



---

# Course Fees Policy for New and Continuing Students 2024-25

Status:	Live
Approval Date:	19 July 2022
Review Date:	October 2024
Audience:	Public
Responsible person:	DLQS
Approved by:	Senior Leadership Team

## Contents

Introduction .....	2
Cooling-Off Period New Students .....	2
Students continuing, transferring or resuming study .....	2
Liability for Payment of Course Fees .....	3
Full time and part-time UK and EU undergraduate and postgraduate students. ....	4
How to pay your course fees .....	4
Non-Payment of Course Fees .....	5
Withdrawal from a Course of Study .....	5
Temporary Suspension.....	6
Refund Arrangements Following Withdrawal or Suspension of Studies .....	6
Course Fee Transfer.....	7
Appendix 1 .....	8
Enrolment Cancellation Form .....	8
Appendix 2: .....	9
Other charges made to students .....	9

## IMPORTANT INFORMATION

New students should be aware that if they do not cancel their contract with Academy of Live Technology within 14 calendar days of online enrolment or 14 days after the published start of the course as outlined in paragraph 3 below, then they will be deemed to have read and accepted the Conditions of Enrolment and will be in a contract with Academy of Live Technology. They will be liable to pay Academy of Live Technology full tuition fees for their course for the current academic year.

### Introduction

1. This policy applies to students on all Academy of Live Technology higher education courses.
2. Course fees are reviewed annually by Academy of Live Technology and published in advance of the course start date. Undergraduate fees are subject to a maximum regulated fee set by the government - currently £9,000 for 2024/25.  
The fees for postgraduate study will be set for the normal duration of that course subject only to inflationary increases – measured by the Consumer Price Index (CPI) recorded in March each year to take effect for subsequent start dates.

### Cooling-Off Period New Students

3. At enrolment, a student is liable to pay tuition fees and Academy of Live Technology agrees to provide educational services. New students are entitled to cancel this contract, without reason, any time up to 14 calendar days after completing online enrolment on their course of study or up to 14 calendar days after the published start of the course whichever is the latest. To cancel, a student must inform the Registry team by completing and submitting the Enrolment Cancellation Form (Appendix 1) within 14 calendar days from the day after his/ her /their online enrolment or within 14 calendar days from the day after the published start date of the course.
4. If a new student cancels within 14 calendar days of online enrolment or within 14 calendar days after the published start date of the course in accordance with the above, Academy of Live Technology will refund any monies paid by the student or their sponsor at enrolment. Academy of Live Technology will make the refund using the same means of payment as used for the initial transaction and the money will be sent to the same person or organisation who made the initial payment to Academy of Live Technology.
5. In the event that a student does not cancel his /her /their enrolment within 14 calendar days after online enrolment or within 14 days of the published start date of the course then the student will be deemed to have read and accepted the Terms and Conditions of Enrolment and will be liable to pay Academy of Live Technology full tuition fees for their course for the academic year. If a student communicates their withdrawal to Academy of Live Technology, they may be entitled to a refund of fees paid in accordance with the refund terms outlined in paragraphs 30-35.

### Students continuing, transferring or resuming study

6. **Where a student elects to pay fees via a Tuition Fee Loan and then withdraws or suspends studies, if the payments received by Academy of Live Technology do not**

**fully cover the student's full fee liability the student will be required to pay the balance.**

7. There is no right to cancel within 14 days for continuing students re-enrolling for subsequent years of study, for students transferring to a new course or for students resuming studies after a period of suspension. If having re-enrolled online, students fail to notify Academy of Live Technology of their intention not to continue their studies by the first day of the term they are due to re-start their studies then the student will remain liable for the full course fees.
8. Fees charged may comprise the following elements:

Course fees	for one academic year and/ or for a module/ unit
Registration fees	for registration for an award
Examination fees	for external examinations
Other costs	for residential or field trips, visits, course materials, exemptions (APCL and APEL) and bench fees
Reassessment fees	where applicable
Other charges	For administrative services e.g. replacement ID card (see Appendix 2 for a full list)

### **Liability for Payment of Course Fees**

9. All students are reminded to ensure that they have the means to pay their tuition fees and other costs associated with their course before enrolling. It is the responsibility of the student to ensure that they are eligible for funding via a tuition fee loan or other means before enrolling and accepting Academy of Live Technology's Terms and Conditions of Enrolment.
10. All students are liable to pay course fees and any other related fees associated with a course of study. When a student accepts Academy of Live Technology's Terms and Conditions of Enrolment it signifies and forms their acceptance of personal liability for ultimate payment of all fees incurred for each academic year of their studies at Academy of Live Technology, whether invoiced or not, even if it is intended that these will be paid by someone else, e.g. Student Loans Company (SLC<sup>1</sup> or a sponsor). Any student who has not enrolled but attends a course of study will be deemed to have accepted Academy of Live Technology's Terms and Conditions of Enrolment by way of conduct from the date on which they first attended and will be liable to pay course fees and any other related fees associated with that course of study.
11. Course fees for each academic year are due on or before the commencement of the course, whether or not the student or sponsor has been invoiced by Academy of Live Technology.

---

<sup>1</sup> Or equivalent organisations for students living in Wales, Scotland or Northern Ireland

12. Academy of Live Technology will, by exception, invoice a student's sponsor where the student can provide before or at the time of enrolment a valid letter from such a sponsor accepting liability for the student's fees. Failure to provide evidence of sponsorship will result in the student being invoiced for course and any other related fees.

### **Full time and part-time UK undergraduate and postgraduate students.**

13. **It is the responsibility of the student to apply to SLC for financial support.** Students can apply for financial assistance online and can access on-line forms at [www.gov.uk/student-finance](http://www.gov.uk/student-finance)
14. **If requested the student must provide Academy of Live Technology with a copy of their SLC financial notification letter.**
15. **IMPORTANT NOTICE:** If a student fails to apply, is ineligible to receive a tuition fee loan, or chooses to pay their course fees themselves, then the course fees incurred in each academic year of study will need to be promptly paid by the student in full within two weeks of their enrolment or the start of the course or by the dates specified by Academy of Live Technology on the invoice.
16. Currently students do not incur additional fee liability for assessment decisions of defer, refer or retake.
17. Students required to repeat all or part of a period of study are liable to pay a pro rata course fee normally based on the number of credits being repeated.

### **How to pay your course fees**

#### **18. Full Time UK undergraduate students**

Full time eligible students may apply to SLC for a tuition fee loan up to the amount charged by Academy of Live Technology and it is their responsibility to do so. Academy of Live Technology is not able to make an application to SLC on a student's behalf and, to ensure funding arrangements are in place, students are advised to submit their applications to SLC as soon as they know the details of the course they are to study. The SLC will pay the amount requested by eligible students directly to Academy of Live Technology. Students who decide not to take out a full tuition fee loan, only take out a partial tuition fee loan or are ineligible to receive funding, will be responsible for paying the balance of course fees directly to Academy of Live Technology.

#### **19. Full and part-time Postgraduate students**

Students are required to pay their fees directly to Academy of Live Technology within two weeks their enrolment or start of the course or by the dates specified by Academy of Live Technology on the invoice.

#### **20. Academy of Live Technology accepts the following payment methods:**

- Credit Card
- Debit card
- Cheques – made payable to the 'Academy of Live Technology Ltd'
- Bank transfer
- Cash.

21. Academy of Live Technology may only reimburse any monies paid in accordance with this policy using the same means of payment and to the same person or organisation as per for the initial transaction.

### **Non-Payment of Course Fees**

22. Students who are unable to pay their course fees or are unable to have them paid on their behalf by the dates specified by Academy of Live Technology must contact Production Park Accounts without delay. Students who fail to pay or to make satisfactory arrangements to pay may be subject to any of the following actions by Academy of Live Technology depending on the type of debt incurred:
- Withdrawal (in whole or part) of library lending facilities
  - Removal of access to Academy of Live Technology's computer network
  - The withholding of official letters from Academy of Live Technology to third parties, e.g. Academic references, Council Tax exemption certificates
  - Withholding final results transcripts and award certificates
  - Ineligibility for the student and/or the student's guests to attend Academy of Live Technology's Degree ceremony
  - Withdrawal from their course.
23. Academy of Live Technology will pursue outstanding debts via debt collection agencies and through the courts.
24. **PLEASE NOTE: Students who have an academic debt (e.g. a course fee debt) to Academy of Live Technology at the end of the academic year and who have not agreed satisfactory arrangements with Production Park Accounts will not be permitted to re-enrol for the next year of their course, until the debt has been cleared or, in exceptional circumstances, a repayment plan has been agreed.**

### **Withdrawal from a Course of Study**

25. Students have a right to withdraw from their course of study including in circumstances when Academy of Live Technology makes a change to the course of study which adversely affects them. Students who withdraw are permanently terminating their registration and enrolment with Academy of Live Technology and their contract with Academy of Live Technology will cease. These students will only be re-admitted through the normal application and admission procedures. Students who withdraw from Academy of Live Technology have no automatic right to be re-admitted to Academy of Live Technology.
26. Any student who wishes to withdraw from Academy of Live Technology must without delay:
- Notify Registry of their intention to withdraw, and
  - Complete an Academy of Live Technology Notification of Withdrawal Form.
27. Students will remain liable for the full year's course fee until Academy of Live Technology has received from the student and acknowledged in writing a Notification of Withdrawal form. Academy of Live Technology will not accept Notification of Withdrawal Forms that have been backdated. Students may be entitled to a refund or reduction of fees paid in accordance with the terms outlined in paragraphs 30-35.

28. While Academy of Live Technology will inform SLC or other sponsor of students' withdrawal, all students are responsible for informing SLC and any other sponsor of any changes in their circumstances which may affect their entitlement to student support.

### **Temporary Suspension**

29. In exceptional circumstances students may wish to temporarily interrupt their studies; this is referred to as a 'suspension of studies'. Students do not have the right to suspend their studies; suspension of studies must be approved by Academy of Live Technology. Students must, however, complete their course within a period of twice the normal duration of the course including any time suspended from studies, e.g. for a three year course, the course must be completed within six years including any time suspended from studies. Students who return to their course of study will be required to agree to the Terms and Conditions of Enrolment for the year in which they return which will be an update to their continuing contract with Academy of Live Technology.

### **Refund Arrangements Following Withdrawal or Suspension of Studies**

30. Students who withdraw or suspend their studies part way through the academic year may be entitled to a part refund of the tuition fees paid. There are different refund arrangements dependent on the course and level of study.
31. UK Undergraduate students  
Refunds/reductions for course fees are calculated in line with the Student Loan Company liability periods as set out below:

For course starting in September/October

- Autumn term and before the beginning of the spring term - Refund of 75% of full year's course fees
- Spring term and before the beginning of the summer term - Refund of 50% of full year's course fees
- Summer term - No refund/reduction applicable.

32. **Full and Part-Time UK Postgraduate Taught students**

#### **Full time**

- If a student withdraws or suspends within the first term, they may be entitled to a 66% refund/reduction of the course fees for the full academic year.
- If a student withdraws or suspends within the second term, they may be entitled to a 33% refund/reduction of the course fees for the full academic year.
- If a student withdraws or suspends in the third term, there is no refund or reduction available.

#### **Part time**

- If a student withdraws or suspends within the first term, they may be entitled to a 66% refund/reduction of the course fees for the academic year
- If a student withdraws or suspends within the second term, they may be entitled to a 33% refund/reduction of the course fees for the academic year.
- If a student withdraws or suspends in the third term, there is no refund or

reduction available.

33. For students studying on courses with non-standard entry dates calculations will be applied as above with the necessary revised dates.
34. Academy of Live Technology will not refund the following charges where payments have been made to third parties on behalf of students:
  - Registration fees;
  - External examination fees;
  - Residential study;
  - Field trips.

### **Course Fee Transfer**

35. Students who transfer to another institution during the academic year will be liable to pay course fees to Academy of Live Technology in accordance with this policy. Academy of Live Technology will not transfer all or part of any course fees to another institution under any circumstances.



## Appendix 1

### ENROLMENT CANCELLATION FORM (Request to cancel within 14 days)

Please return this form to the Registry Manager  
email: [studentadmin@altech.ac.uk](mailto:studentadmin@altech.ac.uk)

**Students starting a NEW course of study only are entitled to cancel their enrolment within a period of 14 calendar days from online enrolment or within 14 days of the published start date of the course.**

I hereby confirm that I am a new student and I give notice to cancel my enrolment.

Name	
Student Number	
Course	
Address	
Tel	
Email	
Reason for cancellation	
Signature	
Date	

## Appendix 2:

### Other charges made to students

#### Charges for 2024/25

There are a range of charges which may be applied for the services provided to students who do not meet enrolment deadlines, lose ID cards or official documentation, request additional copies and certified copies of documents. These charges should be paid in advance and are listed in the table below:-

Replacement ID Card (original free)	£10
Late enrolment fee (after 16 October for September starters)	£50
Duplicate copy of University of Bolton Award Certificate (original provided free)	£35
Certified copies of original documents (charge per original)	£5 each
To Whom it May Concern (TWIMC) letter to confirm status Three TWIMC letters & one bank letter free – additional copies will be charged per copy.	£5 each

**In order to obtain a replacement ID card, replacement Council Tax Exemption Certificate, certified copies or additional copies of letters, you should make your payment direct to Production Park Accounts, where you will be provided with a receipt. You should then take your receipt to Registry to obtain your replacement card or documents.**

Clarification of the above can be obtained from the Registry Team at [studentadmin@altech.ac.uk](mailto:studentadmin@altech.ac.uk)