



Terms and Conditions for Fee Payments

1. Amount Due

The amount due to the college consists of the following:

- Administration Fee;
- Tuition Fee*.

*On the Offer Letter or Acceptance Letter we will usually state the amount of Administration Fee and Tuition Fee but we will not include any fees payable to the awarding body as they are subject to continuous changes. We are able to tell you the Awarding Body Fees at the time of your registration.

2. Terms of Payment

In order to book your place unconditionally (and receive Acceptance Letter or Enrolment letter) the following minimum amount has to be paid:

- British students or students who are already in the UK and do not require visa first semester fee payable no later than on induction day;
- Students who are already in the UK and require visa – 1 year fee or a substantial amount as agreed between the student and the college and is stated on CAS; fee payable on the day of issuing CAS or Induction Day whichever is sooner;
- 1. Students who are not yet in the UK - are required to pay a substantial amount of the tuition fee in advance in the form of a bank draft or bank transfer directly to the college at the time of applying for visa and the remaining balance of 1st year's fee on arrival to the UK. The remaining balance can also be paid as per the instalment plan set by the college principal at the beginning of each course. Until the substantial amount of tuition fee as agreed between the student and the college prior to admission is paid your admission will not be guaranteed and you will not be considered as a student of LCCMS.

3. Methods of Payment

The following methods of payment are accepted by the college:

- **Bank Transfer**
Bank transfer is free if you have a UK bank account. However, if you are transferring money from overseas your or our bank may charge you for transfer.
- **Cash or postal order** (sent by post, paid at Admin Office or into the College's bank account).
There is a 1% payment processing charge for using this method.
- **Cheque or bankers draft** (sent by post, paid at Admin Office or into the College's bank account).
There is a 1% payment processing charge for using this method.

College Account Details are as Follows:

Account Name: LCCMS
Bank Name: NatWest
Sort Code: 60 50 09
Account No: 38178060
BIC: NWBK GB 2L
IBAN: GB58 NWBK 6050 0938178060

When paying into account full name and College ID number (if known) should be provided.

Cheques should be crossed 'Account Payee' and made payable to London College of Computing Management & Sciences.

College does not accept responsibility for any payments lost in the post therefore you are strongly advised to contact us to confirm payment has been credited into your student account.

4. Unpaid Cheques

If any cheque/s returns unpaid £50 charge is added to student's account. We will not usually write to you to inform you about paying the cheque in again. If it is returned unpaid again another £50 charge will be added, the payment will be cancelled and the balance would be added as 'outstanding' to the instalment plan. If it is not cleared within 7 days we will pursue steps as in pt. 5 (b – e).

5. Fees Outstanding and Consequences

In case of student not making payments to the college or if payment is delayed for more than 7 days, The College reserves the right to pursue following steps:

- a) Send reminder to the student and penalize student with £25 charge
- b) Suspend student from the college – in such case no confirmation of enrolment will be issued until all payments are cleared



- c) Cancel student's instalment plan – in such case student will be given 7 days notice to pay full semester fee; student will lose the privilege to pay in instalments; subsequent semesters fees will need to be paid in full within 7 days from the date each semester will start.
- d) Involve debt collection agency – in such case all additional charges which occur will also be bared by the student
- e) Cancel student's registration and inform the Home Office.

LCCMS Refund and Course Cancellation Policy

6. Course Cancellation Procedure

London College of Computing Management & Sciences reserves the right to cancel a course due to insufficient number of students. Students registered on any such course are notified by the college prior to the course cancellation and will be informed when the cancelled course will be offered again. For further information you should contact your Course Coordinator. Tuition fees are refunded in case of course cancellation.

7. Transfer Between Courses

All students have the opportunity to transfer course within the School. Transfer should be discussed and agreed by the respective course coordinator/s. Transfer is considered as withdrawing admission from one course and applying for admission on another course therefore all rules apply as per Admission Policy and Course Drop/Withdrawal Policy and Refund Policy.

8. Course Drop/Withdrawal Policy

Students are allowed to withdraw from the courses they are registered on if they inform us on or before the Induction Day. All withdrawals and change of courses are notified to the Home Office.

9. Fees Refund Policy

- If a student has to withdraw because he/she has been refused a visa to enter the UK, then a refund of all tuition fees paid will be made less 250 GBP administration charges if the refusal is the result of an error/s in the CAS (Confirmation of Acceptance for Studies). Please note that refunds will not be made if the ground of visa refusal is due to the student's own negligence or mistakes in the visa application.
- The refund will be processed once the students send through the refusal of Entry Clearance Certificate.
- The refund will not be paid to a third party.
- Refund will not normally be made after the course has started unless the students have been granted extended enrolment time or the visa is refused due to error/s in the CAS.
- Where a cancellation is received after the commencement of a course, there will be no refund at all.
- No refund will be made if LCCMS facilities are used to obtain travel permits/visa.
- No refunds will be made one your course has started or if you were refused a visa on the basis of poor attendance or misconduct.
- Where a student has obtained a student visa using our college documentation and then decides not to follow his/her course at the college after arrival in the UK. There will be no refund whatsoever.
- Refunds are processed within 4 weeks after the receipt of written refund request (originals/ scanned copies).

A copy of the terms and condition for fees payment should be kept by the Agent and signed by both Agent and Student and sent together with the Student Application Form.

Agent Declaration:

- I have read and agreed to all Terms and Conditions.
- I have thoroughly explained the Student what these Terms and Conditions mean.

Signature _____

Date _____

Filename: LCCMS Terms and Condition for Fee Payments, Refund and
Course Cancellation..docx
Directory: C:\Documents and Settings\kashifm\My
Documents\Downloads\Compressed\Dcuments for the Agent Zone
Template: C:\Documents and Settings\kashifm\Application
Data\Microsoft\Templates\Normal.dotm
Title:
Subject:
Author: tarique.amir
Keywords:
Comments:
Creation Date: 1/25/2011 1:32:00 AM
Change Number: 5
Last Saved On: 1/25/2011 2:02:00 AM
Last Saved By: muhammad.waseem
Total Editing Time: 3 Minutes
Last Printed On: 1/26/2011 1:25:00 AM
As of Last Complete Printing
Number of Pages: 2
Number of Words: 1,026 (approx.)
Number of Characters: 5,849 (approx.)