

Brunel Language Centre FINANCE POLICY

Tuition Deposits

Applicants will need to pay a £1,000 deposit or a sponsorship letter and providing all other conditions have been met, a CAS will be issued for the student to apply for their visa.

If a visa is not required all conditions will need to be met before the application can be made unconditional.

Course fee deposits are non-refundable unless a visa application has been refused and evidence is provided.

Sponsorship letters

We understand a sponsor to be a company / organisation / charitable trust (including Brunel University Bursaries / Scholarships) who will meet either the full or partial cost of your course fees. A copy of the documents confirming your sponsorship should be presented after an offer has been received.

Parents, guardians, family members or friends are not acceptable as sponsors.

If you are a sponsored student, you do not need to submit a deposit for the course if a letter has been supplied.

Accommodation Booking Fee

To reserve on campus accommodation the student will need to apply online and a £350 deposit will be required.

Accommodation applicants from April to August will need to pay 1 week's rent in advance only this will be considered as the deposit.

On campus accommodation deposits are non-refundable unless notice in writing is given to the Brunel accommodation office and the student has not been allocated a room.

Enrolment

Brunel Language Centre course fee payments should be made in GBP, and full payment is due before or at enrolment.

No discount is available for full payment.

Refunds

Course fees are due at the time of registration and there is no entitlement to any fee reduction or refund if a student withdraws during the course.

Extensions

Brunel Language Centre will allow students to extend their courses where spaces are available and with the agreement of the Academic Director or her representative. Where an extension occurs, all new course fees must be received before the start of the extension period or attendance may be refused.

Deferrals

It is our policy to allow Brunel Language Centre offers to be deferred and any payments already received will be transferred onto the new course.

De-registration or non-admission

The University reserves the right to de-register students who have not paid their course fees by the due date. A re-registration fee may be applied. Alternatively, admission to classes may be refused until course fees are paid in full.

Late Arrival Fee

If the student should arrive later than Wednesday 1pm at the start of the course then the following fee will apply:

Registration week - Wednesday 1pm to Friday 5pm - £50

Week 1 of classes - Monday 9am to Friday 5pm - £100

Social Programme

If the student books a place on an event which a cost incurs (i.e. coach travel and/or entrance fee to an attraction) and does not inform our events officer of the non-attendance, then a fee will be directly charged to the student.