

International Fee Policy

2017/17

Policy owner: Vice Principal: Student Services and Support

Policy updated: 15th May 2017

Next review date: May 2018

INTERNATIONAL FEE PAYMENT AND REFUND POLICY 2017/18

Information in this policy applies to students who will be applying to study at Colchester Institute and hold a Tier 4 general student visa or short term study visa under the UK Home Office Tier 4 Points Based System, or who will apply to enter the UK on one.

The payment methods have been set in accordance with our duties as Highly Trusted Sponsors and are non-negotiable. International students who do not require a visa to study at Colchester Institute must read the Further Education Fee Policy 2017/18 or the Higher Education Fee Policy 2017/18.

Full-time Overseas fees 2017/18

English as Foreign Language (EFL) £2050- £4100

<http://www.colchester.ac.uk/international/english-language-courses/>

Further Education (FE)
(minimum NQF level 3) £5750 per academic year

Higher Education (HE)
(e.g Bachelor degree courses and above) £9250 per academic year

Included in the tuition fees:

- Issuing Confirmation of Acceptance for Studies number (CAS) to use for your visa application.
- Or
- Confirmation offer letter for a short term study visa
- Award body fees where collected by Colchester Institute
- Career guidance during and immediately following your course of study to provide advice on further studies and finding part-time work during your studies
- Confirmation letters to support opening bank accounts in the UK
- Use of fitness gym and games room
- All Higher Education students enrolled have access to use the facilities at the University of Essex campus in Colchester.
- Use of Library and IT facilities.
- Course books for English Language courses
(There may be a small charge for books in other course areas)

Support for Dyslexia

Students requesting an assessment for dyslexia will be interviewed first and then offered a short assessment which will cost the student approximately £300.

If a student arrives with a diagnosis of dyslexia carried out in their home country and provides evidence no further assessment is necessary. In the event that a student is confirmed as having dyslexia, reasonable adjustments will be put in place, such as extra time for exams and use of extra cover sheets with assignments. These may incur an additional charge. For further information please email international@colchester.ac.uk

Advance payment of Tuition Fees

Students made an 'Unconditional Offer' will be required to pay full fees in advance to confirm their place on the course, they will also be required to provide evidence of their bank statements showing the minimum funds to meet the financial requirements for the Tier 4 general student visa before a CAS certificate is issued.

Further Education tuition fee payment is £5750

Higher Education tuition fee payment is £9250

English Language courses, all fees must be paid in full before documents are issued to support visa applications.

Tuition fee payment for short English as a Foreign Language courses

Session 1

September 2017 – January 2018 £2050

Session 2

January 2018 – June 2018 £2050

Preventing Hardship

To prevent financial hardship students must not travel to the UK, or begin a course of study, without making sure that they have enough money to cover all tuition fees and living expenses for the duration of their programme. The Further Education and International Team at Colchester Institute will need to see evidence of your bank statements to confirm you meet the financial requirements for the Tier 4 general student visa before a CAS is issued.

Under the UK Home Office Tier 4 Points Based System policy guidance all Tier 4 General Students studying outside of London must show the following financial evidence when applying for their visa:

Tuition Fees for full-time Further Education (FE)	£5750
Accommodation and Living Costs for 9 months (£1015 per month)	£9135
TOTAL	£14885

Tuition Fees for full-time Higher Education (HE)	£9250
Accommodation and Living Costs for 9 months (£1015 per month)	£9135
TOTAL	£17085

Tuition Fees for English Language Course (full year)	£4100
Accommodation and Living Costs for 9 months (£1015 per month)	£9135
TOTAL	£13235

When providing evidence of finances to either the British Embassy in the student's home country or in the UK, students must make sure the bank account is in their name, the required money has been held in the bank account consecutively for 28 days and the bank statement is dated maximum 28 days and ending no more than 31 days before your application.

The above guide on financing your studies is the minimum requirement for making your Tier 4 general student visa application. The guide below is an estimate of the amount you will need to fund the complete course you have chosen, the exact cost will depend on your individual circumstances and your lifestyle.

(The below estimated costs are based on a 42 week academic year)

Tuition Fees for EFL (full year)	£4100
Accommodation (half board, Homestay)	£6500
Food/Personal Costs	£2860
Total	£13460
Tuition Fees for full-time FE (2 year course)	£11500
Accommodation (half board, Homestay)	£13000
Food/Personal Costs	£5720
Materials/Books (will vary depending on course)	£1500
Total	£31720
Tuition Fees for full-time HE (3 year course)	£27,750
Accommodation (The Maltings for 1 st Year for 44 weeks)	£5940
Accommodation (student house share- 2 nd and 3 rd year for 84 weeks)	£9975
Food/Personal Costs (approximately £35 per week)	£4500
Materials/Books (will vary depending on course)	£1500
Total	£45765

For information on family members coming to the UK as dependants please visit UK Home Office Website at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/477216/PBS_dependant_guidance_11-15.pdf

Colchester Institute cannot financially support any student or any dependants who have been assessed as 'overseas' fees. It is the student's responsibility to make sure they have enough money to pay for their course and the maintenance for themselves and their family.

Visa Extensions

Students will need to come and speak to a member of our Further Education and International Admissions Team **3 months** before your visa is due to expire. For more details or to make an appointment please e-mail: international@colchester.ac.uk.

Alternatively students can visit the UK Home Office website for more information: <http://www.ukba.homeoffice.gov.uk/studyingintheuk/adult-students/>

Refunds

In cases of proven visa refusal – for example on production of a visa refusal letter from the UK Home Office – you can apply for a refund of your tuition fees. Other applications for refunds will be considered individually and will only be accepted in exceptional circumstances. **All refunds must be requested within 1 month from the start date of the course, any refunds requested after this time will not be accepted.**

An administration charge of £250 will be retained to cover administration costs for all overseas fee paying students.

Refunds will be made directly to the bank account of the individual who made the initial tuition fee payment.

Information published in this policy is correct at the time of printing; Colchester Institute reserves the right to amend information as and when necessary. Colchester Institute will not take responsibility for any changes that may result in students having to cease their studies.

Updated 17/5/17