

# FEE INFORMATION 2017/18

## POSTGRADUATE STUDENTS (NEW STUDENTS)



### 1. Payment Terms

The College relies on student fees to meet its financial commitments. It is essential that you pay your fees promptly and in accordance with published details. The College reviews its fees and fees policy annually.

A student becomes liable for payment of tuition fees once they have completed the online registration process. The College applies a policy of calculating non-completion charges where students are unable to complete the academic session and withdraw from or suspend their studies. Full details are given in Section 4 below.

Students retain ultimate responsibility for payment of their fees, even if they are sponsored by their employers or a third party.

Defaults on payment are treated seriously and may lead to sanctions being taken against the student, which are described in Section 3 below.

Information about tuition fees and additional charges is issued to students with their offer letter.

### 2. Payment

Your fees are payable to AECC

#### **MSc Advanced Professional Practice and MSc Medical Ultrasound**

Fees are payable in full at the commencement of the autumn term or in three instalments. The first instalment is due on or before enrolment. The second and third instalments being paid on 1<sup>st</sup> January and 1<sup>st</sup> April 2017.

If you choose to pay by instalments a 5% administration fee is payable which must be added to the first instalment.

#### **PgCert Professional Development (Chiropractic)**

Fees are payable in full at the commencement of the autumn term or in ten instalments. The first instalment is due on or before enrolment. The second and subsequent instalments being pay on the first day of each month from November to July inclusive.

Students enrolling 4 weeks after their scheduled date for enrolment will only be entitled to pay in instalments in exceptional circumstances. If the College allows a student to pay by instalments after this first four weeks any payment due during that period must be paid immediately on enrolment.

You can pay by:-

- Credit or debit card (either on the telephone or in person)
- Bank Transfer (the College's bank details are given below)
- Cash or sterling banker's draft (in person only)
- If your fees are being paid by your employer or you are being sponsored both you and your sponsor need to complete a Sponsorship Authorisation Form (see below). This must be returned to the Finance Office by 20 October 2017. If it is not received by this date you will be responsible for paying your own tuition fees.

### **3. Failure to pay tuition fees**

The College adopts a supportive approach to its students with regards to the collection of tuition fees. Please contact us if you are having difficulties paying your tuition fees as it may be possible to agree a payment plan.

In deciding what steps to take in respect of the payment of tuition fees and course costs, the College will consider all the circumstances of each affected student's case.

The College reserves the right to apply one or more of the following sanctions to any student who defaults:

- a. Termination of enrolment and withdrawal from the College.
- b. Withdrawal of College library and computing facilities.
- c. Will not be notified of any assessment results.
- d. Withdrawal of permission to attend clinical placements at the Centre for Ultrasound Studies – MSc Medical Ultrasound students only.
- e. Refusal to re-enrol.
- f. Withholding final award certificate.
- g. Will not be permitted to attend the Awards Ceremony until any outstanding fees have been paid.

Where a student fails to pay tuition fees or an instalment in full within the agreed times the College will start its process to recover unpaid tuition fees which is outlined below:-

- **First Communication** – you will receive a reminder email to your personal email account (as advised by the student) from the College not less than three calendar days after payment is due. This will remind you that a payment is overdue, detail the amount and give you 7 calendar days to make payment. The Postgraduate administration office will be advised that your payment is overdue and any submitted assignments will not be returned and if you are on the MSc Medical Ultrasound course you will not be permitted to attend clinical placements at the Centre for Ultrasound Studies.
- **Second Communication** – If payment is not received within the 7 calendar days detailed in the first communication you will receive a second reminder email. This will remind you that a payment is overdue, detail the amount and give you 5 calendar days to make payment.

- Third Communication – If payment is not received within the 5 calendar days detailed in the second communication you will receive a third reminder email warning that if payment is not received within 14 calendar days you will be withdrawn and deregistered as a student of the AECC for non-payment of tuition fees .

In addition to those steps referred to above, the College reserves the right to pursue and/or seek recovery of any outstanding tuition fees through the courts. The College also reserves the right to refer students' unpaid accounts to external agencies.

No student who has been de-registered because of non-payment of tuition fees will normally be allowed to re-register for the same or a subsequent session unless and until all debts to the College have been settled and re-registration fee of £220.00 paid. No existing or former student who is in debt to the College will normally be allowed to enrol on a programme of study at the College until the debt is cleared.

#### 4. Withdrawals and Suspension policy

Students who wish to withdraw or suspend their studies before completion must inform the College in writing (unless they have been withdrawn or suspended by the College). The liability for the total course fees is as follows:-

First 14 calendar days from official start date – 0% liability  
 From calendar day 15 of start date – 30 November 2017– 33.33% liability  
 On or after 1 December 2017 100% liability

Withdrawal from a programme, even for a short period, may lead to a student missing essential parts of the programme requiring additional time, possibly as much as an additional years, to complete the relevant studies.

NB Except in exceptional circumstances the date of withdrawal or suspension is the date that the College receives notification of withdrawal or suspension from the course, not the date of last attendance.

Version:	1.0
Ratified by:	Senior Management Group
Originator/Author	Student Finance Administrator
Reference source:	AECC
Date approved:	5 June 2017
Effective from:	2017/18 year of entry
Review date:	Spring 2018
Target:	Admissions staff, Registry Staff, PG programmes Office staff and (prospective and current) part time postgraduate students.
Policy location:	Website, Moodle and SIP

# Bank details



Students wishing to pay fees directly to the College Bank are asked to note the following:-

**PLEASE NOTE THESE DETAILS ARE ONLY VALID UNTIL 20 OCTOBER 2017 WHEN IBAN NUMBER AND IDENTIFIER CODE FOR OVERSEAS PAYMENTS WILL CHANGE**

BANK: HSBC Bank plc  
ADDRESS: 15 High Street  
Christchurch  
Dorset  
BH23 1AF  
SORTING CODE: 40 – 46 – 19  
ACCOUNT NUMBER: 51073796  
IBAN NUMBER: GB15MIDL40461951073796  
IDENTIFIER CODE: MIDLGB2121D

Any queries please e-mail: [studentfinance@aecc.ac.uk](mailto:studentfinance@aecc.ac.uk)

## IMPORTANT

**WHEN INSTRUCTING YOUR BANK TO MAKE THE PAYMENT, PLEASE ENSURE YOUR NAME AND STUDENT NUMBER (IF KNOWN) IS CLEARLY QUOTED ON THE TRANSACTION BEING SENT TO THE COLLEGE BANK.**



**SPONSORSHIP AUTHORISATION FORM**  
To be completed both by Sponsor and Student

**DEADLINE FOR RETURN: 20 OCTOBER 2017**

**SECTION 1 - SPONSOR DETAILS - To be completed by Sponsor**

Purchase Order Number or Reference

*(If not completed form will be rejected and student will be responsible for tuition fees)*

Full name of Sponsor (Organisation or Company Name)

Sponsor contact name (if different from above)

Full postal address of Sponsor

Line 1:

Line 2:

Line 3:

Line 4:

Postcode:

Country:

Sponsor telephone number

Sponsor email address for invoice

**Total Tuition Fees (Sponsor and Student)**

Note: The sum of A + B (as below) £

Tuition Fee Sponsor contribution £ **A**

Tuition Fee Student (Payable) £ **B**

**Sponsorship Declaration**

I/We agree to be responsible for payment of tuition fee as detailed on this document. Payment will be made within 30 days of receipt of invoice.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Official company stamp

**SECTION 2 - STUDENT DETAILS - To be completed by Student**

Course details

Student name

Full postal address of Student

Line 1:

Line 2:

Line 3:

Line 4:

Postcode:

Country:

Student telephone number

Student email address for correspondence

**Tuition Fee Student Contribution (B)**

If your sponsor is not paying your full fee, you will need to arrange payment immediately. For methods of payment, see the Fee Information Sheet.

**Student Declaration**

I accept that if my sponsor fails to pay the tuition fees by the due payment date, I will be liable for the payment of all outstanding amounts.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

The information provided on this form will be retained with student filing and held up to six years. The data will not be disclosed to any organisation not associated with the AECC.

Please return your completed form by post to:

AECC Finance Department, Anglo-European College of Chiropractic, 13-15 Parkwood Road, Boumemouth, Dorset. BHS 2DF  
or by email to: [student.finance@aecc.ac.uk](mailto:student.finance@aecc.ac.uk).

Any questions or queries, please either email [student.finance@aecc.ac.uk](mailto:student.finance@aecc.ac.uk) or call 01202 436289.