**Birmingham City University**

**Tuition Fee Payment Policy for Junior Conservatoire Students – effective from 2017/18**

1. **Introduction**

Birmingham City University (the University) is committed to a fair and transparent policy in respect of tuition fees for students whilst also offering a range of methods in order to pay those fees.

The policy is reviewed annually and the University will ask parents to agree to its terms as part of the enrolment process at the start of each year of study.

Parents remain responsible for the payment of their child’s tuition fees at all times, whether they have received an invoice requesting payment or not, including where sponsorship, grant or loan agreements have been approved. The University reserves the right to apply sanctions including permanent exclusion of a student for the non-payment of tuition**.**

1. **Fees**

The Junior Conservatoire is committed to providing a wide range of study options, so it is important that parents understand the cost of their chosen course and any extra studies. Parents can find current course information on the Junior Conservatoire’s website at:

 <http://www.bcu.ac.uk/conservatoire/music/juniors>

**The University strongly recommends that parents plan how they will pay their fees at the earliest opportunity*.*** The payment options available will depend on each individual’s circumstances including (but not limited to):

* The fee for their programme of study; and
* Whether the student receives sponsorship, scholarship or bursaries.

Parents will need to pay their child’s tuition fees when they complete enrolment unless the following apply:

* A student provides evidence of sponsorship from an approved sponsor; or
* A student is eligible to pay their tuition fees in instalments (see Section 4 – Fee Categories: Self-Funded).

**IMPORTANT - The University reserves the right to restrict access to the University and its services including all aspects of students’ programmes and University buildings for failure to pay tuition fees/deposits/instalments on the terms set out in the** **Debt Management and Sanctions Policy.**

1. **Methods of Payment**

The University aims to provide all of our students with a flexible range of secure payment options so that everyone has a payment method to suit them. The University accepts all major credit and debit cards with the exception of American Express.

**Please note that when making a payment, if the University needs to issue a refund the University will return funds to the person or organisation that originally made the payment unless there are exceptional circumstances. In the event that exceptional circumstances apply, a form of personal and address identification will be required including a copy of the beneficiary’s bank statement.**

To ensure that the University can identify monies paid, parents should always give **JNR FEE and** **Student’s name** as a reference when making any type of payment.

**Online payment for parents:**

Parents can pay fees through the online store via the following link:

<https://ipay.bcu.ac.uk/juniorconservatoire/>  for tuition fees.  

1. **Fee Categories:**

**Financially Sponsored Students**:

A ‘Financially Sponsored’ student is defined as a student whose fees are being paid by a third party or a government body. Any student being sponsored (e.g. by a company or public sector organisation), needs to provide valid written evidence in the form of a sponsor letter of support **for each academic year when they complete enrolment**. To be valid, a sponsor letter must:

* Be on the sponsor’s official letterhead
* Clearly state the full student name
* Include the sponsored amount or the % proportion sponsored
* Provide the academic years for sponsorship
* Provide full details of where the invoice should be sent, including Sponsor contact name, details, postal address and e-mail address
* Be signed by the person authorising the sponsorship
* Provide any reference number or purchase order for the organisation sponsoring

**Please Note**

* If a student tells the University that they are a sponsored student, but the University does not receive a letter from their Sponsor then the parent will become liable for the tuition fees charged.
* The sponsor letter should be e-mailed to conservatoire.finance@bcu.ac.uk
* If relatives or personal friends are paying a student’s fees, the University does not consider them to be official sponsors and the student will be treated as a self-funded student.

Once a sponsor agrees to fund a student, the sponsor pays the University directly for their tuition fees in full; the University requires payment in full within 30 days of the date of invoice. There is no option to accept direct debits or payment by instalments from sponsors. **If the sponsor is funding less than the full amount of the tuition fee, fails to pay or withdraws the sponsorship during the financial year for any reason, it is then the parent’s responsibility to pay any outstanding amounts**.

**If the sponsor refuses to pay the fees, then the debt will then revert back to the parent after 90 days of the Sponsor being invoiced and it becomes the parent’s responsibility to pay in full. If the sponsor later goes into liquidation or receivership, the University will work with the parent to find a suitable payment arrangement, but the University will not waive any outstanding tuition fees.**

**Self-Funded**

Parents must pay tuition fees in full when they complete enrolment. Alternatively students can enrol if their parents agree to enter either a three or ten month payment plan for the amount outstanding. Parents must agree terms of any payment plan with Conservatoire finance. The instalments can be paid by reoccurring Credit or Debit payments and can be set up during the enrolment process or through the online store at the link shown below.

**If a parent defaults on the payment of an instalment, then sanctions will be applied.**

The University reserves the right to apply sanctions for tuition fee/deposit/instalment debts which include the restriction of access to the University and its services.

The dates for payment of the instalments for the 3 month and 10 month plan are set out in the tables below.

Three months Tuition Fee Payment Plan: **These instalments are paid via a recurring debit/credit card, through the online store.**

|  |  |
| --- | --- |
|  | **Dates of payment for each instalment for the 3 month plan** |
|  | **Autumn Term** | **Spring Term** | **Summer Term** |
| **1** | 30th September | 6th January | 21st April |
| **2** | 30th October | 6th February | 21st May |
| **3** | 30th November | 6th March | 21st June |

Ten months Tuition Fee Payment Plan: **These instalments are paid via a recurring debit/credit card, through the online store. The full three terms fees are added together and split over the ten months.**

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| --- |
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|  | **2017-18** |
| **1** | 28th September |
| **2** | 28th October |
| **3** | 28th November |
| **4** | 28th December |
| **5** | 28th January |
| **6** | 28th February |
| **7** | 28th March |
| **8** | 28th April |
| **9** | 28th May |
| **10** | 28th June |

**If paying in full at start of term then payments can be made via the following methods:**

|  |  |
| --- | --- |
| **By Bank Transfer** | Payment from their bank to Birmingham City University must be in UK Pounds Sterling quoting **JNR FEE and** **Student’s name** as a reference when making any type of payment.NatWest |
|  | Birmingham City Centre Branch |
|  | 1 St Philips Place, Birmingham B3 2PP |
|  | Account name Birmingham City University |
|  | Account number 78069467 |
|  | Sort code 60 02 35 |
|  | IBAN GB36 NWBK 6002 3578 0694 67 (International Bank Account Number) |
|  | BIC NWBK GB 2L |
|  |  |
| **By telephone** | Birmingham Conservatoire, ADM finance office 0121 331 7297 or 5916 |

1. **Bursaries and Scholarships**

Students may be eligible to receive a Bursary or Fee Reduction from the University towards their tuition fees. All applications for support must be made by completing the Junior Conservatoire Bursary Application form.

1. **Notice period, Credits and Refunds:**

Where a student withdraws without notice before the period of study is completed parents are liable for one term’s fees in lieu of notice.

 The University will make a refund of tuition fees in the following circumstances:

* A full refund is given if the University cancels the chosen course of study and cannot offer a suitable alternative.
* Where exceptional circumstances apply which as a matter of fairness, require the University to refund all or part of the tuition fees paid.

Parents must send their claims for a refund to their relevant faculty for initial approval. In line with our obligations under UK Money Laundering legislation the University is unable to make any refunds in cash. The University also reserves the right to refuse or reject any financial transaction where the University are unable to identify or trace the origin of the payment made. **Please note that if the University need to make a refund, the University will return funds to the person or organisation that originally made the payment unless there are exceptional circumstances.**

Where a student has withdrawn before the period of study is completed, one term’s notice is required.

1. **Failure to Pay Fees**

The University reserves the right to apply sanctions including the full restriction of access for the non-payment of tuition fees.

**Any pupils with unpaid fees after the last date of term will not be allowed to attend classes and all relevant staff will be notified accordingly.**

**If at end of academic year there is an outstanding balance a University invoice will be raised in July and will be subject to the University debt collection policy.**