

INTERNATIONAL STUDENT FEES DECLARATION



Course Fee Payment Terms

Fleetwood Nautical Campus, Maritime Courses: Payment Terms	
Advanced Certificates, Diplomas and BSc Hons in Maritime courses	<ul style="list-style-type: none"> • A deposit of £250 is required at the time of booking • Students booked on courses that commence in September and May are required to pay the FULL balance including short courses no later than four working weeks before the course start date • Students booked on courses that commence in January are required to pay the FULL balance including short courses no later than six working weeks before the course start date • Balance of payments not received by the end of the six/eight working weeks as indicated above will result in students being deferred to a later course date
Maritime Exam Preparation Courses	<ul style="list-style-type: none"> • Required to pay in full at booking stage
Fleetwood Nautical Campus, Maritime Courses: Deferral / Cancellation Terms	
Full time courses	<ul style="list-style-type: none"> • Deposits and payments may be carried forward for a maximum period of two years which commences at the start date of the initial course booked. • Any additional short course requirements identified on arrival at B&FC must be paid for in full at the time of booking.
Short courses	<ul style="list-style-type: none"> • If a student cancels up to one week prior to the course start date, they may transfer to another date • Once the course has started students are not eligible to claim a refund • Unfortunately, no consideration will be given to a refund on the grounds of illness of a student or a family member. Students are however able to transfer their booking to a later date (maximum two year period applies)
<p><i>Deferred/cancelled students will be required to pay the current fee rate that is advertised for their new course start date and if there has been an increase in fees, they must pay the difference before B&FC will issue a CAS.</i></p>	

All B&FC (non-Maritime) Courses: Payment Terms

- Unless otherwise stated, all course fees are for one academic year and fees are payable for each academic year of the course
- A deposit of £1000 is required following receipt of offer letter, non-payment will result in the offer being retracted
- Students booked on courses that commence in September are required to pay the balance of FULL payment **for first year fees** no later than six working weeks before the start date of the course
- Students booked on courses that commence in January are required to pay the balance of FULL payment **for first year fees** no later than eight working weeks before the start date of the course
- Fees for each subsequent year(s) must be paid in full 2 weeks prior to the start of the new academic year. If these have not been paid in full by the start of the new academic year B&FC will cease sponsorship of the student and notify UKVI, this will result in their leave of entry to the UK being curtailed

All B&FC (non-Maritime) Courses: Deferral / Cancellation Terms

- Deposits and payments may be carried forward for a maximum period of two years which commences at the start date of the initial course booked.
- Any student whose leave of entry to the UK requires a home status enquiry to be carried out will be required to pay the full international rate at enrolment. If they are subsequently found to be a Home Status Student, then a refund will be given less the rate applicable to Home Status Students. Any person refusing to pay will not be permitted to enrol.

Deferred/cancelled students will be required to pay the current fee rate that is advertised for their new course start date and if there has been an increase in fees, they must pay the difference before B&FC will issue a CAS.

Payment Method Terms

B&FC will only accept payment for course fees made directly by the student or their funding organisation. Transfers of student's funds from other educational institutions are not accepted.

Payments must be made by the following methods only:

- Bank transfer: bank details provided on request
- Invoice: only for students who are sponsored by their company/employer and the company must have an approved credit account with B&FC.
- Credit or Debit Card. However, the card must be in the student's own name and in person at Student Administration. Telephone transactions are only accepted for specific Maritime courses and relevant security checks apply

All deposits and fees paid are non-refundable except when B&FC cancels the course. Should a student have to go home or withdraw from their course early they may transfer the pro rata balance of their fees to a later date, and no refund will be provided.

B&FC has a legal obligation to report any suspected money laundering activity to the authorities. Any suspicions will be confidentially reported to the Financial Operations Leader who is the designated College's Money Laundering Reporting Officer (MLRO) and the appropriate action will be considered.

Visas and Confirmation of Acceptance of Studies (CAS) Terms

The College will only issue a Confirmation of Acceptance of Studies (CAS) or a Visitor Visa letter where full payment for course fees has been received as detailed in the Course Fee Payment Terms table above.

Students who request to transfer to a later course date and already have an **unused** CAS will incur a £55 administration fee; this must be paid prior to them receiving another CAS.

Students who have been granted a visa must enrol within two weeks of the start date of the course. Students who fail to enrol within the two-week deadline will forfeit the entire payment made to B&FC and if they are a sponsored student by B&FC then B&FC will cease sponsorship and report non-enrolment to the UKVI. This will result in the student's visa being curtailed.

No refund will be provided in cases of visa refusal and all requests to transfer will be assessed on an individual basis. In order for a student transfer to be given consideration the fees paid must be no more than two years old from the start date of the original course booked. One course transfer will be carried out with no charge; additional transfers processed will incur a £55 administration fee.

No refund will be provided where a visa is refused on grounds of false representation or documentation. This will result in the student forfeiting their entire payment to B&FC and no further sponsorship will be provided for any future courses.

I confirm that I have read and understood the Student International Fee Procedure as detailed above, and I understand that I must comply with the terms.

Student Name (print): _____ **Date:** _____

Student Signature: _____