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COLLEGE

# Students Fee Policy

## 2025 - 2026

**Approved by:** Finance and General Committee

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VERSION: 001

## 1. Purpose

1.1 This document is the Policy of Mont Rose College of Management and Sciences (The college), which outlines the actions and procedures that will be followed regarding student fees/ debts and sanctions applied in the event of non-payment.

1.2 If students expect a refund or compensation, they should refer to the *Refund and Compensation Policy* on <https://mrcollege.ac.uk/mrc-policy/>

1.3 All students are treated equally and fairly regarding the payment of fees and other procedures stated in this document.

## 2. Tuition Fees (Home Students)

2.1 'Tuition Fees' are defined as a charge for tuition and use of academic facilities and are payable to Mont Rose College.

2.2 All current and prospective students are informed about the college's fees for completing the course well before the starting dates through the college website, promotional materials, social media and advertisements.

2.3 Tuition fees are subject to an annual increase to the maximum Fee chargeable according to the tuition fee cap set by the regulators (OFS).

2.4 Tuition fees are charged per academic year and cover registration, tuition, initial assessment and original certification.

2.5 Where the college decides to increase the fees, the college will inform the current or prospective students as early as possible and explain the reasons for the increase. The students have the right to redress, and all representations will be considered.

2.6 The home students will not be eligible for student loans if their aiming qualification is equivalent to or lower than the qualification they already hold.

2.7 Tuition fees for home students: for 2024-25 AY-£8950 (all students) and 2025-26 AY-£9535 (new entrants) and £9250 (continuing students).

2.8 Home students' fees are payable in three instalments once the students become liable to pay. Liability periods:

- Term 1- 25% of an annual tuition fee is payable.
- Term 2- 25% of an annual tuition fee is payable.
- Term 3- 50% of an annual tuition fee is payable.

### 3. Tuition Fees (International Students)

#### 3.1 Tuition Fees for International Students 2023-24:

- Tuition Fees-Degree Pathway and Foundation year programmes- **£14,500**
- Early Bird Discount: **£500**
- Bursary: students arriving from some countries may be eligible for a bursary. You will receive bursary information automatically as part of your course information and marketing materials.

3.2. Early bird discount will apply to all students who will pay their tuition fees at least 7 days before the payment due date declared in the Offer Letter.

3.3. International students will have to pay 50% of the up-front tuition fees shown in the offer letter to secure their place in the study programme and to be sent a CAS (Confirmation of Acceptance for Studies) letter. The amount of the up-front payment will be detailed in the Offer Letter. £500 of this up-front payment is non-refundable unless the following apply:

- The college is unable to issue a CAS letter for any reason. In this case, all fees paid will be refunded.
- A student's visa is refused for valid reasons **not** listed in the 3.4 clause below. In that case, the college will refund the upfront fees paid after deducting the £500 administration fee.

3.4 The college will keep all upfront paid fees, and no refund will be processed if special circumstances apply:

- A student failed to report to the college a reason for a non-arriving within one week of their course start date (date shown on the CAS statement);
- A student provided fraudulent information to the college at any time, including a process issuing their CAS statement;
- A student provided a refusal document issued by UK Visas and Immigration that specifies that the reason for refusal was fraudulent information provided to the Home Office;
- A student failed the Visa interview or did not provide the correct documents with their Visa application.

3.5 If a student changes their mind about applying for a visa for any reason, the college will return upfront paid tuition fees less £500 non-refundable fee. However, if a student

applies for a visa in the following term/ year (up to 24 months from the initial upfront course tuition to the college payment date), then a student will pay the upfront tuition fees less £500.

3.6 Another 50% of the tuition fees payable, as shown in the CAS letter, will be payable in two equal instalments. The first instalment will be due within two weeks of the start of the course. The second instalment will be due within two weeks of the start of the second term of the course.

3.7 In the unlikely event that the college's Tier 4 licence is revoked and the college will not be able to switch the affected students to another provider, as stated in the Student Protection Plan, the college will assess students' refund and compensation eligibility on an individual basis.

3.8 If a student starts a course and decides to withdraw, the college will retain full upfront paid tuition fees. For the circumstances when a student may be eligible for refunds, they should refer to the *Refund and Compensation Policy* on <https://mrcollege.ac.uk/mrc-policy/>

## 4. Self-funded Students

4.1 Each student is personally liable for paying their tuition fees, registration and other sundry expenses (e.g. DBS checks, printing costs). Sundry charges are any fees owed to the college besides tuition fees. Please refer to paragraph 6 (Other fees/ costs)

4.2 Where the student's tuition fees are paid by a parent/ partner/ friend/ relative, it is classed as self-funding; therefore, the person paying tuition fees on behalf of a student will have no right to request a refund at any time during or after the course, but any claims must come from the student.

4.3 Any student experiencing difficulties paying tuition fees must speak with the college's Finance Department immediately to avoid being suspended for non-payment. In exceptional cases, instalment plans could be agreed upon, depending on circumstances and the college's discretion.

4.4 A student who contacts the Finance Department before the payment due date and has reasonable grounds for requesting more time to pay may be given an extension at the sole discretion of the college.



4.5 The college reserves the right to use a debt collection agency or take other legal actions to pursue any outstanding debt and continue to do so for as long as required.

4.6 If, for any reason, a home student withdraws or is withdrawn/ suspended by the college, the college will charge fees for the time a student was on the course. If the student is eligible for a refund or compensation, they need to refer to the *Refund and Compensation Policy* on <https://mrcollege.ac.uk/mrc-policy/>

4.7 Suppose the home student or the person who pays the tuition fees on the home student's behalf changes their mind regarding continuing their course. In that case, they should submit a written withdrawal request to the Admission Manager, Mr Jodat Sheikh, [j.sheikh@mrcollege.ac.uk](mailto:j.sheikh@mrcollege.ac.uk), within 14 days from the start of the course. The fees paid will be refunded to the home student/ sponsor/ SLC within ten working days from the receipt of the written withdrawal request.

4.8 A home student becomes liable for a fixed amount of tuition fees once they attend the semester:

Liability periods:

- Term 1 (1<sup>st</sup> September-31<sup>st</sup> December)- 25% of an annual tuition fee will be payable.
- Term 2 (1<sup>st</sup> January to 31<sup>st</sup> March)- 25% of an annual tuition fee will be payable.
- Term 3 (1<sup>st</sup> April to 31<sup>st</sup> July)-50% of an annual tuition fee will be payable.

4.9 If the home student needs to repeat all or part of the study year, they will be charged an additional tuition fee as per clause 5.8. The students are advised to talk to Student Services if they have issues with coursework and there is a risk of suspension/ withdrawal.

## 5. Tuition Fee Payments by a Third Party (home students only)

5.1 A student applying to Mont Rose College can apply for a student loan through the Student Loan Company (SLC).

5.2 A student wishing to take out a loan must provide a loan eligibility letter before enrolment. In some cases, if a student has not received the SLC loan eligibility letter, they should contact the college's Finance Department, which will liaise with SLC and carry out an assessment to understand if the student is likely to receive the loan.

Based on the evaluation, the college will allow students to start now or advise them to wait until the next course intake starts.

5.3 If a student has been withdrawn/ suspended, their loan will also be suspended. The SLC will recalculate the loan amount for which the student is eligible, taking into account the suspension/ withdrawal date. If there are any overpayments, the SLC will contact a student and request to arrange debt repayment.

5.4 If any reassessment of a student loan entitlement occurs during the course and SLC will no longer pay for the student's tuition fees, withdraws full or part funding, and claws back the tuition fee payments, the student has to pay the tuition fees by himself.

5.5 Where their employer sponsors a student, a letter confirming the sponsorship should be provided to the college before starting a course. The college will invoice sponsors before the course begins, and the sponsor must make payment in full within 30 days from the invoice date. Instalment Plans will not be offered to sponsors. If a sponsor does not pay a student's tuition fee within the given period, the student will be held personally liable for payment.

5.6 A student becomes liable for a fixed amount of tuition fees once they attend the semester:

Liability periods:

- Term 1- 25% of an annual tuition fee will be payable.
- Term 2- 25% of an annual tuition fee will be payable.
- Term 3- 50% of the yearly tuition fee will be payable.

## **6. Sanctions for non-payment of Tuition Fees**

6.1 A student whose fees are overdue will not be eligible for re-admission to another course of study or return to the next year of study at Mont Rose College without settling the outstanding debt.

6.2 The award/ graduation ceremony will be put on hold until the debt is cleared.

6.3 The college reserves the right to pass the student's outstanding debt to a debt collection agency and to take further legal action through the courts if required.

6.4 The information about the debt could be provided to third parties- employers, sponsors or as part of reference information.

6.5 Home students have access to the college's offered hardship funds. However, they are not meant to compensate for the tuition fees. Also, as part of the hardship fund criteria, the students must ensure that tuition fee payments are up to date.

## 7. Other fees/ costs

7.1 A student may be required to do a DBS check as part of the course enrolment criteria. The current cost of DBS is £49.50 (subject to change). The College do not charge any admin fees on DBS checks, the full amount goes to the third party for the service provided.

7.2 Printing costs:

A4 B&W Single-Sided	£0.07	A4 B&W Double-Sided	£0.15
A4 Colour Single-Sided	£0.15	A4 Colour Double-Sided	£0.30
A3 B&W Single-Sided	£0.15	A3 Colour Double-Sided	£0.30
A3 Colour Single-Sided	£0.30	A3 Colour Double-Sided	£0.60

All new students receive £5 credit on their printing account.

7.3 The library membership is free. The fee per lost book/s depends on the value of the book/s borrowed. The students will be informed about the cost of the books before receiving them. If books are eventually found, the college will reimburse the lost books fee paid.

7.4 There will be a gown hire charge (approx. £40-£60) should the student wish to attend their graduation ceremony.

7.5 The students may need to pay for their travel if they attend various college-organised events in London. Generally, unless informed otherwise, for the events organised outside London, the College rents buses, and there are no travelling costs to students in such cases. The students are expected to pay for their meals, unless specifically indicated before a particular event.

7.5 The students will be offered to collect their certificates/ diplomas from the College main campus (Mont Rose House Campus) or request it to be posted. The postage of Certificates/ Diplomas within the UK is free. If a student requires the Diploma/ Certificate to be posted outside of the UK, they will be required to request the consent form by emailing the Student Services Department at [ss@mrcollege.ac.uk](mailto:ss@mrcollege.ac.uk). After receiving the form, the students will have to complete it and submit it to

[ss@mrcollege.ac.uk](mailto:ss@mrcollege.ac.uk) .For international posting, a student will have to cover the postage costs and the admin fee of £15.00.

## 8. Students' Advice

Mont Rose College:

Student Support [ss@mrcollege.ac.uk](mailto:ss@mrcollege.ac.uk)

External:

Student Loans Company; [www.slc.co.uk](http://www.slc.co.uk)

Aimhigher; [www.aimhigher.ac.uk](http://www.aimhigher.ac.uk)

National Union of Students; [www.nus.org.uk](http://www.nus.org.uk)

National Association of Citizens Advice Bureau; [www.nacab.org.uk](http://www.nacab.org.uk)