

CiRCOMEDIA

FEES AND REFUND POLICY

Key Information

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Introduction

Our fees and refund policy is designed to provide clarity and transparency to all students who enrol on our programmes. Our degree courses are accredited by Bath Spa University and fees are payable to the University. In accepting the offer of registration to the University, the student accepts a contractual liability to pay the tuition fee for the duration of their course.

The Fees

Fees for Higher Education courses (FdA, BA) are due at the start of each academic year. Course Fees for undergraduate programmes must be paid in full to Bath Spa University at enrolment, unless one or more of the following conditions are met:

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- Written confirmation of liability for fees has been supplied by an employer;
- Evidence of student loan or Advanced Learner Loan is provided;
- A direct debit agreement has been completed;

Bath Spa may offer a payment plan for self-funding degree students. Please see the Bath Spa University [Student Finance Handbook](#) for details of instalment plans.

Fees for Diploma courses (Circomedia courses not accredited by any partner organisation) are payable in full on enrolment. Students will not be permitted to commence their course without payment of fees. Diploma Course payment schedules may be requested by emailing Finance@Circomedia.com.

Course fees for Diploma Courses can be paid to Circomedia by one or more of the methods below:

- Instalments by direct debit;
- Credit / debit card;
- Cheque (made payable to "Circomedia");
- Sterling Bankers draft;

Fees Structure

- FdA/BA fee: £9790 per academic year
- The Diploma course fee is £9120 per academic year
- Three-month Diploma course fee is £3195 with further flexibility depending on blocks selected for study (see [Diploma Course information](#)).

You must have the means to pay for your programme of study when you enrol. This will either be via a Student Loan, sponsorship or self-funding. Fees include access to all academic and training facilities. The fees for each year must be paid at the start of the year, unless another arrangement has been formally agreed by Finance@Circomedia.com for the Diploma Course. Any student who fails to pay the fees on time may face penalties, including removal from the programme.

Refund Policy

We understand that students may sometimes need to cancel their enrolment in our programme due to unforeseen circumstances. Our refund policy aims to provide fair compensation to such students, as follows:

1. Before the start of the academic year: If a student cancels their place before the start of the year and have not enrolled with the University or Circomedia, they are entitled to a full refund of any fees paid, minus an administrative fee.

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2. Within the first two weeks of the semester: If a student cancels their enrolment within the first two weeks of the academic year (including induction), they may be entitled to a partial refund of fees paid, an administrative fee of £40 will be deducted.
3. After the first two weeks of the year: If a student cancels their enrolment after the first two weeks of the year, they may be entitled to a proportion of their fees in refund.
4. Refunds may only be paid to the person or organisation who paid the fees. Fees paid by the Student Loan Company will be refunded to them where appropriate.

Fee Liability reduction/waivers and transfers

Students who are undertaking a Bath Spa University accredited programme are subject to the BSU Fee [regulations](#) (undergraduate).

Students who pay their fees using a loan from the Student Loan Company are subject to the SLC refund arrangement below. All other students will be subject to Circomedia's fees refund arrangements above.

Students who withdraw:	Liability
Within the first two weeks from the start date of their course (this includes induction week):	will not be liable for tuition fees and will receive a refund of any contribution to fees paid, less an administration fee of £40.
After the first two weeks but before the end of the first term:	liable for 25% of the annual tuition fee
Before the end of the second term:	liable for 50% of the annual tuition fee
During the third term:	liable for 100% of the annual tuition fee

Students hold the ultimate responsibility for the payment of their fees and all other monies owing to either BSU or Circomedia, regardless of student loan funding arrangements or any other funding arrangements (e.g. sponsorship).

If a student is having problems paying fees, they must contact the Courses Manager to discuss plans to pay the fees.

If a student defaults or fails to pay their fees within 28 days of the payment due date, they may be suspended from their classes until payment has been received in full. If not paid after a further 28 days of suspension, then Circomedia or the University is entitled to withdraw the student and terminate the course of study. Fees may still be due and will be pursued.

Outstanding fees are still due even if a student has withdrawn from a programme of study where fees were not settled in full before withdrawal.

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If the payment of outstanding fees is made within a reasonable timescale and providing that the student has not missed any substantial or critical element of the course, they may be permitted to resume their studies.

Students with Outstanding Academic Fee Debt

Until outstanding monies have been paid, these students:

- May not be permitted to register or re-register for new courses or to continue their course
- May not be permitted to use any of the facilities of BSU or Circomedia (including training space)
- May not be entered for assessments or examinations for the course
- May not be permitted to attend an awards ceremony
- Not be issued with any academic references

The University or Circomedia will refer unpaid amounts to an external agency to pursue payment. Any additional costs incurred by the parties will be the liability of the student and added to the debt.

Appeals

If a student is dissatisfied with their course or learning experience whilst at Circomedia these circumstances would be subject to the Circomedia's complaint procedure, and a formal written complaint needs to be submitted via the complaints process. If, because of a complaint, Circomedia is found after investigations to be in default of its obligations, a refund (full or partial) may be considered in circumstances where Circomedia cannot offer a fix or repeat the service. In such circumstances, the decision to refund will require the approval of a member of the Senior Leadership Team. Any refund due will be paid to the individual or organisation who paid the fee, no payments will be made directly to students in respect of fee refunds if their fees were paid by student loan.

Students who are satisfied with their course but contest their fee liability should contact the Courses Manager. Existing or prospective students that wish to make a complaint about the way the policy has been followed should follow the Circomedia Complaints procedure which can be found on the Circomedia website.