



Tuition Fees and Funding

Purpose:

This policy provides clear expectations of a student's financial obligations to Rushmore Business School following enrolment on to a course. This policy applies to all students enrolled on a programme at Rushmore Business School.

1.0 Overview

1.1 Key Information for all students

- a. By accepting an offer, a place on one of our courses, you, the 'student' enters into a legally binding contract with Rushmore Business School ('the College'). You accept and agree to be bound by these terms and conditions and the payment plan ('terms') which form part of the Student Contract cannot be varied under any circumstances.
- b. The College's admissions process is subject to the Consumer Contracts (Information, Cancellation and Additional Charges). You have the right to cancel your acceptance by informing the College in writing within 14 calendar days after you have completed the registration process or from the official program start date, whichever is later.
- c. If you cancel within this period, you will be entitled to a full refund of any deposit/fees which you have paid. If you cancel after this period, the College retains the right to charge a proportion of the annual tuition fee as indicated in the Refund Withdrawal Policy.

2.0 The Policy

2.1 Communication with students

- a. Invoices, credit notes and statements will be sent to the student e-mail account supplied on enrolment.
- b. Financial correspondence in relation to fees that are due for payment or that have become overdue will be sent using e-mail and letter

3.0 Payment Methods

Fees must be paid by the student or a sponsor. Students should pay via bank transfer. Any failed payments may result in students being blocked and excluded and subject to the College's debt collection procedures.

4.0 Payment Plans

These plans will not be extended beyond a student's course dates. Two Instalments Scheme Pay 50% of the annual tuition fee at enrolment and the final 50% by Friday of the 2nd week of January for September starters or by Friday of the 2nd week of September for January/February starters. There is no arrangement fee or interest for this facility.

The College may increase the tuition fee charged to students for new intakes. In this event, all new students will be liable for the increased fee amount from the start of their study year.

It is the responsibility of students to inform the College of any change of circumstances, including:

- Changes to sponsor arrangements or if sponsor will no longer be supporting tuition fees
- Changes from full-time to part-time study and vice versa
- Address/telephone/mobile changes
- Permanent withdrawal – it is assumed that a student will not be returning to their program. Fees must have been paid for the semester/term on which they enrolled; the remaining will be refunded in line with the Refund policy.
 - Withdrawal without formal notification may result in liability of full fees
 - Temporary withdrawal – it is assumed that a student will return to their program and therefore there is never a refund. You must approach the Bursar to discuss fee implications.
 - Course/Module Changes such as module additions or deletion may incur fee implications
 - All fees are due for all modules attached to an academic year
 - Re-sits will incur a charge of GBP 200 per subject.
 - Retakes incur a charge per credit
 - Deferred modules – it is assumed that the fees are carried forward to the deferred session.

5.0 Late and failed payments

- No refunds are applicable under this plan for any previous or part month's payments should your place is withdrawn due to non-payment.
- The College reserves the right to charge a £30 administration fee for failed card/direct payments
- If a student changes course during their enrolment period and if there is a fee change, it is the student's responsibility to inform the Bursar as direct debits payments may need to be amended.

6.0 Implications of delayed payment or non-payment

- a. Missed tuition fees instalments may result in the College's debt collection procedures to be applied. This will involve the student's account being blocked and/or excluded. Blocked students cannot access online resources, cannot progress, cannot graduate and cannot re-enroll. Excluded Students cannot attend lectures, receive teaching, supervision or administrative services, use or view any IT services including the library and Virtual Learning Environment (VLE). Excluded students' marks are not considered at exam boards/not released, and such students may not re-enrol, progress, obtain an award and graduate. No references from staff will be given to such students.
- b. The College also reserves the right to pass your debt to an external collector, which may affect your future credit rating, and withdraw any offer or cancel your accepted place on the course and/or withhold assessment results and course materials until the payments due have been received.
- c. If someone, other than you, makes any payment, or agrees to make any payment, on your behalf, you remain liable for full payment until the College has received cleared funds. Any rights the College may have against the payer are not affected.