LONDON COLLEGE

Fee Policy

Policy Owner: Zubair Ahmad

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Address: 3rd Floor, 277 Cranbrook Road,
Ilford, IG1 4TG

Email: info@londoncollege.co.uk
Phone: +44 (0) 208 2617372
Web: https://londoncollege.co.uk

Purpose

This policy sets out the arrangements for the charging, payment, and management of tuition fees at AA London College. It also explains how outstanding debts are managed and the sanctions that may be applied in cases of non-payment. The policy is applied consistently and fairly to all students.

Definitions

Tuition Fees
Charges for tuition and the use of academic facilities payable to AA London College.

Student
Any individual currently or previously enrolled at AA London College on a study programme, whether or not it leads to an award or qualification.

Sundry Charges
Additional charges, including but not limited to fees for lost library books, printing, replacement ID cards, and applicable registration fees.

Fee Liability – Self-Funded Students

Liability

Students are personally responsible for the payment of their tuition fees, registration fees, and any other applicable charges incurred during their period of study.

Payment Difficulties

Students who experience difficulty in meeting payment deadlines are expected to contact the Administration Department as soon as possible and before the payment due date. In exceptional circumstances, and at the discretion of AA London College, instalment plans or short-term payment extensions may be agreed where reasonable grounds are provided. Failure to engage with the College regarding payment difficulties may result in sanctions being applied.

Outstanding Debts

AA London College reserves the right to pursue recovery of outstanding debts. This may include the use of debt collection agencies or legal action, where appropriate.

Withdrawal or Suspension

Students who withdraw from or are suspended from their programme will remain liable for tuition fees in line with the period of study undertaken. Details of eligibility for refunds or compensation are set out in the Refunds and Compensation Policy, available on the College website.

Withdrawal Requests

To be eligible for a full refund of tuition fees paid for the first term, students must submit a formal withdrawal request to the Administration Department within 14 calendar days of the official course start date. Approved refunds will normally be processed within 10-15 working days.

Fee Liability by Term

Where a student withdraws or is suspended after the initial 14-day period, tuition fee liability will apply as follows:

- **Term 1:** 25% of the annual tuition fee
- **Term 2:** An additional 25% (total 50% of the annual tuition fee)
- **Term 3:** The remaining 50% (total 100% of the annual tuition fee)

Payments Made by a Third Party

Where tuition fees are paid in full or in part by a third party (such as an employer, organisation, or family member), the following conditions apply.

Employer or Organisational Sponsorship

A formal sponsorship confirmation letter must be provided to AA London College prior to the commencement of the course. The letter must clearly state:

- The amount of tuition fees to be paid;
- The invoicing contact details;
- Any conditions attached to the sponsorship.

Invoices will be issued to the sponsoring organisation and are payable within 30 days. Instalment plans are not normally available for third-party sponsors.

If a sponsor fails to make payment by the agreed deadline, the student will become personally liable for the outstanding tuition fees.

Fee Liability by Term (Third-Party Payments)

Fee liability will be calculated on the same basis as for self-funded students:

- **Term 1:** 25% of the annual tuition fee
- **Term 2:** An additional 25% (total 50% of the annual tuition fee)
- **Term 3:** The remaining 50% (total 100% of the annual tuition fee)

Sanctions for Non-Payment

Suspension or Withdrawal

Students who fail to make required payments, or whose tuition fees remain unpaid by a third party, may be suspended or withdrawn from their programme of study.

Re-Admission

Students with outstanding tuition fee debts will not normally be permitted to re-enrol on any programme at AA London College until all overdue amounts have been paid in full.

Legal Action

AA London College reserves the right to pursue legal action to recover outstanding debts. The College shall not be liable for any consequential losses arising from the application of this policy.

Student Advice and Support

Students who require advice or clarification regarding tuition fees or payment arrangements should contact the Administration Department.

External Information and Support

Students may also find independent advice useful:

- National Union of Students (NUS)
- Citizens Advice

Review of the Policy

This policy is reviewed periodically to ensure it remains compliant with regulatory requirements and reflects good practice. Any amendments will be communicated to students through the College website and other appropriate channels.