

[o2]

[o1]

[o5]

[o4]

[o3]

[w5]

[w4]

[w3]

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[x8]

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[x1]

[x]

**Vision West Nottinghamshire College fees policy**

By signing this learner agreement you agree to Vision West Nottinghamshire College’s fees and refunds policy. A summary of the policy is provided below. A full copy is available **https:// wnc.ac.uk/Documents/About-Us/Policies/college-tuitionfee-policy.pdf** or from the credit control team in person at main enrolment or via phone on **01623 627191** ext. **8040**.

However, you should be aware that if you fail to pay your fees, the college will implement its debt recovery procedure which may include the use of a debt collection agency.

**Withdrawals and refund of fees**

Refunds will only be made upon receipt of a valid refund application form, except for refunds due following the college’s decision to cancel a course. Students who withdraw from a course after the course start date, or do not attend the course on which they have enrolled, may be entitled to a refund if they have withdrawn due to a serious medical condition (medical certificate required as evidence).

Students funded through the student loans system via Student Finance England (SFE) will not receive any refund of monies paid to the college by SFE and will not be liable for any unpaid fees at the point of enrolment on the condition that an approved student loan was in place a maximum of eight weeks after the date of enrolment. If Student Finance England seeks to recover any fees paid on behalf of the student after the date of withdrawal the college reserves the right to require full payment from the student of any fees recovered by Student Finance England from the college.

If the college cancels your course, it will contact you and refund the full costs paid by you.

If you withdraw from your course the following arrangements for outstanding fees will apply:

* If the withdrawal occurs on or before 30 September in the academic year of study an administrative fee of £25 will be payable.
* If the withdrawal occurs on or after 1 October and on or before 31 December you will be liable for 25% of the full course fee.
* If the withdrawal occurs after 31 December in the academic year of study you will be liable for the full course fee.

**Advanced Learner Loan Students**

As with all other fee paying students, those funded through an Advanced Learning Loan are at all times personally responsible for paying their fees. If, at the time of enrolment, you do not provide evidence of acceptance through Student Finance England, you will pay a refundable fee of £250. This fee will be refunded if evidence is provided within eight weeks of enrolment to the credit control team. If evidence is not provided by this date, the £250 will not be refunded and you will remain liable for the full fee.

You may be able to pay your course fees by instalments. For details please speak to the credit control team.

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