

ALL NATIONS CHRISTIAN COLLEGE
UNDERGRADUATE AND POSTGRADUATE PROGRAMME
PAYMENT TERMS & CONDITIONS 2023-24

1. All offers are conditional upon you being able to meet the costs of your first term of study and you having a reasonable plan in place to meet, in a timely manner, the costs of the remainder of your programme.
2. **Cancellation:** If you cancel your acceptance of a place at the College within 14 days of acceptance ("the Cancellation Period"), any fees paid by you to the College (excepting application fees) will be refunded in full, less any bank charges incurred. If you start your course within the Cancellation Period, which may happen if you make a late application, the College has the right to charge you a reasonable sum for the programme provided. If you cancel your acceptance after the Cancellation Period, the College will not refund your course deposit fee. Depending on when you cancel the contract, you may be obliged to pay a proportion of your tuition fees. If the College makes such a major change to the programme of study after you have accepted a place but before you start, and that change means that you no longer wish to take up your place on the course, you will be entitled to a full refund of all monies paid.
3. **Invoicing:** At the start of each year of study, you will be invoiced by the college for the full amount due for that academic year of the programme. A statement of all the amounts charged to your account, and all payments made, will be produced at the start of each term. A new statement will be issued at regular intervals unless your account balance is nil. If you have been granted a College bursary or married couple's discount, these will be deducted from your account at the same time as charges are added. Details of both are on our website.
4. **Payment:** All fees should be paid by the third week of the first term of study, unless you have agreed an alternative arrangement with the Finance Department by the end of Week 2 of the first term. It is also possible to pay fees in advance. If fees are not paid, or a payment plan not agreed by the start of Monday week 3, then the College will charge an administration fee of £25. All fees must be paid in full by the last week of term. If there are any fees outstanding at 31st August in any year, the College reserves the right to charge interest of 2% above the Bank of England Base Rate.
5. **Liability:** You agree to pay all amounts charged to your student fee account in respect of College fees, where applicable, for:
 - the course on which you are enrolled
 - annual University Registration Fees
 - accommodation and food charges if in full board accommodation
 - amenities fee if applicable
 - the student body fee if applicable
 - food and accommodation charges relating to you and your guests
 - rent for college properties
 - interest and administration fees for late payment
6. **Credit Order of Payments:** Payments made (except for Student Loans tuition fee payments where applicable) will be allocated in the following order unless otherwise stipulated: student body fund, accommodation/rent, amenities fees, meals including guest meals, Open University fees and lastly tuition fees.
7. **Living Costs:** You are solely responsible for your living costs. If you live in College accommodation, you will sign a separate tenancy agreement which contains its own terms and conditions.

8. **Tuition Fees:** The full tuition fees payable can be found on the fees and finance page of the [website](#). Fees are charged to each student's College account for College tuition fees and OU registration fees (if undertaking an OU validated programme of study). Please note that the College may only issue award certificates, references and transcripts of study at the end of your programme once all tuition fees have been paid. Failure to pay tuition fees is grounds for the termination of a student's registration after the conclusion of any investigation and appeal process using the College 'Termination of a Student's Registration Policy'.
9. **Amenities fees:** All Campus Access Learners or Combined Access Learners who are **not** resident in a College property (whether full board or self-catered) need to pay an amenities fee. See fees sheets and Amenities Fee document for further details.
10. **Ministry Internship costs:** Please note that **all those taking Level 5 studies** i.e. those on the diploma or degree programme are required to do a minimum 3 week Ministry Internship, which is **solely funded by the student**.
11. **Extra Module Fees:** Please note that only Level 5 students taking the short course *Arts for a Better Future* and/or *Engaging with Islam* will not pay any additional tuition fee. Students on other levels pay a reduced tuition fee rate but all students will need to pay for food and accommodation since both of these elective modules are delivered out of term time. For the *Arts for a Better Future* course which runs in July, you are considered to be a Level 5 student if: you have just finished Level 4 and are enrolled for Level 5, or you have just finished Level 5. Postgraduate students may take, with permission, one undergraduate module free of charge. You must have permission to take either extra modules or modules which are on a different level from your own.
12. **Cost of Postgraduate Intensives:** Remote Access Learners will be charged a full board rate £36.50 per night if they stay onsite. If they visit the College site for the day without staying overnight they will be charged the daily amenities fee of £5 which covers lunch and drinks. Students are expected to fund and arrange their own travel arrangements. There is no additional cost if a student is a remote access learner and does not visit the College campus.
13. **Student Body Fees:** The College collects these fees on behalf of the Student Body Fund and fees are set by the Student Body, including who needs to pay the fee. The Student Treasurer must approve all payments made from the Student Body Fund, and provides a report to the Student Committee each term. If you wish to be reimbursed any expenses from the Student Body Fund, you should first get prior approval from the Student Committee, and then ask the Student Treasurer for payment.
14. **Paper and printing Costs:** If you wish to print or photocopy documents, you are expected to cover the cost yourself. NB Undergraduate and Postgraduate assignments are virtually all submitted electronically but should they need to be printed for some reason this is also at your cost.
15. **Student Travel Expenses:** Towards the end of each term, the student transport rep will collect travel expense claim forms from students for ministry placement if this has not already been covered by the church or charity organising the ministry placement. Once approved by the Ministry Placement Co-ordinator, these will be forwarded to the Finance Department. Expenses will be credited to your student account. **Where a student owes the College money, the expense claim amount will be deducted from the money due on their student account.**
16. **Financial Assistance:** Our Finance [FAQs](#) offer some advice about different financial support options which may be available to you. You may be eligible for a College [Bursary](#).
17. **Tuition Fee increases:** The College will review tuition and other fees each year. The maximum increase in each year for tuition fees for continuing students on full time award courses will not exceed the rate of inflation as measured by the UK Consumer Prices Index (CPI). New student fees may be set at a higher rate. Please note that the OU Registration fees are outside the control of the College. The OU sets them every 5 years and they last increased to £567 per annum in the academic year 2023/24 and students are required to pay them during every year of study, including during a period of deferral.

18. **Deferral/Continuation Charges:** If you do not finish your course within the agreed time-scale, a deferral/continuation fee of £500 will be charged for the extra tutor time and administration necessary. You will also be charged the OU fee if your deferral runs into the next academic year since OU fees must be paid in every year a student is registered with them.
19. **Withdrawal:** You have the right to withdraw from your studies at any time. If for any reason you wish to withdraw from a College programme, you must discuss this with your Tutor, the Programme Leader and the Head of Finance. You will normally be required to pay the full fees for the term in which notice is given. In the unlikely event that the College makes a major change to your programme of study whilst you are part way through, such that it is no longer the programme that you had a right to expect when you entered in a contract with the College, you will be entitled to withdraw with immediate effect with no financial penalty i.e. you will not have to pay any remaining tuition fees for your programme from the point of withdrawal. The College will always give as much notice as possible of any changes and Section 13 of the Student Agreement sets out limited circumstances under which the College may need to make changes to a programme of study.
20. **International Students:** If, on arrival at College, you fail to demonstrate that you have valid immigration status, the College reserves the right to prevent you from enrolling on your programme of study. In this case, the College will retain your application fee and the programme deposit. The deposit is non-refundable but it is transferrable to a later date or to an alternative programme of study or mode of study e.g. by becoming a remote access learner from outside the UK. All other monies would be returned to you less any bank charges incurred.
21. **Change of Studies Finance Procedure:** Should you make any other change to your intended study plans, you will need to discuss the cost implications with the Finance Department at that time. Should the College be forced to make any other intended changes to your studies, the cost implications can be found in the Student Protection Plan here:
<https://www.allnations.ac.uk/sites/default/files/PDFs/StudentProtectionPlan.pdf>
Details of the change of academic studies procedures are to be found in the Student Agreement and Programme Handbooks
22. **Progression:** You will not be permitted to return to College for a subsequent year of study unless you have cleared all tuition debts outstanding from your previous academic year (i.e. whether your year ended on 31st August, or 31st December or 30th April). Prolonged debt may lead to the termination of your registration. You will also not be permitted to return to College if you are not able to meet the costs of your first term of study and have a reasonable plan in place for paying the remaining fees as they fall due. In addition, students who have outstanding accommodation debts will not be permitted to live in student accommodation until this debt is cleared.
23. **Payment Methods:** The College prefers payment by bank transfer except for deposit payments which are best paid by card through the College [website](#). Please put your name and reason for payment in the reference and e-mail fd@allnations.ac.uk when the payment has been made. Payments made by bank transfer will be credited to your student account as the amount that actually reaches our bank account after deduction of any bank charges and conversion into pounds sterling where applicable. The College only accepts limited payments in cash a charge may be incurred, please see fees sheets for details.
24. **Termination of your Registration(s):** The College reserves the right to end your registration (and, in the case of Tier 4 visa students, withdraw our sponsorship) if you fail to pay your tuition fees. This decision would not be made until a thorough investigation has been conducted according to the Termination of a Student's Registration policy and after the completion of any appeal process.