Tuition and Other Fee Regulation and Policy

Ownership Details and Review Schedule of Policy

Date Approved	16 January 2026
Effective from	1st September 2026
Review cycle	1 Year
Next Review Due Date	1 September 2027
Policy owners	Principal
Approving Body	Board of Governors
Lead Contact	Director of Corporate Yaser Khan Y.Khan@sirm.ac.uk
Applicable to	This Policy applies to all applicants to SIRM College where financial commitments arise prior to enrolment, and to all registered students, whether Home or Overseas. It also applies to students who withdraw from, interrupt, or repeat their studies, and to former students who have outstanding tuition fee liabilities. In addition, the Policy applies to staff responsible for the administration of tuition fees, student finance, and associated processes.
Relevant/Applicable OfS Conditions of Registration/requirements	This Policy supports compliance with the Office for Students Conditions of Registration, specifically Condition C1 relating to consumer protection, and Condition E2 relating to the provision of reliable information to students.
Other relevant / applicable legislation/requirements	Consumer Rights Act 2015, Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013. Higher Education and Research Act 2017, the Education (Student Fees, Awards and Support) Regulations as applicable, and the Data Protection Act 2018 together with the UK General Data Protection Regulation. In addition, the Policy reflects the expectations set out in the Office of the Independent Adjudicator's Good Practice Framework and the Competition and Markets Authority guidance on higher education consumer protection law.

DOCUMENT CONTROL

Date	Review & Revision	Owner	Version
16/1/2026	Approved at BoG on 16th Jan, to be in force for new academic year 2026. New Policy	Principal	1

Tuition and Other Fee Regulation and Policy

Table of Contents

1. Introduction 1
2. Scope 1
3. Responsibility 1
4. General Principles 2
5. Statutory Right to Cancel (Cooling-Off Period) 2
6. Tuition Fee Liability Framework 3
7. Tuition Fees 4
8. Tuition Fee Increases 4
9. Fee Status 5
10. Payment of Fees 5
11. Deposits and Confirmation of Acceptance for Study (CAS) 5
12. Resits and Repeats 6
13. Ancillary Fees 6
14. Withdrawal and Interruption 6
15. Refunds 7
16. Late Payment and Tuition Fee Debt 7
17. Debt Recovery 7
18. Fraudulent Payments 7
19. Changes to Study 8
20. Course Closure 8
21. Complaints and Review 8

Tuition and Other Fee Regulation and Policy

1. Introduction

This Policy was approved by the Board of Governors on 16 January 2026 and takes effect from 1 September 2026 for the 2026/27 academic year. It does not retrospectively alter fee arrangements already confirmed to students unless expressly stated and lawfully permitted.

These Tuition and Other Fee Regulations ("the Regulations") set out the basis on which tuition fees and other charges are determined, the circumstances in which they are payable, how fee liability is calculated, and the consequences of non-payment.

The Regulations form part of the contractual relationship between SIRM College ("SIRM") and its students. They must be read in conjunction with the Student Terms and Conditions, Enrolment Terms, Academic Regulations, Programme Information (including Course Summary Documents), and other relevant institutional policies. In the event of any conflict, the Student Terms and Conditions shall prevail. These Regulations provide supplementary detail on the application of tuition fees and charges and must be read in conjunction with the Student Terms and Conditions

Compliance with these Regulations is a condition of enrolment and continued study. Where a student is sponsored under the Student route, failure to comply with financial obligations may have implications for visa sponsorship in accordance with SIRM's duties as a licensed sponsor under UK Visas and Immigration (UKVI) requirements.

2. Scope

These Regulations apply to all individuals who have applied to, are enrolled at, or have previously studied at SIRM College, including:

- applicants who have accepted an offer of a place;
- registered students, whether full-time or part-time;
- students who interrupt or withdraw from their studies; and
- former students with outstanding financial obligations.

These Regulations apply to both Home and Overseas students. Fee status is determined in accordance with relevant legislation and sector guidance and is addressed in Section 9.

3. Responsibility

Overall responsibility for these Regulations rests with the Principal.

Operational responsibility for implementation is delegated to the Director of Corporate Services. Day-to-day administration of tuition fees and charges is managed by designated professional services teams.

Where decisions taken under these Regulations have academic implications, these will be managed in accordance with SIRM's Academic Regulations and governance arrangements, including oversight by Senate where appropriate.

4. General Principles

By accepting an offer and enrolling or re-enrolling at SIRM, students enter into a legally binding agreement to pay all tuition fees and any applicable additional charges.

Students remain personally liable for payment of tuition fees and other charges throughout their period of study, irrespective of whether those fees are funded through student loans, sponsorship, employers, or other third-party arrangements.

Where evidence of financial means is provided in order to obtain a Confirmation of Acceptance for Study (CAS), students confirm that those funds remain available to meet tuition fees and living costs for the relevant period of study.

Failure to meet fee obligations may result in staged interventions and sanctions, up to and including suspension or withdrawal from study. Where a student is sponsored under the Student route, such actions may require SIRM to take action in relation to visa sponsorship and to report a change of circumstances to UKVI in line with sponsor duties.

5. Statutory Right to Cancel (Cooling-Off Period)

Students have a statutory right to cancel their acceptance of an Offer within 14 calendar days of accepting that Offer, as set out in the Student Terms and Conditions.

Where a student cancels within this period, no tuition fees are payable and any sums paid will be refunded in full.

Where a student enrols and commences study within this period, and subsequently exercises their right to cancel, fee liability will be determined in accordance with the Student Terms and Conditions.

6. Tuition Fee Liability Framework

6.1 Liability model and structure

Once the statutory cancellation period has expired, SIRM applies a term-based tuition fee liability model.

The academic year is normally divided into three terms. Fee liability is aligned to the academic structure of the programme and defined transition points between teaching periods, such as the start of the second term or an equivalent stage of delivery.

For the avoidance of doubt, the transition points that trigger changes in tuition fee liability are defined by reference to published calendar dates for each programme and academic year. These dates are communicated to students in advance through formal institutional communications, including offer documentation, enrolment materials, and published academic calendars.

SIRM will take reasonable steps to ensure students are aware of the dates on which changes to fee liability apply.

6.2 Withdrawal after the cancellation period

Where a student withdraws after the statutory cancellation period but before the published calendar date marking the start of the second term (or equivalent stage of delivery), the student will normally be liable for 50% of the annual tuition fee.

Where a student remains enrolled on or beyond the published calendar date marking the transition into the second term (or equivalent stage of delivery), the student will normally be liable for 100% of the tuition fee for that academic year.

Students who remain enrolled beyond this published transition point are considered to have committed to the full academic year.

6.3 Module-based considerations

In addition to the term-based liability framework, SIRM applies module-based considerations where appropriate.

Where a student has received all scheduled teaching activities for a module prior to withdrawal or interruption, the full tuition fee associated with that module will normally be payable, even if withdrawal occurs before the end of the academic year.

6.4 Approval date and continued engagement

For the purposes of fee liability, the relevant date is the date on which a withdrawal or interruption request is received by the College, as set out in the

Student Terms and Conditions. Students are required to follow the formal withdrawal or interruption process. Failure to complete the required process may result in delays to the effective date being recognised

The date used for fee liability calculations may differ from dates used for academic, administrative, or reporting purposes.

Where a student continues to attend classes, access learning systems, or otherwise engage with their studies after submitting a withdrawal or interruption request, this may be taken into account when determining fee liability.

7. Tuition Fees

Students are liable for all tuition fees associated with their approved programme of study.

Tuition fees are set annually. For Home undergraduate students, tuition fees are subject to maximum levels set by the UK government. For Overseas students and programmes not subject to fee caps, tuition fees are determined by SIRM and may vary by programme, mode of study, year of entry, or cohort.

Confirmed tuition fees are stated in offer letters and at enrolment. SIRM reserves the right to amend a fee assessment where incomplete, inaccurate, or misleading information has been provided.

8. Tuition Fee Increases

SIRM reserves the right to increase tuition fees for continuing students: Any such increase will be reasonable, transparent, and proportionate, and implemented in a manner consistent with consumer protection law:

Tuition fee increases may apply as follow

- For Home students, any increase will be in line with government policy and applicable regulatory limits.
- For Overseas students, any increase will normally be linked to inflation as measured by the Consumer Prices Index (CPI) and will not normally exceed five per cent per academic year.
- Students will normally receive at least three months' notice of any fee increase before the start of the academic year to which it applies.
- Where a student does not accept a proposed fee increase, they may withdraw prior to the commencement of the relevant academic year without incurring further tuition fee liability.

9. Fee Status

Fee status is classified as either Home or Overseas and is assessed at the point of application in accordance with relevant legislation and sector guidance.

Fee status is based on factors including nationality, immigration status, and ordinary residence. Once determined, fee status normally applies for the duration of the programme.

Changes to fee status are permitted only in limited circumstances where a student experiences a recognised qualifying change in circumstances. Any approved change will normally take effect from the start of the next academic year.

10. Payment of Fees

Appropriate arrangements to pay tuition fees must be in place at enrolment.

Fees may be paid in full, by instalments, through UK student finance, or through approved sponsorship or employer arrangements.

Where funding is not confirmed at enrolment, students will normally be required to pay at least 50% of the annual tuition fee in order to complete enrolment.

Students remain personally liable for tuition fees where third-party funding is delayed, withdrawn, or not paid.

11. Deposits and Confirmation of Acceptance for Study (CAS)

Applicants who require a Student visa will normally be required to pay a tuition fee deposit in order to secure a Confirmation of Acceptance for Study (CAS).

Deposits apply only prior to enrolment and are subject to the refund conditions set out below. Once enrolment has commenced, any deposit paid forms part of the tuition fee and is no longer treated as a separate charge.

Deposits may be refunded where:

- the applicant withdraws within the statutory 14-day cancellation period;
- the applicant fails to meet the conditions of their offer;
- a Student visa application is refused, except where refusal results from fraud, misrepresentation, or non-disclosure; or
- SIRM is unable to deliver the programme of study.

Deposits will not normally be refunded where an applicant obtains a visa but chooses not to enrol, fails to travel for reasons within their control, or where fraud, misrepresentation, or non-disclosure is identified.

Where enrolment has commenced, tuition fee liability (including any deposit paid) is assessed in accordance with Section 6.

Where a pre-enrolment deferral is approved, any deposit paid will normally be carried forward to the deferred intake unless otherwise stated. Tuition fee rates following deferral will be those applicable to the cohort joined.

12. Resits and Repeats

A resit refers to reassessment without the requirement to repeat teaching.

A repeat refers to undertaking both teaching and assessment again.

Where a student is required to repeat a module, tuition fees may be charged at the rate applicable in the academic year in which the repeat takes place.

Students are advised to seek guidance on financial implications before undertaking repeat study or interrupting their programme.

13. Ancillary Fees

In addition to tuition fees, students may be required to pay ancillary costs associated with their programme, including but not limited to field trips, specialist equipment, materials, professional memberships, or Disclosure and Barring Service checks.

Such costs will be communicated in advance wherever possible, normally prior to enrolment. Some ancillary costs may be payable directly to third-party providers.

14. Withdrawal and Interruption

Students wishing to withdraw from or interrupt their studies must follow SIRM's formal procedures.

Withdrawal is the permanent cessation of study. Interruption is an approved temporary break.

Fee liability is determined based on the date on which the withdrawal or interruption request is received by the College, in accordance with the Student Terms and Conditions.

Students remain liable for fees up to the effective date determined in accordance with these Regulations. Where a student delays submitting required information or continues to engage with their studies after making a request, this may affect the fee liability assessment.

Students returning following an extended interruption may be charged the tuition fee applicable to the cohort they re-join.

15. Refunds

Refunds are made in defined circumstances and in accordance with SIRM's legal and regulatory obligations.

A full refund will be made where withdrawal occurs within the statutory 14-day cancellation period.

Outside this period, any refund will be calculated in accordance with the tuition fee liability framework set out in Section 6.

Refunds may also be made where an overpayment has occurred or where SIRM is unable to deliver a programme of study.

Refunds are normally made to the original payer.

Students dissatisfied with a refund decision may request a review in accordance with SIRM procedures. Where internal procedures are exhausted, a Completion of Procedures letter will be issued enabling referral to the Office of the Independent Adjudicator for Higher Education.

16. Late Payment and Tuition Fee Debt

Students are expected to ensure they have sufficient funds to meet their fee obligations.

SIRM operates a staged debt-management and intervention process, which may include communication reminders, formal notices, and review prior to any decision to suspend or withdraw a student.

Where non-payment results in suspension or withdrawal from study, SIRM may be required to take action in relation to visa sponsorship and to report a change of circumstances to UKVI.

Any decision to withdraw a student for non-payment will follow a formal process and will be subject to review.

17. Debt Recovery

SIRM reserves the right to pursue outstanding tuition fee debt, including through referral to external debt-collection agencies. Reasonable additional costs incurred in recovery may be added to the outstanding balance.

18. Fraudulent Payments

Students must not engage in fraudulent payment activity or illegitimate third-party payment arrangements.

Fraudulent activity may result in disciplinary action and may be reported to relevant authorities.

19. Changes to Study

Approved changes to course, mode of study, or enrolment status may affect tuition fee liability. Where changes are approved, fees will be recalculated accordingly.

Students are advised to seek financial guidance before making changes to their programme of study.

20. Course Closure

Where SIRM is unable to deliver a programme, it will take reasonable steps to minimise disruption, including offering alternative provision or supporting transfer to another institution.

Where appropriate, refunds or compensation will be considered in line with SIRM's legal obligations, published student protection arrangements, and sector guidance.

21. Complaints and Review

Concerns relating to tuition fees or charges may be raised through SIRM's Student Complaints Procedure.

Where internal procedures are exhausted, students may refer the matter to the Office of the Independent Adjudicator for Higher Education.