



Tuition Fees Policy

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Amendment History

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Irish Baptist College

Tuition Fees Policy

Definitions

1. The following terms and phrases shall have the following meanings in this document:
 - a) Irish Baptist College (“the College”, “we”, “our”) – a higher education institution registered with the Department of the Economy (NI) (DfE). The College is the Training Department of the Association of Baptist Churches in Ireland (a registered charity).
 - b) Offer Letter – the letter offering a place at the College on a programme of study, setting out any conditions associated with the offer.
 - c) Acceptance Form – the form provided to a student with their Offer Letter to be completed if the offer of a programme of study is being accepted.
 - d) Rules and Regulations – the rules and regulations available in our Student Handbook are updated on a regular basis and cover, among other things, payment of fees, attendance at classes, submission of work, student discipline, complaints procedures and equal opportunities policies.
 - e) The Contract – the written agreement between the College and a student which is comprised of the Offer Letter, a completed Acceptance Form, the Rules and Regulations and the Terms and Conditions.
 - f) Auditing – presence in the lectures for a module without the intention to achieve academic credit or other material benefits.

Introduction

2. College tuition fees are publicly available on the College website.

Payment

3. Each year students will be invoiced for their tuition fees. On receipt of their Offer, students may choose to pay their fees via standing order but must complete payment by the end of the academic year.
4. Each year students will be required to pay a non-refundable registration fee of £450 before the beginning of the academic year.
5. The College may pursue legal proceedings in relation to non-payment of tuition fees.

Payment Dates and Options

6. For all validated undergraduate and postgraduate courses, fees can be paid as follows:
 - a) in full at the start of the course;
 - b) in two payments at the start of each semester;
 - c) by monthly standing order during term time.

7. Fees for auditing single modules can be paid:
 - a) in full at the start of the module; or
 - b) by means of a payment plan to be agreed with the College Registrar prior to starting the module.

Payment: How to Pay

8. The College will invoice students for the fee due for their course of study.
9. Payment can be made by electronic payment, cheque (made payable to Association of Baptist Churches in Ireland or ABCI) or cash.
10. Standing Order can be set up with the bank and proof given to the College Registrar.

Student Loans

11. Validated undergraduate programmes offered by the College (Level 4-6) are eligible for SLC funding.¹

Sanctions for Non-Payment

12. Students will be issued with a reminder if they fall behind on the payment of their tuition fees.
13. Students who have fallen behind on the payment of their tuition fees may have their work withheld from marking.
14. Students who have fallen behind with the payment of their tuition fees by the end of the first semester must discuss their situation with the Director of Training.
15. Students who have not paid their tuition fees in full at the end of the academic year will not be permitted to continue their studies.
16. Students who have not paid their tuition fees in full at the end of the academic year and who may be eligible to graduate will not be permitted to graduate until their tuition fees are paid in full.
17. Before exercising the right to withhold a student's award and/or re-registration, the College will discuss the matter with the student, and will give due consideration to the circumstances in which the outstanding tuition fees have arisen (including the amount of any outstanding sums).
18. For the avoidance of doubt, the exercise, or otherwise, of the College's right to withhold a student's award and/or re-registration, as set out in Clause 15 above, does not remove, or restrict, a student's statutory right to obtain information about their results or grades under the Freedom of Information Act 2000.
19. The College reserves the right to take reasonable legal measures for the recovery of sums owed to it.

¹ See, <https://www.studentfinancenai.co.uk/>.

Exceptional Circumstances

20. In exceptional circumstances the College may make allowance, as determined at the sole discretion of the College, in regard to the payment of fees. The Principal and Director of Training will decide, on a case-by-case basis.

Refunds/Withdrawal

21. A request to withdraw from a programme of study should be made, in the first instance, to the Director of Training. The withdrawal form is available from the Registrar.
22. Students must settle any outstanding fees before withdrawal and return any books borrowed from the library. The College reserves the right to take legal action against (former) students who fail to pay their fees and/or return books. If a student seeks to withdraw from a course, the following charges apply:

Withdrawal for undergraduate course	Percentage of the full year's tuition fees
Weeks 1-6 of Semester 1	25%
Weeks 7-12 of Semester 1	50%
Weeks 1-6 of Semester 2	75%
Weeks 7-12 of Semester 2	100%

Withdrawal for postgraduate course	There will be an administrative charge (normally one third of module price) for all modules on which the student is enrolled
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23. Students who have not submitted work within the timeframe outlined in the programme of study may be deemed to have withdrawn from their course unless there are extenuating circumstances. Where personal or other circumstances prevent or hinder progress, students are encouraged to discuss the situation with their pastoral tutor or the Director of Training at the earliest opportunity.