

# TUITION FEE CONTRACT

## Terms and Conditions

### 1. General Regulations

- 1.1 All students at the College must pay fees. In addition to these fees, you may be subject to additional costs relating to your programme or for certain College services and facilities. These will be outlined in the course literature and handbook.
- 1.2 By signing your Student Application Form, you are acknowledging your commitment to the payment of all tuition fees as specified in the relevant payment schedule and signifies agreement with all Tuition Fee Contract Terms and Conditions contained herein.
- 1.3 If you fail to pay any tuition fees by the due date specified on your invoice, we may be forced, at any time during the academic year, to withdraw you from your course and to withhold all College services and facilities. Any individual arrangements to collect late payments must be agreed by the parties in writing and attached to the Tuition Fee Contract.
- 1.4 If, at the end of the academic year, you are in debt to the College for any tuition fees, you will not be allowed to enrol for the next academic year until all these debts are paid.
- 1.5 Under no circumstances will a certificate of attendance or final award certificate be issued if any fees remain outstanding.

### 2. Cancellation by students before a course commences

- 2.1 In the event of cancellation by the student the deposit paid on booking your place will not be returned.
- 2.2 If you have paid the full course or term fee amount and cancel prior to the course start date, any fees already paid will be refunded less the deposit.

### 3. Cancellation by Tobias School of Art and Therapy before a course commences

Whilst every attempt is made to ensure that all advertised courses run, Tobias School of Art and Therapy will notify prospective students of cancellation as soon as possible where it believes on reasonable grounds that cancellation is necessary. All fees paid will be refunded in full in this unlikely event.

### 4. Leaving your training after commencement

If you are considering withdrawing from your training, you are advised to consult your Tutor prior to making your final decision. If you do decide to withdraw you should immediately notify the Head of Year in writing stating the reasons for leaving the programme. There is a "Leaving Form" available for this purpose. The College will acknowledge the Leaving Form within five working days setting out whether any refund is payable further to clause 5 below.

### 5. Refund policy for leaving a programme/course after commencement

Any tuition fee refund will be based on the date you advised the College of your withdrawal. All course Enrolment Deposits are non-refundable.

### 6. How we collect fees

- 6.1.1 Payments of monthly/termly instalments must be made by Direct Debit or by credit/debit card at the college office.
- 6.2 Fees paid in monthly instalments must be agreed by the parties in writing and attached to the Tuition Fee Contract.

6.3 If your payment / instalment is late, for whatever reason, your instalment due dates will not be extended unless at the discretion of the College. Clause 1.3 will apply at this time.

## **7. Fee enquiries**

7.1 If you have a query about your invoice or are having difficulty in paying your fees, please contact the Helena O'Sullivan, Tobias School of Art and Therapy, Coombe Hill Road, East Grinstead, West Sussex, RH19 4LZ or email [info@tobiasart.org](mailto:info@tobiasart.org) .

**By submitting my course application form, you agree to the above-mentioned Terms and Conditions and acknowledge your understanding of this Contract.**