

Chichester College Group
FE Fees and Withdrawals Policy
2026-2027

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1.0 Introduction

Students remain responsible for the payment of all tuition fees regardless of the source of funding. Tuition fees become due at the start of the academic year in which students have enrolled or re-enrolled.

Chichester College Group reserves the right to make reasonable changes to courses, fees, tutors, venues and services where necessary.

International students - Please refer to the International Student Fees & Withdrawals Policy [here](#).

Higher Education students - Please refer to the Higher Education Student Fees & Withdrawals Policy [here](#).

Apprenticeships - For detailed government information on the funding of apprenticeships please click on the link below:

[Hire an apprentice \(apprenticeships.gov.uk\)](https://www.apprenticeships.gov.uk)

To discuss your specific circumstances, please contact the CCG apprenticeship team on 01243 812948 or by email: apprenticeships@chichester.ac.uk

2.0 Payment of fees

Tuition fees must be paid in full at time of enrolment unless one of the following applies:

- A loan application has been approved by Student Finance England
- An instalment plan has been agreed (see paying by instalments)
- A valid sponsor form has been approved
- A bursary has been approved

2.1 Loans

Where a Student Loan has been applied for and the course is longer than 13 weeks, a deposit of £100 is charged at enrolment. For courses less than 13 weeks, students must provide confirmation that their loan has been approved prior to the commencement of the course.

It is the student's responsibility to apply for their tuition fee loan in a timely manner and ensure that the correct programme and fee information is submitted for each year of study. Deposits will be refunded upon confirmation that the loan application was successful and that Student Finance England will pay the tuition fees in full.

Chichester College Group will update Student Finance England (SFE) on the status of current enrolments on a regular basis. SFE uses this data to confirm ongoing support for each student. They will only continue to pay the college while the student remains on programme.

Where Student Finance England (SFE) does not pay the full tuition fee, including in cases where a student withdraws from their course, the student is liable for any outstanding balance. Further

information relating to withdrawal is set out in Section 3.0: *Withdrawals, Refunds, Transfers, Deferrals and Late Starters*.

2.2 Paying by Instalments

Where a course is 13 weeks or longer in duration and the overall fee is over £100, an instalment plan can be offered. In such cases the total fee will be spread evenly across the agreed number of instalments, up to a maximum period of 12 months. All fees must be paid in full, two months before the end of the course and the initial deposit must be paid before commencement of the course.

To pay by instalments the student is required to submit a completed direct debit mandate at the time of enrolment. Instalment plans are not available for companies where they are sponsoring student/students or for payment of compulsory supplements.

Direct debits will be collected on the 1st of each month (or closest working day thereafter). Where enrolment is prior to the 15th of the month, the first Direct Debit payment will be taken on the 1st of the following month e.g. the student enrolls by 15th November, the first instalment date will be 1st December.

If the Direct Debit arrangement is cancelled by the student, any outstanding balance becomes payable in full. The Group reserves the right to withdraw the student from the course if instalment schedules are not adhered to.

Where a student withdraws, or is excluded due to non-payment, before all instalments have been received, the value of all future instalments must still be paid, and CCG will seek to recover any outstanding balance.

2.3 Employer/Sponsor payments

If a student's employer or sponsor is paying all or part of the fees the employer/sponsor must complete the Group sponsor form which must be signed by a senior responsible person of the organisation such as a Company Director. The student cannot sign the sponsorship form themselves unless they are the Company Director or authorised signatory for the organisation. Until the Group has received the form, the student's is liable for the fees and can set up an instalment plan in line with this policy. In signing the sponsor form, the sponsor/employer will remain liable for the fees identified on the form regardless of any change in circumstance/relationship with the student.

Where a student leaves their employment, the original employer/sponsor remains liable for all outstanding fees.

2.4 Bursaries

All applications are judged on their individual merit, awards made will reflect the nature of the application and the overall availability of funding support. If support is declined, student's will be

expected to pay the course fee in line with this policy. Full details can be found in the CCG Student Finance Policy.

2.5 Payment Methods

Payment of tuition fees can be made by credit/debit card (in person or by phone), Bank Transfer or via the Group Online Store.

Bank transfer details:

Lloyds Bank
Account name: Chichester College Group
Sort code: 30-91-97
Account number: 01924620
SWIFT/BIC code: LOYDGB21233
IBAN: GB69 LOYD 3091 9701 924620

Please quote that Student ID number and name as the payment reference.

3.0 Withdrawals, refunds, transfers, deferrals and late starters

The Group does not adjust fees for withdrawals or give refunds except in the circumstances outlined below.

Withdrawals:

One day Courses

No refund will be granted to students who withdraw from a one-day class less than 14 days before the start date.

In all other cases, if a student cancels their place more than 14 days prior to the course commencement a £50 administration fee is due.

Courses of 13 weeks or more (excluding Higher Education students)

Where a student withdraws within the first 28 days following course commencement a £50 administration fee will be due. If a student attends beyond 28 calendar days from the course commencement, **the full fee is payable.**

Courses with a duration of less than 13 weeks

No refunds will be given where a student withdraws from the course less than 14 days prior to commencement or once the course has started.

In all other cases, if a student cancels their place more than 14 days prior to the course commencement a £50 administration fee is due.

It is the student's responsibility to inform the college in writing that they are leaving their course.

Where a student feels that there are exceptional circumstances that prevent them from continuing with their studies, they may submit a written request for a fee review. Each case will be judged on its merits by a senior CCG representative. Applications must be made within one month of the withdrawal date held on the central student records database. Supporting evidence must be provided with the application. Applications should be emailed to salesledger@chigroup.ac.uk

Bespoke commercial courses

Refunds for bespoke commercial courses will be given on notice being received by Chichester College Group 14 days prior to the course commencing less an administration fee of 20% of the course cost. Any set-up costs incurred by the Group will be charged in full and should be agreed with the customer prior to the contract being signed.

Refunds

If Chichester College Group cancels a course prior to commencement, the student will be offered either a full refund or the option to transfer any payment to a future/alternative course within the same academic year.

CCG will endeavour to restrict the number of cancelled courses to an absolute minimum. We cannot however guarantee that a course will run, particularly if the number of students enrolled is insufficient to make it a positive learning experience.

Transfers

Transfers are only permitted within the same Academic Year and must be approved in advance by the relevant Head of Learning and the Finance Department.

Where a student transfers from one course to another fees will be apportioned as follows: -

- 1st Term Transfer - 100% of new course
- 2nd Term Transfer - 34% of original course + 66% of new course
- 3rd Term Transfer - 66% of original course + 34% of new course

Late Starters

Late starter tuition fee arrangements for full year courses are as follows: -

- Students joining at any time during Term 1 will be liable to pay the full year's course fees
- Students joining during Term 2 will be liable to pay for two thirds of the full year's course fees
- Students joining in Term 3 will be liable to pay for one third of the full year's course fees.
- There is no reduction for late starters for courses that are less than 36 weeks in duration

4.0 Default on instalment plans/payment of fees

If a student, employer or sponsor has outstanding debt on their account no further enrolments will be permitted until the debt is repaid in full.

Where an account is clear, but a previously agreed payment plan was not adhered to, Chichester College Group reserves the right to refuse the offer of a new payment plan or to request a higher deposit prior to enrolment.

If a student, employer or sponsor fails to pay the required course fees or defaults on an agreed instalment plan, CCG Finance team will make contact to collect payment in full. Where such payment is not forthcoming, and no acceptable payment proposal is agreed, students may be removed from the course. Outstanding balances will be pursued and may be passed to a debt collection agency; fee payers will be advised that this may affect their ability to secure credit in the future.

Where CCG incurs additional costs arising from debt recovery procedures (referral fees to debt recovery agencies and/or legal representation costs) these will be passed to the fee payer, and CCG will seek to recover them alongside the original outstanding debt.

Students with unpaid fees may have the following sanctions imposed:

- Exclusion (notified by letter or e-mail)
- Non-processing / non-grading of examinations and assessments
- Refusal of enrolment or re-enrolment
- will not receive an invitation to award ceremonies

The Group will take legal action in order to obtain a County Court Judgement to recover the amounts due.

Policy review area	Finance
Lead manager	Head of Finance
Approval	Group Leadership Team
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