

IBC Fees and Pricing Policy

1.0 Purpose

International Business College (Manchester & London) is an institute of Further and Higher Education with campuses in Manchester and Central London. We offer a range of programmes in Business & Management, Engineering and Computing in addition to Level 3 International Foundation Diploma.

IBC publishes a price list on our website (www.internationalbusinesscollege.co.uk) which is reviewed annually. This policy exists to explain when and how to pay, what your fees cover and any circumstances that may impact upon fee payment.

2.0 Scope

This policy covers all potential and actual students at IBC including home students, EU students and International Students on all programmes offered at the college, whether offered face to face or via distance/blended learning.

3.0 Definitions

- 3.1 Home students refers to students who have been resident in the UK for at least 3 years
- 3.2 International students refers to all students from outside the UK
- 3.3 Self-paying students refers to those who are responsible for paying their own fees (or these are being paid by a parent)
- 3.4 Sponsored students are those who are being sponsored, for example, by their national Embassy
- 3.5 Funded students refers to HE students who are able to access student finance.

4.0 Responsibilities

- 4.1 The **Managing Director** in conjunction with the Board of Governors will be responsible for reviewing the fees set on an annual basis and for ensuring that fees charged comply with all legislative and regulatory requirements
- 4.2 The **Principal** will implement the policy in liaison with the Admissions team, in dealing with new enquiries and any fee queries
- 4.3 The **Academic & Quality Manager** will, in conjunction with the Managing Director and Principal review this policy annually and map across to all legislative and regulatory requirements
- 4.4 **Admissions** staff and/or the **Finance Manager** will deal with any fee queries in the first instance and pass these to the Principal as required.

5.0 Tuition Fees Payable

- 5.1 Every effort is made to ensure that fees charged in the registration process are done so on the correct basis for the relevant course and study path. In the case where the student has been overcharged, the College will refund any overpayment to the student. In the case where a student has been undercharged, the College will seek to recover the underpayment in such a way as to minimize hardship to the student (for example agreeing a payment plan).
- 5.2 Tuition fees for Home (UK) students are reviewed annually and normally set in accordance with the maximum student loan available to eligible students, to minimize requirement for a self-funding element.
- 5.3 International tuition fees are reviewed annually and reflect typical sector fees for international students and take into delivery costs and inflationary increases necessary.
- 5.4 Annual fees are published on the IBC website (www.internationalbusinesscollege.co.uk)
- 5.5 Payment is normally required in full (for the academic year or programme) for international students and for UK students not in receipt of student loan support at the time of accepting the offer of a place.
- 5.6 For students on a student route visa, a deposit payment will be agreed with you or your agent/sponsor. Upon receipt of the deposit IBC will issue a CAS (confirmation of acceptance of studies) so that you can apply for your visa. Upon being granted a visa, an unconditional offer will be made and full payment required. Where a visa application is unsuccessful, any deposit paid by the applicant to IBCM will be returned less an administration fee of £250.

- 5.7 Home students eligible for student loan can apply to SLC for student loan support. Where the student loan does not fully cover the tuition fee students will be required to pay the top-up amount directly to IBC prior to commencement of their programme. Details regarding student liability and refunds are detailed in the Refunds and Compensation Policy on the IBC website

6.0 What the fees cover

- 6.1 **Duration:** The price list indicates the fees that are charged and whether these are per annum (for programmes of 12 months plus) or for the whole course.
- 6.2 **Content:** The fees cover all delivery, examination entries and assessment required on your course, plus awarding body fees and charges. The fees will not cover resits, or repeat units - as detailed below and in supporting documents including the Assignment submission procedure.

7.0 Additional charges

- 7.1 There may also be an additional cost if the student requires a resit of an examination or other formal assessment component, subject to relevant circumstances (e.g. whether or not the required resit is within the planned programme duration or beyond this, additional fees chargeable to IBC by an external awarding body, additional administrative costs incurred by IBC to facilitate the resit or resubmission.

8.0 When charges occur

- 8.1 Students will be invoiced for programme or the first year of the programme (when duration exceeds one year) when the offer letter is sent together with other important supporting information. Students in receipt of a student loan will be required to provide evidence of any loan awarded.
- 8.2 Students with an agreed payment plan will be invoiced in accordance with that plan.
- 8.3 Upon payment of your fees or confirmation of student loan support, students have a legal right to a “cooling off” period of 14 days in which time they may cancel their booking and receive a full refund. This is detailed in the Admissions Policy and in the IBC Terms and Conditions of study. You will be sent a Cancellation form that you can use for this purpose.

- 8.4 If you have paid for the first year of the programme (for example the HNC and are going on to do the HND) you will be invoiced prior to confirmation of your place on the second year of the course

9.0 Withdrawals, interruptions, retakes and repeats

- 9.1 As detailed in the IBC Terms and Conditions, students who withdraw from a programme of study after the start of the course will not normally be entitled to a refund of fees paid (exceptions to this are detailed in the Terms and Conditions and Student Protection Plan, for example where IBC have made major unavoidable changes to the programme)
- 9.2 Where students are permitted by the College to make alterations to their programme of study or mode of study, this may affect the rate of tuition fees that they are charged
- 9.3 Where students are able to undertake courses or credits additional to their programme of study, this will need to be paid for by the student. Where the additional courses or credits are for a different named award, this will need to be paid for by the student as an additional programme of study that will require a separate registration process to be completed.
- 9.4 Students who withdraw from their programme of study and return to the College at a later date to undertake a programme of study with us will be subject to the fee charges and procedures applicable at that time.
- 9.5 Students who repeat periods of study in a subsequent academic year are normally charged a pro-rata fee depending on the number of credits they need to repeat.
- 9.6 Students who interrupt their studies part way through a year and subsequently return the following (or subsequent) academic year will be charged a full year's fee for the academic year in which they return to study, except where evidence is provided of for extenuating circumstances– see Extenuating circumstances policy)
- 9.7 If students have had an academic decision of a deferral made due to extenuating circumstances, they are not normally required to pay a fee for the deferred course/modules.
- 9.8 IBC will comply with all Awarding Body requirements in respect of the requirements for students to undertake repeat units/programmes. Where this happens, an appropriate fee for the amount of tuition and assessment, or a specified examination fee will be made.

10.0 How to pay

- 10.1 Payment can be made via BACS or via a credit or debit card. Payment can be made in person (when the college is open) or remotely. Once payment is received you will receive a receipt confirming that we have processed your payment.

11.0 Non-payment of fees

- 11.1 Should students fail to pay their fees within the required timescale they will initially be contacted and reminded, with a repeat copy of the invoice. A timescale for payment will be given.
- 11.2 If the student still fails to pay within this time a formal meeting will be arranged (in person or remotely) to discuss the reasons and any mitigating circumstances. Students may be offered the opportunity to suspend or withdraw or offered an appropriate payment plan dependent on the circumstances.
- 11.3 If the student does not have any acceptable mitigating circumstances or does not fulfil the requirements of any agreement made with them in respect of payment, they will be suspended from classes until payment is received.
- 11.4 Continuing failure to pay the fees can result in permanent suspension from the College

12.0 Fee appeals

- 13.1 If a student/applicant feels that they have a legitimate issue to pursue in respect of any of the fee related matters in this policy they have the right to appeal against decisions made. The appeal should be made in writing to the Principal.

13.0 Reference Points

The following policy and procedure documents support the information in this policy:

- IBCM Terms and Conditions of study
- IBCM Refunds and Compensation Policy

14.0 Version History

Version	26.1
Originator	Academic and Quality Manager
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Approved by	Board of Governors
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