

Tuition Fee Policy 2024-25

1. Fees overview and student responsibility

- 1.1. By accepting a place on a 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 tuition fee for the purchased course 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.
- 1.4. Fees are not normally refundable.
- 1.5. The Home fee may increase in line with the increase permitted by the Department for Education.
- 1.6. 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, changes to course and benchmarking against competitors.
- 1.7. Fees for continuing students may 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.
- 1.8. Students required to attend for a further academic year will be charged the relevant fee for that year.
- 1.9. Students who defer their entry shall pay the fee relevant for the year they begin their programme.

- 1.10. 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.
- 1.11. Payment of fees can be made by bank transfer.
- 1.12. Students who do not make satisfactory arrangements for the payment of their tuition fees or default upon agreed instalments of tuition fees shall, at the discretion of the Finance & Commercial Committee 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 Finance & Commercial Committee 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 Finance & Commercial Committee 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 Finance and Commercial Committee's 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 an applicant has paid a deposit and subsequently cancels within the 14-day 'Cooling-Off' period for distance purchases and before the start of the programme of study, CFS will refund payments received. CFS will make the reimbursement without undue delay and not later than 30 days from the date the school receives the decision in writing to cancel the Agreement.

2. Home Students on Academic Courses

2.1. Undergraduate Students receiving funds from Student Loan Company (SLC)

- 2.1.1. If tuition fees are to be paid by the SLC loans, students are required to submit evidence as soon as their loan is approved and no later than 14 days

before enrolment. This evidence must contain: student name, application number, programme name, percentage or specified amount of tuition fees to be paid.

- 2.1.2. Where acceptable evidence of SLC funding has not been provided, the student must attend a meeting with our team to discuss finances. Failure to do so will result in the student being defined as self-funding and becoming liable to pay the full fee directly to the school pursuant to the terms of self-funding students.
- 2.1.3. If students are not eligible for the full cost of their tuition fees to be covered by SLC loans, they will be considered to be partially self-funded and responsible for paying the balance before enrolment as per conditions for self-funding students.
- 2.1.4. Continuing students are responsible for re-applying annually to Student Finance England (or other relevant UK funding authority) for their fee loan.

2.2. Self-Funding Undergraduate Students

- 2.2.1. If the student's tuition fees are not covered by a loan from the SLC, or they choose not to avail of SLC funding, they will be regarded as self-funding. Self-funding students are required to pay a deposit of £250 to accept their offer. The deposit will be credited to the fee account and will be deducted from the total fee payable. This is a non-refundable deposit.
- 2.2.2. The following tuition fee options are available.
 - Pay in full by August 31st for programmes commencing in September
 - Pay in two equal instalments:
 - 50% of balance less deposit by August 31st for courses starting in September
 - 50% by January 31st
 - Any unpaid fees will be collected in accordance with the debt collection policy.

2.3. Postgraduate Students

- 2.3.1. Postgraduate taught students are required to pay a deposit of £250 to accept their offer. The deposit will be credited to the fee account and will be deducted from the total fee payable. This is a non-refundable deposit.
- 2.3.2. The following tuition fee options are available for postgraduate students
 - Pay in full by August 31st for programmes commencing in September
 - Pay in two equal instalments:

- 50% of balance less deposit by August 31st for courses starting in September
- 50% by January 31st
- Any unpaid fees will be collected in accordance with the debt collection policy.

3. International students on Academic Course

- 3.1. International students are required to pay a deposit of £1,000 to accept their offer. It will be credited to the fee account and will be deducted from the total fee payable.
- 3.2. A full payment of the first year fees are required from all international students before a Confirmation of Acceptance for Studies (CAS) is issued. Fees should be paid in full by June 21st.
- 3.3. Where applicable, second year fees are required to be paid in full by April 30th before the start of the second academic year.
- 3.4. Any unpaid fees will be collected in accordance with the debt collection policy.
- 3.5. Deposits are usually non-refundable and non-transferable. Deposits may be refunded under the following exceptional circumstances:
 - If a student has applied for immigration permission in order to study at CFS but this is refused - the school will retain a £250 administration fee. The immigration refusal notice must be provided by the student to the school. If it is found that a visa application has been submitted fraudulently, no refund will be made.
 - If a student was required to pay the deposit in order to accept a conditional offer and the place is not confirmed because the student fails to meet the conditions of the offer
 - If a student is not able to apply for a visa because CFS is unable to issue a CAS.

3.6 Cancellation Before Enrolment:

You may cancel your place prior to enrolment. If you cancel:

- At least 45 days before the first day of the course, but outside of the “14-day cooling off,” you will be entitled to a refund of course fees paid to date, less any external costs incurred and the £1,000 deposit. Please note that you must notify us in writing at least 45 days before the first day of the course.
- Within 44 days or less before the start of the course, but outside of the “Cancellation Period.” If you cancel your place 44 days or less before the start of the course, then you are liable to pay the full first year’s course fee.

4. Payments from sponsors

- 4.1. If tuition fees are to be paid by a sponsor, students are required to submit evidence of sponsorship in order to have their place confirmed. This must contain:
 - student name
 - application number
 - programme name
 - name of sponsor, address and contact details (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. It remains the student's personal responsibility to ensure that the fees are paid on time.
- 4.4. Where a sponsor defaults on payments or refuses to accept a fee invoice, the student will be defined as self-funded and becomes liable for the fee in full.
- 4.5. Any unpaid fees will be collected in accordance with the debt collection policy.

5. Module Retake Fees

- 5.1. Module retake fees are applied whether a module retake is attended in person or not attended. The fee applied differs where the retake is attended or not attended.
- 5.2. Fees charged are determined by the credit-weighting of the retaken module.
- 5.3. Fees for 2024-25 are as follows:
 - 15 credit modules: £1,000 retake in attendance/ £100 not in attendance
 - 30 credit modules: £1,500 retake in attendance / £150 not in attendance
 - 60 credit modules: £3,000 retake in attendance / £300 not in attendance

6. Invoicing

- 6.1. Invoices are sent to all postgraduate and self-funded/ international undergraduate students once the offer has been accepted.
- 6.2. If the school 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.

7. Withdrawals and intermittence from a course or programme

- 7.1. The school operates strict procedures regarding withdrawals and intermittences.
- 7.2. If a student decides to withdraw/intermit their studies, they must speak to the course leader and the Senior Registry & Quality Manager or nominated person. They must complete a withdrawal/intermittence form. Granting an intermittence of studies or deferral is at the discretion of the School.
- 7.3. The date of withdrawal/intermittence for tuition fee purposes will be the date written on the respective form.
- 7.4. Withdrawals or intermittences cannot be back-dated.
- 7.5. Home undergraduate students who are in receipt of SLC loan will be liable for the following amounts of fees in the event of withdrawal or intermittence:
 - 25% of annual fee due if before first day of Term 2
 - 50% of annual fee due if before first day of Term 3
 - 100% of annual fee due if after first day of Term 3
- 7.6. Self-funding home students and home postgraduate students will be liable for the following amounts of fees in the event of withdrawal or intermittence:
 - 50% of annual fee due if before first day of Term 2
 - 100% of annual fee due if after the first day of Term 2.
- 7.7. If international students withdraw, CFS does not refund fees.
- 7.8. Refunds are normally issued by the Finance Manager within 30 days of the receipt of the written request and supporting documentation. All refunds are processed in Pounds Sterling. Refunds are made to the same account as the original payment. Responsibility to pay the bank charges or any additional external fees relating to transfer would be borne by the student.
- 7.9. Students who have intermitted and rejoin will be charged fees at the rate for the academic year when they resume their studies e.g. a student who intermits their studies in 24/25 and returns in 25/26 will pay fees at the 25/26 rate when they return.
- 7.10. If a student is suspended, registration and liability for fees are also suspended and adjusted with the outcome of any investigation.

8. Fee status

- 8.1. Where a student is classified as 'international', 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.

- 8.2. A student who considers that they have been incorrectly classified as an international student should contact the Admissions Team and request a Fee Status assessment so that their situation can be assessed.
- 8.3. 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.

9. Special payments arrangements

- 9.1. Students experiencing financial difficulty should seek financial support and advice from the Finance Manager. In exceptional circumstances a special payment arrangement may be put in place.
- 9.2. If agreed, the outstanding tuition fee will be split equally in instalments to ensure that payment is complete by May 1st of the academic year. Other arrangements may be considered and agreed at the discretion of the Finance & Commercial Committee.
- 9.3. Students defaulting on their special payment arrangement will go into the tuition fee debt collection process for the entire outstanding amount.
- 9.4. In order to request a special payment arrangement, students are expected to present the following to the Finance Manager 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.
- 9.5. 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

- 9.6. 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.

Document Title:	CFS Tuition Fee Policy
Document Ref:	CFTFP_051
Version:	5.1
Issuing Authority:	CFS Academic Board
Owner:	Finance & Commercial Committee
Author:	Min Hee Do
Document Approval Date:	27/08/2024
Last Amended:	02/08/2024
Sensitivity:	Unclassified
Effective from:	August prior to the 2024/2025 Academic Year
Review Date:	Prior to 2025/2026 Academic Year
History:	First Published: 01/09/2018