

2022-23

Central Film School

Tuition Fee Policy

1. Fees overview and student responsibility

1.1. By accepting a place on an Central Film School (CFS) programme, it is expected by CFS that the student has planned to be in good financial standing and is able to pay or make arrangements for payment of annual tuition fees as well as cost of living whilst studying and any accommodation fees.

1.2. By the act of enrolment, a student accepts liability to pay the full tuition fee for the year of study and they are agreeing to abide by the current CFS General Regulations which includes acting in accordance with the CFS Tuition Fee Policy.

1.3. Composite tuition and assessment fees for programmes of study, and fees for entry or re-entry to assessments for students not currently enrolled, shall be determined annually and notified to students. Fees are not normally refundable.

1.4. The Home fee may increase in line with the increase permitted by the Department for Education.

1.5. Fees for programmes that are not set by government or third party contract are determined by a number of factors including (but not exclusively) inflation, TEF increase, changes to course and benchmarking against competitors.

1.6. Fees for continuing students will be liable to increase for each year of the course. Fees will not normally increase by more than 5% each year except when the underlying rate of inflation is significantly higher than that.

1.7. Students required to attend for a further academic year will be charged the relevant fee for that year.

1.8. Students who defer their entry shall pay the fee relevant for the year they begin their programme.

1.9. Students shall make satisfactory arrangements for the payment of their tuition fees at the beginning of the academic year (or other period as may be appropriate for the programme of study) as a precondition of enrolment. Such arrangements shall normally be either by paying the fees in full, or by providing documentary evidence that the fees will be paid on demand by an approved sponsor on behalf of the student.

1.10. Students unable to make satisfactory arrangements for the payment of fees may be enrolled on a "Time Limited Enrolment", during which time they may attend classes and use CFS's facilities. Students will be allowed until the end of October, for programmes which start in September and October, and one month after the start of the programme for programmes starting at other times, to make satisfactory arrangements for payment of fees. If they do not make satisfactory arrangements, their registration will be terminated.

1.11. A self-financing student may pay his or her tuition fees by instalments. Payment can be made online, by debit card or by bank transfer. Payment for fees in cash or by cheque is discouraged and will only be accepted in exceptional circumstances. All students should ensure that their student number and name accompanies each payment.

1.12. Students who do not make satisfactory arrangements for the payment of their tuition fees as specified in 1.4 or default upon agreed instalments of tuition fees shall, at the discretion of the Head of Finance & Operations or appointed officer,

have any formal notification of assessment results and/or degree certificate withheld for the programme for which fees are unpaid.

1.13. At the discretion of the Head of Finance & Operations or their nominee, students who fail to make satisfactory arrangements for the payment of their tuition fees or payment of other fees, fines or debts to CFS, may have their registration suspended, or may not be permitted to enrol for a subsequent year of study.

1.14. The Head of Finance & Operations may recommend to the CEO that students who fail to settle or make satisfactory arrangements for the payment of outstanding tuition fees have their registration terminated. If the CEO accepts the Head of Finance & Operations' recommendation, the student will have the right of appeal under the Student Appeals Procedure to an Appeal Committee which shall be appointed by and report to the Academic Board, whose decision shall be final.

1.15. Full-time members of staff of CFS registering for a part-time programme of study shall be eligible for a discount on the usual fee.

1.16 If you are booking onto a course by means of distance communication (i.e. there has been no face-to-face contact between the School and you at the time you make the booking) you have a legal right to cancel the Contract at any time within 14 days from the date the Contract is formed i.e. from your acceptance via email or letter. ("Cancellation Period"). You do not have to give a reason for cancellation.

1.17 The cancellation period and your right to cancel the Contract without liability will expire after 14 days from the day that you accepted your Offer.

1.18 If you have paid a deposit and you cancel within the Cancellation Period we will reimburse you for all payments received from you. We will make the reimbursement without undue delay and not later than 30 days from the date the school receives your decision in writing to cancel this Agreement.

2. Self funding students:

2.1. Home students have the following options:

- Pay in full before or at enrolment
- To pay in 3 instalments:
 - September starters: 50% by 30 October, 25% by 30 January and 25% by 30 April

2.2. A full payment of the annual tuition fee is required from all international students as a condition of their offer and per their invoice.

2.4. Postgraduate taught students must pay a deposit of £100 to secure their offer of a place. This will be offset against the first year's annual tuition fee. If students fail to start the programme, or leave in the first month, the deposit will be retained by the institution.

2.5. Postgraduate taught students who are in receipt of a loan from SLC can pay their tuition fees in line with the payments received from SLC once they have supplied the Student Finance Policy Officer with their SLC payment schedule.

- September starters: 34% by 30 October, 33% by 30 January and 33% by 30 April.

2.6. All tuition fees must be paid by 1 May.

2.7. Any unpaid fees will be collected in accordance with the debt collection policy.

3. Payments from Student Loan Company

3.1. If tuition fees are to be paid by the student loan company, students are required to submit evidence at the time of enrolment. This must contain: student name, application number, programme name, percentage or specified amount of tuition fees to be paid.

3.2. Students are required to submit evidence of sponsorship annually for each year of study.

3.3. Where the fees are not paid, the student will be defined as self-funding and becomes liable for the fee in full.

4. Payments from sponsors

4.1. If tuition fees are to be paid by a sponsor, students are required to submit evidence of sponsorship at the time of enrolment. This must contain:

- student name
- application number

- programme name
- name of sponsor, address and contact details (name, email and telephone number)
- percentage or specified amount of tuition fees to be paid.

4.2. Students are required to submit evidence of sponsorship annually for each year of study.

4.3. Finance will verify the arrangement and establish contact with the named contact at the sponsor before issuing an invoice. Payment is due within 30 days of the invoice being issued.

4.4. It remains the student's personal responsibility to ensure that the fees are paid on time.

4.5. Where a sponsor defaults on payments or refuses to accept a fee invoice, the student will be defined as self-funding and becomes liable for the fee in full.

5. Invoicing

5.1. Invoices are sent to all postgraduate and self-funding undergraduate students once the offer has been accepted.

5.2. If CFS has received proof that fees are paid for an undergraduate student by an SLC loan, undergraduate students will not generally be issued with an invoice. Full invoices will be issued to undergraduate students if specifically requested.

6. Withdrawals and interruptions from a course or programme

6.1. CFS operates strict procedures regarding withdrawals and interruptions.

6.2. If a student decides to withdraw/take an interruption of studies (IOS) from a course, they must speak to the course leader and Student Services & Registry Manager. They must complete an IOS/withdrawal form with these members of staff. Granting an interruption of studies or deferral is at the discretion of the School.

6.3. The date of withdrawal/IOS for tuition fee purposes will be the date written on the form, once granted, and for undergraduate students will be coordinated, where possible, in line with the attendance dates required to be submitted to the SLC of 15 October, the 1st Wednesday in February and the 1st Wednesday in May.

6.4. The maximum amounts payable by SLC is 25% in term one, 25% in term two and 50% in term three. Students could become liable for the tuition fee not covered by an SLC loan. For further information please contact the Head of Finance & Operations.

6.5. Students who are being funded by the SLC will be charged tuition fees as follows if they withdraw/suspend from study:

- 25% in term one
- 50% in term two
- 100% in term three.

6.6. If a self-funding student withdraws, they are liable to pay fees for the full year.

6.7. If a student is suspended, registration and eligibility for fees are also suspended and adjusted with the outcome of any investigation.

7. Fee status

7.1. Where a student is classified as an international student for fee purposes then their fee status will not change during their course except in exceptional circumstances (e.g. the student is granted refugee status or has an application for asylum refused and is granted exceptional leave to remain/humanitarian protection) or if a student can demonstrate that they have been classified incorrectly.

7.2. A student who considers that they have been incorrectly classified as an international student should contact the Head of Finance & Operations and request a Fee Status Questionnaire so that their situation can be assessed.

7.3. Any change to fee status as a result of a change of immigration status will take place from the beginning of the following academic year. Only where a student can demonstrate that a fee classification has been incorrectly assessed will it be backdated to the beginning of the academic year in which they are studying.

8. Special payments arrangements

8.1. Students experiencing financial difficulty should seek financial support and advice from the Head of Finance & Operations. In exceptional circumstances a special payment arrangement may be put in place.

8.2. If agreed, the outstanding tuition fee will be split equally in instalments to ensure that payment is complete by 1 May of the academic year. Other arrangements may be considered and agreed by the Head of Finance & Operations.

8.3. Students defaulting on their special payment arrangement will go into the tuition fee debt collection process for the entire outstanding amount.

8.4. In order to request a special payment arrangement, students are expected to present the following to the Head of Finance & Operations for consideration: a formal written explanation of why they require a special payment arrangement and evidence to support the circumstances of a proposed payment plan.

8.5. The evidence required will vary, but examples of exceptional circumstances might include

Exceptional circumstances	Evidence
The death of a close relative or significant other who pays the student's fees	A death certificate
Difficulty in getting money out of the student's home country	Press article, information from the British Foreign and Commonwealth Office website

8.6. Students with outstanding tuition fee debts will not be permitted to enrol or re-enrol at the School for a subsequent year of study. They will have any award due withheld, formal notification of marks and results (including to professional bodies) withheld and will not be able to attend the graduation ceremony.

8.7. Once a student with special payment arrangements has cleared their outstanding tuition fees debts it is their responsibility to follow up with the relevant department of the School to request formal notification of results, notification to professional bodies.

9. Refunds

9.1. Refunds will be considered on the basis of the withdrawal policy.

9.2. Refunds will only be made back to the original source i.e. debit card or bank account on which the original payment was drawn.

9.3 Central Film School shall not be liable for any currency fluctuations or bank charges (including refund processing charges) when returning payments.

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