

ALL NATIONS CHRISTIAN COLLEGE
UNDERGRADUATE AND POSTGRADUATE PROGRAMME
PAYMENT TERMS & CONDITIONS 2020-21*

**Please note that costs quoted below refer to 2019/20; the prices will be updated as soon as they become available. (See section 16.)*

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 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 payments received from you. Depending on when you cancel the contract, you may be obliged to pay a proportion of your tuition fees.
3. **Invoicing:** You will be invoiced by the college for the full amount or remaining portion of your fees for each year of the programme. A statement of all the amounts charged to your account 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. If there are any fees outstanding at 31st August in any year, the College will 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
 - the student body fund (except online/FDL students)
 - 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, 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 page of the website <https://www.allnations.ac.uk/fees-sheet>. 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. **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**.
10. **Extra Module Fees:** Please note that only Level 5 students are permitted to take the *Arts for a Better Future* and *Engaging with Islam* modules free of charge; 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. 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.
11. **Cost of Postgraduate Intensives:** Online/Flexible Delivery Learners will be charged a full board rate £23 per night if they stay onsite. Students are expected fund and arrange their own travel arrangements. There is no additional cost if a student accesses the course online or stays off site and provides their own packed lunch.
12. **Student Body Fund:** Each student makes a contribution to the student body fund except online/FLD students. The College collects the fees on behalf of the Student Body Fund and fees are set by the Student Body. 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.
13. **Paper and printing Costs:** Undergraduate assignments are submitted in paper format and you are expected to pay paper, printing and photocopying costs. Postgraduate assignments are submitted electronically.
14. **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.**
15. **Financial Assistance:** Our Finance FAQs <https://www.allnations.ac.uk/faqs#FinanceFAQs> offer some advice about different financial support options which may be available to you. You may be eligible for a College Bursary. <https://www.allnations.ac.uk/sites/default/files/PDFs/Bursary%20Criteria.pdf>
16. **Tuition Fee increases:** The College will review tuition and other fees each year. The maximum increase in each year for tuition fees for full time award courses will not exceed the rate of inflation as measured by the UK Consumer Prices Index (CPI). Please note that the OU Registration fees are outside the control of the College. The OU sets them every 5 years and they are expected to increase to £525 per annum in the academic year 2020/21.
17. **Deferral Charges:** If you do not finish your course within the agreed time-scale, a deferral 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.
18. **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.
19. **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 e.g. online. All other monies would be returned to you less any bank charges incurred.

20. **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/Student%20Protection%20Plan.pdf>

Details of the change of academic studies procedures are to be found in the Student Agreement and Programme Handbooks

21. **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 31st 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.
22. **Payment Methods:** The College prefers payment by bank transfer. Please put your name and reason for payment in the reference and e-mail fd@allnations.ac.uk when the payment has been made. Payment is also possible by card through the College website. Payments 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.
23. **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.