Fees Policy 2026-2027

HARROW, RICHMOND AND UXBRIDGE COLLEGES POLICY AND PROCEDURES

HRUC

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Subject:	Fees Policy 2026 - 2027
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Review date:	September 2027
Person responsible:	Chief Financial Officer
Approved by:	Finance Audit and Risk (FAR) Board and Governors
For action by:	All staff
For information to:	All staff and students

1.0 Background

1.1 This Policy sets out the requirements for the charging of fees and the rationale behind the College's fee structure.

1.2 Fees in some cases are subject to government guidelines, via the Department for Education (DFE) and the Office for Students for England (OFS) which provide the statutory framework in which the fees are decided.

1.3 The Fees Policy is designed to provide clear criteria for course charges and to avoid ambiguity and inconsistency.

1.4 All fees are charged on an annual basis and reviewed annually.

1.5 Changes may be made to this policy at any time and will be approved and issued as an addendum.

2.0 Scope

The Fees Policy encompasses all fees and charges associated with courses offered by HRUC including those for:

- Under 16 year olds and 16-18 year olds
- 19-23 year olds and 24+
- Employers
- Work Based Learning / Apprentices
- International students
- Students on commercial courses
- Higher Education (HE) students
- Institute of Technology (IoT)

3.0 Intent

3.1 The intent of the Fees Policy is to ensure that the method of calculation of all fees charged to students and employers is fair and transparent.

3.2 The Policy is designed to explain the procedures for setting fees and for deciding on the level of fees.

3.3 Students should be aware from the Policy of how to claim a refund and appeal against refund decisions.

3.4 All students are expected to pay their fees in full, or to make arrangements for them to be paid by sponsors, employers or the Student Loan Company (SLC) at or before enrolment. In exceptional circumstances the College will allow payment by instalment (see 4.1.2).

3.5 This Policy should be read in conjunction with the College's credit control policy.

4.0 Payment of fees

4.1 Payment of fees and payment by instalment, or by loan through the SLC

4.1.1 Fees are payable on or before enrolment or (for courses running over more than one year) at the start of each academic year. The following payment methods are accepted (this list is not exhaustive):

a. Bank transfer
b. Major credit or debit cards (details are available from the College's Finance office).
c. All fees must be paid in pound sterling and any bank or currency charges must be borne by the student.

4.1.2 Students may on request pay tuition fees over three instalments, paid by direct debit, subject to the following conditions:

a. The course must be delivered over 2 or more terms
b. The course fee must be over £400
c. The student signs the College's agreement to pay course fees by direct debit instalments.
d. An administration charge is levied on the total tuition fee as follows:
    i. below £1,000 an administration fee of £50,
    ii. between £1,000 and £4,999 an administration fee of £200, and
    iii. above £5,000 an administration fee of £350
e. The first payment will be for 50% or £200, whichever is the greater
f. The remaining balance will be paid in two equal instalments by the dates agreed
g. If the student withdraws from or fails to complete their course they will remain liable for any outstanding balance
h. Materials, exam and registration fees, car parking fee and any other charges applicable are not subject to instalment plans and therefore must be paid in full at the time of enrolment.

4.1.3 Installments will not be offered for commercial courses (see 4.9), unless there are exceptional circumstances and at the discretion of the Chief Finance Officer.

An installation plan may be offered for trips where prior arrangement has been made with the curriculum area. All fees must be fully paid prior to the trip being paid for by the College.

4.1.4 HE Learners who are eligible for a student loan should make their application to Student Finance England (SFE) or the SLC in good time to ensure that arrangements are in place for the start of the term.

4.1.5 FE learners who are eligible for a student loan should ensure they have a Learning and Funding Information Letter from the College, which includes all the details needed to make an application to SFE. If the College does not have confirmation from a learner by the date included in the letter that they will be applying for a loan, acceptance for a loan at a later date cannot be guaranteed. Applications should be made in good time, to ensure that arrangements are in place for the start of the term.

4.1.6 Where loan applications are made late, students may be asked to pay full fees in order to secure a place on the course and until the loan can be confirmed. Any payments made will be refunded if the loan application is accepted.

4.1.7 International students should refer to the terms and conditions for international students at Appendix 1 to this document.

4.2 General course fee conditions

4.2.1 Courses funded by the DFE will be charged according to the Funding Guidelines given in the current specifications for Further Education (FE) Colleges.

4.2.2 Tuition fees will not be charged to learners aged 16-18 in full-time or part-time education funded through the DFE, unless they are already on the full-time roll of a school. For the purposes of the DFE Funding Guidance '18' means under 19 on 31st August in the calendar year when the learner commences a programme of study. Certain categories of students aged 19 and over are also exempt from tuition fees. (See 4.5).

4.2.3 From 2016/17 the Government no longer funds some learners aged 19 or over studying at level 3 or above. Each learner over the age of 19 may therefore be required to pay full fees and may apply to SFE for a loan.

4.2.4 Fees for learners aged 19+ studying at level 3 or above will be determined by course and by year. These will be available on the website. In general, learners will be able to apply for a loan from SFE to cover the full cost of the course, however there may be instances where the College will charge a higher rate than that available by loan, in order to ensure a course is viable.

4.2.5 Tuition fees for all part-time DFE funded courses will be based on a *minimum* of 50% of the DFE national base funding rate[1], unless market forces or actual costs affect this rate.

4.2.6 The total fee charged to a student for all courses will comprise some or all of the following components: tuition fee + course materials + examination costs + visits/residential costs + car parking costs.

[1] Please refer to DFE Funding Guidance – https://www.gov.uk/government/publications/funding-rates-and-formula

The total fee may vary according to the circumstances of the individual student:

Age	**Home students**	Details
16-18	No charge for	Tuition fee(s), examination(s)[2], registration + identity card
	Charges for	Course materials, + replacement identity card + visits/residential costs + car parking (if required)
19 - 23 studying first full level 2 or first full level 3	Charges for	Course materials + replacement identity card + visits/residential costs + examination(s) + registration + car parking (if required)
19 – 23 **Already in possession of full level 3**	Charges for	Tuition fee(s) + course materials + replacement identity card + visits/residential costs + examination(s) + registration + car parking (if required)
24+	Charges for	Tuition fee(s) + course materials + replacement identity card + visits/residential costs + examination(s) + registration + car parking (if required)
Apprentices – all ages	Charges for	Replacement identity card (ID), car parking (if required)

4.2.7 The components of the fees are established in the following way:

Examination(s)	Normally set by the examining body and normally based on the previous year's fees, plus an element for inflation.
Course materials	Set by the College to cover the actual costs of course materials and kits needed to study on a particular programme. Learners will be able to keep these materials during and after the course.
ID	Initial card is free of charge. There will be a charge made for replacement cards
Visits/residential costs	The cost for optional day and/or residential visits appropriate for the course will normally be advised at the time of enrolment.
Car parking fee	Car park permits will give access only to the site on which the student studies, and will be restricted to day or evening only. Access to car parks will be limited and permits will be sold based on need, distance travelled and availability. An application should be made at the time of enrolment. Full payment must be made before a permit can be issued. No charge will be made to disabled drivers who display a disability badge in their vehicle. Students who are enrolled for evening courses only or are on a course that does not exceed two days duration or are European funded or other publicly funded projects are not required to pay the car park fee. Access to car parks is by ID card only and all permits must be displayed during the day. Please note: the payment of a car park fee does not guarantee the availability of a car park place at the College. Car parking may not be available at the site at which you are studying.
If students are required to register directly with examination bodies, the registration is not paid at enrolment but is paid directly to the examination body by the student. The courses that are subject to these conditions are mainly professional courses, such as AAT, ILEX, CIM, IPD, although this list is not exhaustive. When examination and registration costs are payable direct to the examining body it will be made clear in the College's prospectuses and/or course fact sheets.	

4.2.8 The College may require documentary evidence of age and identity, status and proof of previous qualifications.

[2] See section 4.3 Examinations and re-sits, where the College may apply a charge for examination entry in certain circumstances.

4.3 Examinations and re-sits

4.3.1 External applicants who are not enrolled at the College will not be entered for examinations at the College. Please refer to the College's Exams Policy for further guidance.

4.3.2 If a student who is not fully funded is entered for examinations at the College they will be required to pay all the examination fees.

4.3.3 The College may seek to apply a charge for examination re-sits/re-mark requests where:

a. The required attendance or completion of course work has not been met, as specified by the Assistant Principal.
b. The student fails without good reason to sit the examination for which the College has paid. For absence due to sickness the College will require a medical certificate.
c. The student is re-taking an exam with the aim of achieving a marginal improvement in grade whilst undertaking a course as a student at the College.
d. The student submits a re-mark request which is not supported by the College. The Assistant Principal responsible for the course will decide whether the examination and/or re-sit charge should be applied.
e. Students re-sitting Literacy or Numeracy Functional Skills will not be charged for re-sits. Students re-sitting GCSE Maths or English will not be charged for re-sits

4.4 Apprenticeship fees and employer contributions

4.4.1 Apprenticeship training and assessment will be funded through the employer's Apprenticeship Service account and/or government funding.

4.4.2 The College will not charge an apprentice for eligible apprenticeship training or assessment costs, including employer co-investment or costs above the relevant funding band where these form part of the agreed apprenticeship programme.

4.4.3 Employer financial contributions will be determined in accordance with the apprenticeship funding rules applicable at the apprentice's start date. From 1 August 2026, this includes:

a. full government funding, up to the relevant funding band maximum, for eligible apprentices aged 16–24 employed by non-levy paying employers;

b. a 5% employer contribution for apprentices aged 25 and over employed by non-levy paying employers, where applicable;

c. a 25% employer contribution where a levy-paying employer has insufficient funds in its Apprenticeship service account; and

d. full payment by the employer of any agreed costs above the applicable funding band maximum.

4.4.4 Any additional training, qualifications, services or other activity that falls outside the eligible costs of the funded apprenticeship must be separately agreed with the employer and may be subject to a separate commercial fee.

4.4.5 Other fees are applicable to the apprentice, including: ID cards and car parking (if required).

4.4.6 For full details of the funding and co-investment guidelines please see the following link: https://www.gov.uk/government/publications/apprenticeship-technical-funding-guide

4.5 Discounts and fee remissions for 'Agency' funded courses

4.5.1 Where places and funding are available, certain categories of Agency funded students are not expected to pay tuition fees. The categories of learners who are entitled to tuition fee remission are:

a. 16-18 year olds. The Secretary of State does not expect tuition fees to be charged to full-time or part-time 16-18 years olds for Agency funded courses (excluding apprentices).[3]
b. Learners aged 19 to 23 studying for their **first full** level 2 qualification, as identified on the Learning Aims Database.
c. 19-23 year-old learners studying their first full level 3 qualification, (it should be noted that, for the purpose of the entitlement, four AS-level qualifications are not regarded as equivalent to a full Level 3 and that AS-level qualifications are eligible within the entitlement only where they form steps towards the achievement of two or more A-levels).
d. Adults on wider benefits where skills training below level 3 will help them into work
e. Those taking learning aims that are funded as basic skills (including GCSE English and Maths qualifications and forthcoming standalone units)
f. Certain learners participating in Agency funded projects where identified in the project specification, e.g. European Social Funded programmes.
g. The above criteria may be subject to change by the Agency during 2025/26.

4.5.2 Evidence of income and/or status must be made available and checked at enrolment for each year of the course to enable the student to claim fee remission.

4.5.3 The College reserves the right to alter the fees for specific courses from those published. Details will be incorporated in publicity material as soon as practical and will be available from the College Information Centre's.

4.5.4 If funding is not available for eligible courses, students will, where places remain, be offered a place on the course at the full cost fee.

4.6 HE fees

4.6.1 Both full-time and part-time fees for home students will be determined by the course and year of study and a current list is attached. This is subject to change.

Full-time fees:	Tuition fees + course materials + visits/residential costs + examination(s) + car parking (if required).
Part-time fees:	Tuition fees + course materials + visits/residential costs + examination(s) + car parking (if required).
Partner HE Institute fees:	The College offers some full and part-time HE courses in partnership with HE Institutes. The College will charge students the agreed fee for those programmes that it delivers on behalf of other HE Institutes. Students should enquire through the Information Centre for full details of fees and charges.

4.6.2 HE tuition fees quoted include fees, materials, mandatory trips and exam fees. Fees for car parking (if required) are paid separately and must be paid in full at enrolment.

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3 See 4.2.2 and the College's policy on admission of students, aged 16+, studying full-time at other institutions.

4.6.3 Fees are payable in full at the start of each year of the course. Where possible, the fee will remain the same in the second year of a course as the first year. However, it may be necessary to increase fees to the second year, e.g. to reflect increased costs of different units or different mandatory trips. Any change will be limited to a maximum of 5% increase.

4.6.4 See HE terms and conditions at Appendix 2 and HE fees at Appendix 3.

4.7 IoT fees

4.7.1 Both full-time and part-time fees for home students will be determined by the course and year of study and a current list is attached. This is subject to change.

Full-time fees:	Tuition fees + course materials + visits/residential costs + examination(s) + car parking (if required).
Part-time fees:	Tuition fees + course materials + visits/residential costs + examination(s) + car parking (if required).
Partner Institute fees:	The College offers some full and part-time courses in partnership with HE Institutes. The College will charge students the agreed fee for those programmes that it delivers on behalf of other HE Institutes. Students should enquire through the Information Centre for full details of fees and charges.

4.6.2 IoT tuition fees quoted include fees, materials, mandatory trips and exam fees. Fees for car parking (if required) are paid separately and must be paid in full at enrolment.

4.6.5 Fees are payable in full at the start of each year of the course. Where possible, the fee will remain the same in the second year of a course as the first year. However, it may be necessary to increase fees to the second year, e.g. to reflect increased costs of different units or different mandatory trips. Any change will be limited to a maximum of 5% increase.

4.7 International students and students not eligible for DFE or OFS funding

4.7.1 For **FE** full-time courses the fees for international students[4] or students who are not eligible for DFE funding are decided by the College with reference to the DFE funding rates.

Full-time fees:	Mainstream tuition fees (see below) which is inclusive of course materials + visits/residential costs + examination(s) + car parking (if required).
Part-time fees:	Charged pro rata per guided learning hours (GLH) + course materials + visits/residential costs + examination(s) + car parking (if required).

4.7.2 For **HE** full-time courses the fees for **international students** or students who are not eligible for OFS funding are decided by the College with reference to the OFS funding rates.

4 A learner will be defined as an international student when they do not meet the criteria defining a 'home' learner as set out by the DFE, or the HE Council for England and Wales.

Full-time fees:	Tuition fees + course materials + visits/residential costs + examination(s) + registration + car parking (if required).
Part-time fees:	Charged pro rata per GLH + course materials + visits/residential costs + examination(s) + registration + car parking (if required).
Partner HE Institute fees:	The College offers some full and part-time HE courses in partnership with HE institutes. The College will charge the agreed fee for those programmes that it delivers on behalf of other HE Institutes. Students should enquire through the Information Centre for full details of fees and charges.

4.8 Students sponsored by employers

4.8.1 Students who are sponsored by their employers must bring a letter on headed paper from their employer confirming full payment for the course. Alternatively, the employer can complete the College's standard payment by employer letter at or before enrolment by the sponsored student.

4.8.2 Full payment of course fees and other charges will be expected at or before enrolment by the sponsored student.

4.8.3 Should the sponsored student withdraw before the end of the course or leave the employment of their sponsor, the employer (the sponsor) will be liable for the full payment of course fees and other charges as appropriate.

4.8.4 Instalments are not available to sponsors.

4.9 Commercial courses

4.9.1 Commercial courses are defined as those courses that are not publicly funded by the DFE or OFS.

4.9.2 Fees for commercial courses are based on actual costs and will take account of market forces.

4.10 Under 16s and students from schools

4.10.1 For students who are under 16 and studying at school, a fee including ID, tuition, materials and visits will be negotiated and agreed with the school. Where learning support is required, this will be charged to the school, unless the school provides the support for the student.

4.10.2 For individual students who are not on a school roll, and are not applying for a level 3 course, an agreement will be sought with the Local Education Authority (LEA) or any other statutorily funded body about the acceptance of the student and a transfer fee.

4.10.3 Individual students eligible and applying to study at level 3 will be subject to 16-18 fee regulations.

4.10.4 The fees for new arrivals into the country will be agreed with the local authority or the DFE.

4.10.5 In exceptional circumstances the College may approach the local authority for approval of an under 16 student to study at the College.

4.10.6 Full year fees will be charged and payable by the school or local authority even if the student leaves the course before completing.

4.11 Students who are post 16 and who are on the full-time roll of a school

4.11.1 Students aged 16 to 18 studying at school are not eligible for DFE funding. If they wish to undertake a course at the College they will be charged the commercial rate.

4.12 Fee refunds and cancellation, home students

4.12.1 To receive a refund of fees, students must put a request in writing to the Finance office or complete and return a refund of course fees form before the deadlines listed under 4.12.2.

4.12.2 The College will only refund fees in the following instances:

a. If the course is cancelled by the College, a full refund of all fees will be awarded.

b. If a student withdraws from an DFE or OFS funded full-time course before the second week of the start of the course they will be entitled to a refund or partial refund of the fees paid, less:
   i. a charge for the proportion of tuition hours delivered (at the date of the refund request) taken as a pro-rata of total course hours
   ii. the car park charge (if appropriate)
   iii. the fee for any examinations already entered
   iv. a charge for any course materials issued
   v. any trip fees paid that cannot be reclaimed
   vi. an administrative charge.

c. If a student withdraws from a DFE or OFS funded part-time course before the second class of the course they will be entitled to a refund or partial refund of the fees paid, less:
   i. a charge for the proportion of tuition hours delivered (at the date of the refund request) taken as a pro-rata of total course hours
   ii. the car park charge (if appropriate)
   iii. the fee for any examinations already entered
   iv. a charge for any course materials issued
   v. any trip fees paid that cannot be reclaimed
   vi. an administrative charge.

d. If a student withdraws from a commercial course and where notice of withdrawal is received in writing not less than two weeks before the scheduled start date of the course they will be entitled to a refund of the course fees paid, less:
   i. the fee for any examinations already entered
   ii. a charge for any course materials issued
   iii. any trip fees paid that cannot be reclaimed
   iv. an administrative charge.

4.12.3 If a student withdraws from a course after the deadlines listed under 4.12.2 then no refund will be given, and they will remain liable for the full fees, except in exceptional circumstances and at the discretion of an Assistant Principal.

4.12.4 The fee refund may be offered as a credit voucher towards the costs of other courses.

4.12.5 Refunds for car parking will only be awarded if the course is cancelled by the College and the pass is returned by the student, or pro rata if the pass can be sold to another applicant.

4.12.6 Refunds will be made payable to the student or their nominee, where requested or to the employer where the student has been sponsored. Refunds will be made by the same method and to the same account that the payment was made from.

Please note, no cash refunds will be made under any circumstances.

4.12.7 Examination fees will only be refunded where the College is able to recover them from the relevant examination board.

4.12.8 The Assistant Principal responsible for the course will confirm if a refund is to be offered. If the student wishes to appeal against any decision made, they should write to the Group Principal stating the reasons for their appeal.

4.12.9 The College will provide a written response to all refund requests within ten working days.

4.12.10 If the student feels that their application for a refund was not handled appropriately, they may seek redress through the College's complaints procedure.

Copies of this policy are available on the College website and can be made available in alternative formats, including large text, if required.

Terms and conditions for international students

Acceptance of a conditional offer, payment of a deposit, use of a Confirmation of Acceptance for Studies (CAS) or unconditional offer letter issued by the College or enrolment onto a course at the institution, is deemed as acceptance of the following terms and conditions.

The terms and conditions of payment form part of the offer letter from the College.

1. The conditional offer letter

1.1 Application: refers to the initial application form you completed for enrolment on the course.

1.2. CAS: this refers to the confirmation of acceptance for studies that will be issued to you by the College on behalf of UK Visas and Immigration (UKVI).

1.3 Conditional place: this refers to the offer of the place on the course detailed in your offer letter. Except for the condition of the in-country interview with the relevant faculty, the CAS statement will be issued once the conditions listed in the letter have been met.

1.4 Course: this refers to the course of study that you have been issued an offer for. Course fee: this refers to the tuition fee (exclusive of materials/exams/registration/trip costs) applicable for the first academic year of your course. This total includes the deposit, and the remaining balance left once the deposit has been paid.

1.5 Deposit: this is the amount you must pay to the College prior to receiving your CAS or unconditional offer letter from the College.

1.6 Duration: this is the full period of time it will take for you to gain the qualification. End date: this is the month and year that your course of study will be completed. Exams: this refers to the exams/assessments that are necessary for you to complete to gain your qualification. There will be an additional cost for these, which is not included in the tuition fee.

1.7 Materials: refers to any additional materials that will be required while on the course. These may include items such as textbooks and photocopies. This cost will vary depending on the course of study you have chosen.

1.8 Mode: this refers to how the course is categorised by the College. If the mode is full-time, the course of study will be at least 15 hours per week, the core learning hours being between 8am – 6.30pm.

1.9 Registration fee: this refers to the yearly fee that is paid to the College for registration on to your chosen course. This should be paid at enrolment.

1.10 Start date: this is the month that the course will start; the exact start date is detailed on your CAS or unconditional offer letter.

1.11 Short-term student: this refers to one method of visa application for the purpose of obtaining UK entry clearance for short-term courses (less than six months), part- time courses and English language courses.

1.12 Short-term study letter (STSL): this refers to the letter detailing the unconditional offer of the place on the course for the purposes of applying for a short-term study visa letter, after all conditions as previously outlined, have been met and deposit payment made.

2. Payment of tuition fee, materials and exam fee, and registration

2.1. The deposit, as stated on the conditional offer letter, must be paid to the College before the CAS or short-term study letter (STSL) is issued. The deposit should not be submitted until it is agreed with the College, that all conditions have been satisfactorily met.

2.2. Deposits can be submitted in the following ways:

a. Bankers Draft
b. Bank Transfer
c. In person: a friend or relative submits the payment in-country by credit or debit card

2.3. Please note that telephone payments will not be accepted, and if paying in-country, the payee must visit the College's International Office in person with a copy of the conditional offer letter that has been issued to you.

2.4. Details of HRUC's bank account can be found on the conditional offer letter or can be gained by contacting the International Office directly.

2.5. If paying by direct bank transfer, you should ensure that your name (the applicant) is used as the reference on the transfer. This will enable us to locate the payment quickly, and will mean that we can issue you with your CAS Statement or STSL without delay.

2.6. Payment by direct bank transfer from an overseas account may incur bank charges or be subject to changes in exchange rate. This may result in you having a small outstanding debt to the College, as the amount that has been deposited in our accounts is less than the amount you transferred. You are liable for the amount that is outstanding should this occur.

2.7. Unless specified otherwise, the remaining tuition fee due for the first academic year of your course should be transferred to the College once you have successfully been issued with your visa. This can be done via bank transfer directly into the College account. The outstanding amount must be paid in full before you enroll on the course, and you will have one month once you get to the country to pay any outstanding charges for materials, exams, registration and ID. If your tuition fees have not been paid in full by the start of your course, your enrolment onto the course may not happen, and you may not be able to start your course in the intake you have chosen.

2.8. Students from countries in the 'high risk' category, as stated by UKVI, will be required to pay the entire tuition fee due for the first academic year, before a CAS or STSL is issued to them for their visa application. Examples of countries included in this category are those such as Pakistan, Nigeria, Sri Lanka, Bangladesh, India and Nepal. A full list of countries included within this category can be found on the UKVI website. It is advisable that you consult the International Office at the College to clarify the initial fee you should pay, for your CAS or STSL to be released to you.

2.9. By accepting the offer made on the conditional offer letter, you agree to pay all sums that are payable to the College in full, without holding back any part of the sum for any particular reason. Where we have to pay sums to you, you agree to us being entitled to deduct this from any outstanding payments owed to us by you.

2.10. All students under the age of 18 must also provide a letter from their parent/guardian, which states that their parent/legal guardian consents to them studying at the College.

2.11. All payments made to us must be paid in UK pounds sterling, and all payments we make to you will be paid to you by bank transfer in UK pounds sterling.

2.12. The tuition fee applicable to the second/subsequent year of your course should be paid before the course re-starts. Please note that the second/subsequent year may entitle you to opt for the instalment plan, which allows you to pay in three instalments across the academic year. If you are using this mode to pay your tuition fee, you will incur a 5% administration charge and the first instalment should be paid before delivery of the subsequent year begins.

2.13. You will only be considered eligible to pay your fees by instalment in the second/subsequent year of your study, if you have met all the requirements of the College and UKVI consistently throughout the preceding year. These requirements include successful completion of work and attendance.

2.14 If you have not met the minimum attendance requirement of the College and UKVI throughout the year, this being 85%, you will not be eligible to pay your fees by instalment.

2.15. If you withdraw from the College/are withdrawn after missing an instalment payment of tuition fees as stated on your payment plan, you will still be liable for the outstanding debt to us. No further offers of a place at the College will be made to you until that debt is cleared, and we may charge interest on the debt from time to time.

3. Changes to tuition fees and other sums payable

3.1. Tuition fees for the following academic year may be updated throughout the year to reflect any changes made to the programme (for example to reflect increased costs of different units, or of a different mandatory trip).

3.2 Any change will be limited to a maximum 5% increase and fees will not change after 1st July. If fees are changed after you have applied or accepted an offer of a place, we will notify you in writing, as soon as possible, asking for your agreement to make these changes. If you are unable to agree to the changes you may withdraw your application and any fees you have paid to the College will be refunded in full.

4. CAS

4.1. The CAS will only be issued once the conditions in the offer letter have been met, and once the deposit of the tuition fee has been paid. In certain circumstances, the CAS may not be issued until you have completed an online video call interview with a member of the relevant faculty or International Office. Please note that this is particularly necessary if you are applying for an English language programme.

4.2. Once the CAS has been issued, it cannot be transferred to another person under any circumstances.

4.3. The CAS must be used within 6 months of issue, and for the course of study it was intended for.

4.4. All information given to UKVI by the College regarding your application will be detailed on your CAS Statement. When using the CAS to apply for your visa, you should ensure that **all** documents listed on this are included with your application.

4.5. The CAS is only valid for the intake and course that you have chosen. Should you wish to defer your place, or transfer course, at the College; you will need to notify the International Office and in cases of deferral you will need a new CAS.

5. STSL

5.1. The STSL will only be issued once the conditions in the offer letter have been met, and once the deposit of the tuition fee has been paid. In certain circumstances, the STSL may not be issued until you have completed an online video call interview with a member of the relevant faculty or International Office.

5.2. Once the STSL has been issued, it cannot be transferred to another person under any circumstances.

5.3. When using the STSL to apply for your visa, you should ensure that all documents listed on this are included with your application.

5.4. The STSL is only valid for the intake and course that you have chosen. Should you wish to defer your place, or transfer course, at the College; you will need to notify the International Office and in cases of deferral you will need a new STSL.

6. Deferral of your course start date

6.1. If you are unable to begin your course by the latest start date, as detailed on your CAS or STSL then as long as you have paid your deposit, you are eligible for us to consider you for a course deferral. You should submit this request to the International Office at your earliest convenience. We do not have to agree to a course deferral, and we will not allow you to defer your course start date to a date that is more than 12 months after the original course start date.

6.2. Course entry requirements are subject to change each academic year, so a conditional offer for one intake may not be valid for a deferred course start on the same, or different, course.

6.3. If you were issued a CAS for your course, a course deferral will only be permitted if the CAS has not been used for a visa application, as determined by the UKVI Sponsor Management System. If you have used a CAS for a visa application, a deferral will only be considered if we are provided with the notification of visa refusal.

7. Refund of deposits

7.1. International applicants will only be entitled to a refund where: the College cancels the course, the applicant is refused a student visa or the CAS has not been used for a visa application, as determined by UKVI sponsor management system. Applicants who do not take up their place for these reasons will be given a refund of the deposit, less a £300 non-refundable administration charge. Applicants who are unable to take up their place due to a visa refusal will be given a refund of the deposit, less the administration charge, subject to the following conditions being fulfilled:

a. You must provide us with a copy of visa refusal notice issued by UKVI within one month of issue
b. For refusal of short-term study visa, or withdrawal of the application, the applicant must return the original short-term study visa letter. £300 administration fee will be deducted
c. Your visa was refused because you failed the points-based system assessment (nil points)
d. Your visa refusal was not due to an attempt to obtain a visa by fraudulent methods or false representation as determined by UKVI
e. Your visa was not refused because of reasons outlined in a previous UK visa application which you had failed to declare to us upon application to the College.

7.2. We will not refund your deposit if you fail to enroll on your course before the latest date of enrolment, and if we have already reported this fact to the UKVI.

7.3. Any requests for refunds should be made by the latest date of enrolment as stated on the CAS or STSL, unless an appeal has been made and can be evidenced. Refunds requested after the latest date of enrolment will be refused, if no appeal evidence has been shown.

7.4 We will not refund your deposit if you fail to submit a STSL for visa application. Short-term study applicants will only be entitled to a refund where the College cancels the course or where the applicant is refused a student visa, subject to the conditions as outlined in para 7.1.

7.5 We will make refunds to the same bank account or debit/credit card that the deposit payment was made from.

8. Refund of tuition fees

8.1. If you have paid full tuition fees, these will only be refunded in the following instances:

a. We cancel your course before the course start date and we are unable to offer you a suitable alternative course
b. We agree, at our discretion, that there are extenuating personal circumstances which mean a refund should be made. This will be decided by the Director of Finance.

8.2. Tuition fees will not be refunded to you where:

a. You wish to change to a different course
b. You wish to transfer to a different College
c. You claim that you have been misadvised by your agent or advisor, whether or not they are registered as representatives/Agent of the College
d. You arrive for the course after the latest date of enrolment, except for circumstances beyond your control such as war, acts of terrorism, natural disasters
e. You withdraw/are withdrawn/excluded from the College at any point.

8.3. If you are withdrawing from the College due to extenuating personal circumstances, and this requires you to return home, the College will require you to submit copies of your flight ticket with the refund application. To complete the refund process, you should also send us a copy of the student visa cancellation and a copy of your passport with the entry stamp from customs once you have reached your home country. Failure to do this will delay the refund process and may mean that we refuse your refund.

9. Enrolment

9.1. In order to enroll on your chosen course of study, you must show us the original visa that you have been issued by UKVI which permits you leave to remain in the UK for the duration of your course.

9.2. The visa you have must state the sponsor licence number of the College. If it does not, then you must apply to UKVI to transfer to our institution and submit an application using a CAS from us. Once you have obtained a new visa with our sponsor licence number on it, you must show us the new visa/biometric card.

9.3. Any student that arrives after the latest date of enrolment without prior notification to the International Office may be reported to UKVI and may not be permitted to enroll on their chosen course of study.

10. Attendance

10.1. Attendance is monitored according to the College's student attendance and punctuality policy, as well as the UKVI tier 4 policy guidance. Any student who is reported to UKVI for non-attendance will not be permitted to resume their studies at HRUC.

10.2. Students are expected to attend 100% of their classes and tutorial sessions, as failure to do so is likely to have a serious impact on their studies

10.3 By signing this agreement, you accept that the College reserves the right to disclose your record of attendance to your named financial sponsor, parent/guardian and/or the agency representative who managed your admission into HRUC.

11. Academic progression

11.1 In order to progress onto a subsequent course of study, you will be required to meet the academic requirements of the course as stated by the relevant faculty. The College reserves the right to refuse admission to students who do not meet these. Please note that the academic requirements of the faculty may include factors such as attendance on your previous course of study, if progressing onto a second course of study at the College.

11.2. Many of the courses offered at the College will require you to complete two years of study, to achieve the full qualification that your visa has been issued for. Please note that if you have any outstanding work from the first year of study, which has not been completed to the appropriate level as stated by your faculty, you may not be allowed to progress on to the second year of your course. This could result in you having to re-sit the first year, or the College withdrawing you from your course.

11.3. In the event that you are permitted to progress on to the second year of a course of study, with work still to complete from the first year, you must pay the full fee applicable to the second year of study, as well as completing the outstanding work from the first year of study by an agreed deadline. This will be stated by a member of the relevant faculty. If you fail to complete this work by the deadline stated, and this results in non-completion of your qualification/withdrawal from your course/exclusion from the College, you will not be eligible for a refund.

12 UKVI

12.1. If you have been issued with a CAS from the College, we must report you to UKVI if you fail to enroll for your course before the latest date of enrolment, or you are absent from the College without our permission for any period, irrespective of circumstances.

12.2. In instances of illness, you must report to the International Office or your respective attendance coordinator on each day that you will not be attending College. If you are off for a significant period of time with an illness, you must provide a Doctor's note covering this period of absence. Failure to do so will result in you being reported to UKVI for non-attendance and you will be withdrawn from the College.

12.3. We are legally bound to provide UKVI with any information it may request about overseas students that are studying at the College. We accept no liability or responsibility for any inconvenience, expenses, or losses that you may incur as a result of any visa refusals, cancellations or variations, which may occur as a result of us providing this information. We will also accept no liability or responsibility if provision of this information results in deportation.

13 Terms and condition for HE

13.1 The following terms and conditions apply to students who are applying for or enrolled onto Pearson Higher Nationals or other Higher Educational Programmes at the College. They define the terms of the contract between you and the College.

13.2 You should read these terms and conditions carefully before accepting your offer of a place on our HE programmes. If you have trouble accessing any of the information below or there is anything you don't understand, please contact us at: enquiries@uxbridgecollege.ac.uk

13.3 We recommend that you save (or print) a copy of any linked documents and the course information for your own reference. We will try not to alter these while you apply but if we have to, only the latest version will appear on this page. Previous versions are available upon request.

14 Changes to advertised programmes

14.1 The College will ensure that the information about our HE programmes (on this website) is accurate. However, we may have to update this information after you have made an application or accepted an offer.

Possible reasons include:

a. Current students' requests to make changes to our programme
b. Updates to the specification by our awarding organisations
c. Staff changes (affecting the range of expertise in the team)
d. New or amended legislation affecting HE
e. The College's quality review processes
f. Awarding organisations quality review processes
g. Progression arrangements developed with employers / universities
h. Accreditation agreements developed with Professional, Statutory and Regulatory Bodies (PSRBs).

14.2 If we make changes to the HE programme information after you have applied or been interviewed we will notify you in writing (usually by email), as soon as possible, asking for your agreement to make these changes. If you are unable to agree to the changes you may withdraw your application and any fees you have paid to the College will be refunded in full.

14.3 If unavoidable changes to the advertised programmes should occur during the summer vacation period (July and August) we will notify you of these changes no later than 1st September.

14.4 Once programmes have commenced, students will be consulted on any proposed changes to their programme and formal consent to plans requested. Without formal consent from all students, changes will not be made.

15 Programme cancellations

15.1 Programme cancellations can only be authorised by the Group Principal or other delegated senior manager. This will only occur when the College is unable to provide the advertised programme because of major changes (e.g. to staff) or where the number of applicants is insufficient to make the programme viable.

15.2 Cancellation before programmes commence

15.3 In the event of a course cancellation the college will contact all applicants in writing and attempt to contact them by telephone to inform them. Decisions to cancel a programme will be made as early as possible to ensure minimum disruption to applicants.

15.4 The relevant curriculum team supported by the Information, Advice and Guidance (IAG) team will provide personalised support to applicants to find alternative programmes at the College or to support applications to other providers.

15.5 Any fees paid will be refunded in full.

15.6 To enable alternative arrangements, no programme will be cancelled due to lack of applicants less than two calendar weeks before the College HE induction date.

15.7 In-year cancellations

15.8 If the number of students on a programme falls below a viable minimum during the academic year after the programme has commenced, the College will commit to delivering the full programme as advertised for the rest of the academic year with no changes.

15.9 If this happens before the final year for a programme that covers multiple years, the College may revise the plans for subsequent years (for example by combining first and second year groups for some or all units). Students will be consulted on their programme and formal consent to plans requested. Without formal consent from all students, the programme may be cancelled at the end of the academic year.

15.10 The relevant curriculum team supported by the IAG team will provide personalised support to students to find alternative programmes at the College where they can continue their studies or to support applications to other providers.

15.11 In the event that students join a different course at the start of the next academic year, any difference in fees will be absorbed by the College.

16 Fees and costs

16.1 Tuition fees

16.2 The fees quoted on the HE programme pages of this website are called ‘tuition’ fees. These cover the core elements of your programme: the teaching, the materials you use in lessons, any mandatory trips, fees we have to pay to the awarding organisation (e.g. Pearson) etc. If you are applying for a student loan through SFE, this is the maximum loan value available.

16.3 Tuition fees quoted are for one year of study. If you are on a two-year programme (for example a part-time HNC), the fees for the second year will be the same as they were in the first year. Note that the fees for a one-year HNC and a one year HND top up the following year are not guaranteed to be the same.

16.4 Additional fees and costs

16.5 In addition to the tuition fees, HE students must pay for

a. Replacement ID cards
b. Car parking
c. Optional trips: those not mandatory for completion of your qualification.

16.6 These fees are not included in the tuition fee figure and so your student loan will not cover them. If you wish to participate in optional trips, the fee must be paid in advance of the bookings being made.

16.7 Fee changes

16.8 Tuition fees for the following academic year may be updated throughout the year to reflect any changes made to the programme (for example to reflect increased costs of different units, or of a different mandatory trip).

Any change will be limited to a maximum 5% increase and fees will not change after 1st July.

16.9 If fees are changed after you have applied for or accepted an offer of a place we will notify you in writing, as soon as possible, asking for your agreement to make these changes. If you are unable to agree to the changes you may withdraw your application and any fees you have paid to the College will be refunded in full.

16.10 Payment of tuition fees

16.11 Students who are eligible and have applied for a tuition fee loan will have their fees paid directly to the College by the Student Loans Company (SLC) once your application has been completed and you have provided all the necessary documentation. If the tuition fee loan application has not been finalised and approved by SLC by the end of the first half term, the student will be responsible for the tuition fee due which is then payable in full following the Autumn half term.

Table of fees 2026/27

Replacement cards	Initial card is free of charge.	£10
Car parking full year Sept / October to July	Full-time students*	£230
	Part-time students	£115
Car parking terms 2 and 3 January to July	Full-time students	£170
	Part-time students	£85
Car parking term 3 only, or for courses of only 1 term	Full-time students	£85
	Part-time students	£47
Administration charge for withdrawal and refund request	Full or part-time home students on DFE, OFS or commercial courses	£80

** Average £1.40 per day assuming 3 days per week*

International fees

Fee category	2026/27 fee	2027/28 fee	Position
All Level 3 programmes (new students)	*£8,500*	*£8,700*	Recommended following 2.3% increase.
A Levels (new students)	*£8,900*	*£9,100*	Recommended following 2.3% increase.
HE (new students)	*£8,700*	*£8,900*	Recommended following 2.3% increase.
*Second-year Level 3 programmes (**returning students**)*	*£8,300*	*£8,500*	Recommended following 2.3% increase.
*A Levels (**returning students**)*	*£8,700*	*£8,900*	Recommended following 2.3% increase.
*HE (**returning students**)*	*£8,700*	*£8,900*	Recommended following 2.3% increase.

Current HE fees 2026/27

Fee category	Level	Academic year	Fee	Position
HNC full-time fee package	L4	2026/27	£6,820	Current fee.
HND top-up fee package	L5	2026/27	£6,500	Fee protected for progression.
Part-time HE provision	L4	2026/27	£3,500	No increase proposed.

Proposed HE fees 2027/28

Fee category	Level	Academic year	Fee	Position
HNC full-time fee package	L4	2027/28	£7,050	Proposed increased fee.
HND top-up fee package	L5	2027/28	£6,820	Fee protected for progression.
Part-time HE provision	L4	2027/28	£3,500	No increase proposed.