



Brunel Language Centre FINANCE POLICY

Tuition Fee Deposits

Applicants will need to pay a £1,000 deposit or present a sponsorship letter, and providing all other conditions have been met, a CAS will be issued for the student to apply for a student visa if they need one to study in the UK.

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

Tuition fee refunds are usually not refundable except for certain circumstances. For further details, please refer to the refund section below (page 2).

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, but can pay the deposit before the course and the full fees at the start of the course on your behalf.

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

Payment Schedules of Course Fees:

Course fees are payable as follows:

In a single instalment at or before enrolment (to which a 2% discount will be applied); or a student can apply to pay 60% of the course fee at enrolment if the course is 21 weeks or more. In this situation, you will need to sign a letter confirming the payment of the remaining balance.

Non-Payment of course fees

Should a student's sponsor fail to pay the course fees, the student will be allowed to continue his or her programme while negotiations between the University and the sponsor continue. If, after due process, the University is unable to obtain payment of the fees, or if the sponsor repudiates in writing its offer to pay the fees, the University will regard the student as liable for the fees outstanding and for the rest of his or her programme of study.

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

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.

Extensions

If students do not need an additional visa, Brunel Language Centre will allow students to extend their courses where spaces are available and with the agreement of the Director of Brunel Language Centre or their representative. Where an extension occurs, all new course fees must be received before the start of the extension period or attendance may be refused.

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.

Refunds

Students are only entitled to a refund in the case of visa refusal. If a student needs to leave the course early for any other reason, they should claim this on their insurance.

There is no automatic entitlement to any fee reduction or refund if a student withdraws during the course. In special cases as set out in the [Student Financial Policy 2022/23](#) (and only until August 2023), full or partial refunds will be granted after fee adjustment from the point of notification according to this table:

How far into the course	Refund
During first third of the course	33%
During second third of the course	66%
After second third of the course	0%

From September 2023, students should approach their insurer for any refund.

If you are a sponsored student:

You are required to notify your sponsor to any changes to your course, particularly if they could affect the university fee. If there is a credit balance on your account, your sponsor is entitled to request a refund from the University. This should be done in writing to the Student Centre or by contacting the Finance Department. Refunds will normally be processed within 14 days from the date of request. Refunds are usually made to the original account after any outstanding fees have been deducted. Accommodation fees are dealt with separately.

Administration fee

In the event of a refund, an administration fee of one week's tuition will be charged. This fee will be deducted from the refunded tuition fees.

There will be no administration fee in cases of deposit refunds due to visa refusal.

Accommodation Booking Fee

To reserve on campus accommodation the student will need to [apply online](#) and pay a 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.

Social Programme

If a student books a place on an event which incurs a cost (i.e. coach fare and/or paid tickets) and does not inform us of non-attendance at least 24 hours beforehand, the student will be liable for their share of the event cost.