

Important Information

Tuition Fees

Course fees vary depending on the type of course, subject, length of course and the type of qualification. All course fees are payable at time of enrolment. The fees quoted are current at the time of publication but may be changed at any time up to the date of enrolment.

Other Fees

You may have to pay for books, equipment, materials, photocopying or certificates. Additional fees and individual course requirements will be explained in the relevant course leaflet.

Examination fees - If you join a course that leads to an examination/accreditation, you may have to pay an examination fee.

Means Tested Benefit – Fee Remission

Some courses may attract reduced fees or full fee remission if you are in receipt of a qualifying means tested benefit.

Overseas Student

If you have lived outside the European Economic Area during the last three years you may be considered as an overseas student, in which case higher fee rates will be payable.

Minimum Enrolment numbers

If the course does not have enough learners enrolled it may not run.

Cancellation of a session

Once a course has commenced, if a session has to be cancelled due to circumstances beyond our control, every effort will be made to make up for lost time. This may mean holding the session on another day but this cannot be guaranteed.

Refunds

Students are expected to have fully researched the courses they are applying for before they enrol in terms of its suitability and any requirements that there might be following it. In exceptional cases for **long courses** only, students may be able to apply for a refund which they can do in writing to the College Accountant, clearly stating the reasons why they can no longer follow the programme of study. If this is granted a refund will be arranged which will take into account how long the student attended the course, less a £10 administration fee for processing the application.

For **shorter courses** of less than one year, there is **no eligibility** to apply for a refund of course fees. Refunds are **not an option** available for **International Students** unless the course was cancelled by St Vincent College.

Compliments and Complaints Policy

We value your comments on our services. Please contact the Adult Education Office for a copy of the college's Compliments and Complaints Policy.

Data Protection

Please contact the Adult Education office for a copy of the college's Data Protection statement.

Disclaimer

Every care has been taken to ensure the accuracy of this brochure. However, the college cannot accept liability for any claims arising out of any errors or omissions.