment **for first year fees** no later than eight working weeks before the start date of the course
- Fees for each subsequent year(s) must be paid in full 2 weeks prior to the start of the new academic year. If these have not been paid in full by the start of the new academic year B&FC will cease sponsorship of the student and notify UKVI, this will result in their leave of entry to the UK being curtailed

All B&FC (non-Maritime) Courses: Deferral / Cancellation Terms

- Deposits and payments may be carried forward for a maximum period of two years which commences at the start date of the initial course booked.
- Any student whose leave of entry to the UK requires a home status enquiry to be carried out will be required to pay the full international rate at enrolment. If they are subsequently found to be a Home Status Student then a refund will be given less the rate applicable to Home Status Students. Any person refusing to pay will not be permitted to enrol.

Deferred/cancelled students will be required to pay the current fee rate that is advertised for their new course start date and if there has been an increase in fees they must pay the difference before B&FC will issue a CAS.

4. Payment Method Terms

B&FC will only accept payment for course fees made directly by the student or their funding organisation. Transfers of student's funds from other educational institutions are not accepted.

Payments must be made by the following methods only:

- Bankers draft: made payable to Blackpool and The Fylde College
- Bank transfer: bank details provided on request
- Invoice: if company sponsored, EU students & EU companies only and by prior agreement (company credit check will be carried out)
- Credit or Debit Card. However, the card must be in the student's own name and in person at Student Administration. Telephone transactions are only accepted for specific Maritime courses and relevant security checks apply

All deposits and fees paid are non-refundable except when B&FC cancels the course. Should a student have to go home or withdraw from their course early they may transfer the pro rata balance of their fees to a later date, and no refund will be provided.

B&FC has a legal obligation to report any suspected money laundering activity to the authorities. Any suspicions will be confidentially reported to the Financial Operations Leader who is the designated College's Money Laundering Reporting Officer (MLRO) and the appropriate action will be considered.

5. Visas and Confirmation of Acceptance of Studies (CAS) Terms

The College will only issue a CAS or a Visit Visa letter where full payment for course fees has been received as detailed in section 3.

Students who request to transfer to a later course date and already have an **unused** CAS will incur a £55 administration fee; this must be paid prior to them receiving another CAS.

Students who have been granted a visa must enrol within two weeks of the start date of the course. Students who fail to enrol within the two week deadline will forfeit the entire payment made to B&FC and may result in the student's visa being curtailed.

No refund will be provided in cases of visa refusal and all requests to transfer will be assessed on an individual basis. In order for a student transfer to be given consideration the fees paid must be no more than two years old from the start date of the original course booked. One course transfer will be carried out with no charge; additional transfers processed will incur a £55 administration fee.

No refund will be provided where a visa is refused on grounds of false representation or documentation. This will result in the student forfeiting their entire payment to B&FC and no further sponsorship will be provided for any future courses.

6. Accountability

Employees enrolling students are accountable for collecting and receipting all tuition fee and associated fee payments in line with B&FC and departmental financial policies and procedures.

Employees providing information, advice and guidance (IAG) to prospective non-EU students are accountable for ensuring that the student is accurately advised about any fees and other costs they will be liable for and that they are recruited and enrolled in line with B&FC Policies and Procedures.

Key personnel in Student Administration are responsible for managing B&FC's sponsor licence with the UKVI and conducting all operational activities relating to sponsorship of international students.

7. Linked Policies & Procedures

Home Office UKVI Policy
International Fee Policy
Student Learning Agreement, Contract and Terms and Conditions
B&FC Financial Regulations, Policies & Procedures
Tuition Fee Payment Policy

Refund Policy
Higher Education Compensation Policy
Student Protection Plan
Admissions Policies
Student Administration Operational Procedure: Finance & Banking

8. Equality Impact Statement

Impact Assessment for the 4 strands of Equality, Diversity and Inclusion, Safeguarding, Health and Safety and Sustainability	
Initial Form to be completed with Risk Assessments or as part of a proposal or change to a standard, plan or new way of working	
Title of Activity: International Student Fee Procedure Author and Date: Head of Registry August 2022	<input type="checkbox"/> New or <input checked="" type="checkbox"/> Revision Please tick as appropriate Expected Implementation Date: August 2022 What is the review date? August 2023
Equality, Diversity and Inclusion Which of the characteristics maybe impacted upon? And, if yes, how has this been considered? What are the risks? What are the benefits?	
Safeguarding: Are there any aspects of this proposal which could cause a learner/member of staff/visitor to feel unsafe? If yes, how has this been considered? What are the risks? What are the benefits?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Health and Safety: Have any risks been identified? If yes, how has this been considered? What are the risks? What are the benefits?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No The risks have been mitigated through the standard document and subsequent procedures.
Sustainability: Are there expected benefits or impacts on sustainability issues? If yes, how have these been considered?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Evidence: What evidence do you have for your conclusions and expectations for these conclusions? How will this impact be monitored for all these considerations?	
Is this standard of a high/medium or low risk?	<input type="checkbox"/> High <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Low