



TERMS AND CONDITIONS/INFORMATION ON FEES **CTH** course

1. Students on Student Visas ( CAS ) must take a minimum of four modules each term to meet the requirements of their Visa and to comply with the timetable and attendance requirements.
2. To book a place on a course, a minimum non refundable deposit of £300.00 per course is required.
3. Fees paid is non-refundable except as set out in section 4 below.
4. If a student visa application has been refused, then the amounts paid will be refunded, less an administration charge of £500 (plus any courier and transfer charges) on production of the following documents:
  - a. copy of the visa refusal letter (APP200),
  - b. copy of the student's passport showing both a photograph and signature; and
  - c. where the payer was not the student, an original authority letter from the student authorizing the repayment to the payer.Refunds will only be made under this paragraph if requested in writing with the necessary supporting Documents within four weeks after the commencement of the course (published date) should the student be applying for a Visa from abroad.
5. Should students have commenced the course at the college and then be refused a Visa provided it is within four weeks and full fees has been paid they will then be allowed a refund of half (50%) of the full fees paid.
6. Where the student has supplied incorrect, fraudulent or misleading information, the student will automatically be withdrawn from the course, and will not be entitled to a refund to any of the fees paid. If a visa application is refused on the grounds that the student was unable to provide the necessary documents, demonstrate adequate financial support, or if the visa application has been made late by the student. LBBA is not accountable and in any of these circumstances LBBA will not accept any responsibility to refund any of the total fees paid. All students are advised of this and to be aware of the UKBA guidelines.
7. Students issued a CAS for the purpose of a Visa application may not withdraw his or her application; under these circumstances no refunds will be allowed.
8. Any student requiring a CAS letter would need to pay at least 80% of the fees due for the duration stated in the CAS letter, note the remaining fees will be payable on commencement of course.
9. Should non visa fee paying students have commenced the course and for any reason need to withdraw from the course provided it is within four weeks and full fees has been paid they will be allowed a refund of half (50%) of the full fees paid.
10. Dishonored Cheques - an administration charge of £50/00 will be payable.
11. The college reserves the right to report offenders to their professional body and appropriate authorities in accordance to policies and procedures.
12. The college reserves the right to change any aspect of a course including availability of the course, course dates, curriculum, tutors and material at any time.
13. The college reserves the right to dismiss any student at any time whose standard of conduct is in breach of what the college considers appropriate behavior such as for the non-payment of fees, failure to meet the ongoing attendance requirements or late commencement of study. The college reserves the right to inform the appropriate authorities where a student has been removed from the college as per above paragraph. No fees will be refundable for any student dismissed under this section.
14. Fees are published separately for each term and are payable by all students studying at that time unless they have paid full fees for that course prior to the publication of the new fees they will need to pay the new fees, paying a deposit does not prevent any fee increase being applied.
15. Full course fees are payable on to the commencement of the courses.
16. All fees exclude amounts payable to the professional body for student registration, exemptions and examination entries, books and other relevant material.
17. Students will be allowed up to one WEEK on the course from the start date to register with the awarding body through the college. The registration fee for the CTH is chargeable at £80/00(non refundable fee) and paid to the college. The college reserves the right to register the student provided the full fees for the course has been settled.
18. The Fees Payable for each CTH assessment or examinations is £80/00 and it is the student's responsibility to pay these fees on time. Dates and information on this will be provided on the notice board in Advance.
19. Late fees are subject to **CTH** approval and if allowed is at £80/00 per module.
20. Fees for any re sit exams is £80/00.
21. Notice board must be checked for information at all times, such as timetables, deadlines and changes
22. Kindly ensure the college has the correct details such as email address, phone numbers, next of kin at all times