



VOCATIONAL TRAINING INSTITUTE (VTI LTD)

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(MQA Approved)

Tuition Fee Policy

Responsibility of	Financial Officer
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Approved by	Manager / IQ officer

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Finance Contact Details:

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1. Aims and scope of the policy

The Institute needs a fee policy for student tuition fees which takes account of both the needs of the student, and the Institute's need to ensure collection of tuition fees and other fees in an efficient and timely manner.

This policy covers all types of fee payers that come under the following headings:

- i) Full-time;
- ii) Self payers;
- iii) Sponsored students.

2. students

VTI is a private MQA approved non profit paying fees institution Payment are either paid in full per year or per semester or on a monthly basis as per tuition plan Furthermore students may be expected to pay for material or equipment for assessment .

3. [a] Tuition Fee status

The rules around fees are listed as per fees plan.

Students' concession /scholarship fee status will be assessed prior to enrolment.

Note that VTI Ltd Institute/school fees include vti ltd tuition-course fee and other expenses as, remedial classes, library if any, materials if any , and does not include external registration/membership and examination fees

[b] Exam fees-see exam policy

4 Minimum Threshold

Each external examination body set its minimum threshold limit/policy-as per below If the minimum number of student/ fees as per minimum threshold is not met, the student/s name /fees will be transferred to the next cohort/session and will be notified. If student is not satisfied and may request for exam registration/ fees refund **only** and exam registration/exam fees refund policy apply.

Student will be eligible for a VTI LTD course completion testimonial if decided to cease- due to exam minimum threshold restriction

4.1 City & Guilds of London -C&G -Minimum Threshold

To deliver the right quality of service and outcomes to our centres and learners, a minimum amount of resources and activity must be allocated to manage each individual approved centre. The minimum threshold ensures that we can continue to offer a quality service to every single centre which chooses us as their awarding organization.

All centres approved for delivery of regulated qualifications with City & Guilds in the UK are required to spend a minimum order value each year. Where centers fail to meet the minimum threshold **an annual top-up invoice** will be issued to cover the cost of ongoing centre support. The exact threshold for each year can be found in our centre charged list **[5,000 GBP per year]**

City & Guilds reserves the right to exempt customers from this threshold. Customers that may be affected by this will be contacted via letter each year. Invoicing will be shortly after year end, for information our financial year runs from September 1st to August 31st each year

4.2 ATHE-UK

Annual Minimum Financial Guarantee

- Centres are required to make a minimum of **£1000** of registration and learner verification payments with ATHE within any twelve-month period from the date of their Centre Recognition beginning. This is reviewed annually on the anniversary of Recognition.

- This minimum guarantee payment will become payable less the actual amount received by ATHE for learner registrations for the twelve-month period in question.

4.3 CTH-UK

Centers are required to make a minimum of 8 candidates per cohort for registration

4.4 AAT-UK

5 Re-take modules

Fees will normally be charged for all retake modules as a proportion of the appropriate fee. Payment in full is normally required at enrolment.

6. Discounts

The Institute offers some discounts from the full tuition fees. A student is only eligible for one discount where the Institute has reduced the total fee by the awarding of a bursary, scholarship or any other means. No other discount will be applicable.

7 Collection of Full-time and Part-time tuition fees

7.1 Fees paid by Student Loans Company (SLC)

Where students are paying for their course through an SLC Loan, no charges will be made to the student directly provided the Institute has received official notification from the SLC on or prior to enrolment.

The Institute will invoice the SLC for the fees. However, the student is still personally responsible for any outstanding debt. Debts may be transferred to the student if the SLC reduces or withdraws a student's eligibility. If this happens the student will be notified and given the opportunity to enter into a payment plan.

Where the SLC is paying for a course fee in part or full and the Institute has not received official notification from the SLC, students will be required to either pay the full amount or otherwise set up the vti Institute payment plan at the time of enrolment. Upon confirmation of the SLC funding, any payments made will be refunded.

Students will be notified when there is a problem with the SLC making the payment.

7.2 Self payers fees

Full-time and part-time will be able to pay their fees as per tuition plan at the time of enrolment.

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7.3 Study Abroad

Students studying for one semester will be expected to pay their tuition fees in full before or at enrolment. Students studying the full academic year will be offered a payment plan stated in point 6.2 above.

8 International students

8.1 Non-refundable

deposit

All full-time overseas students will be required to pay a non-refundable deposit of £250 to secure their place on the course. They will be required to pay the full yearly fee of the first year fee, payable before a confirmation to be issued.

8.2 Payment in Full

The balance can be paid in full on or before the stated enrolment date to qualify for an early settlement discount.

8.3 Instalment Option

Students can pay their fees in instalments if a payment plan is set up at the time of enrolment. Under this plan 75 % must be paid at enrolment and the balance must be paid by a maximum of three months . The installments must be paid on the first day of each month.

9 -Sponsored Candidates

9.1 Home/Sponsored candidate

Where a course fee is paid for in part or full by an organisation, the student must provide a purchase order or sponsorship letter from the organisation on or before enrolment.

Organisations will be invoiced following the enrolment of a student and payment of fees is due immediately. Where tuition fees are not paid on time, the Institute reserves the right to charge interest on any overdue debt each month until the debt is paid.

9.2 International students

The Institute must receive full payment of all fees during or before enrolment from all overseas sponsors.

An overseas student will be unable to enrol until such time as full payment has been received. Such students may then transfer to be a self-payer and may set up an instalment plan as outlined

9.3 Sponsored students' responsibilities for fees

The student is still personally liable for any outstanding tuition fees. Tuition fee debts may be transferred to the student if the sponsor fails to pay the tuition fees on time. Students will be notified in the event that there is a problem with an organisation making the payment. Such students may then transfer to be a self-payer and may set up an instalment plan at the Institute 's discretion.

10 Self-payers

10.1 Payment in Full

Students will be able to pay an early settlement fee if payment is made in full on the day of registration as per tuition plan

10.2 Instalment option

Students can pay their fees in instalments as per payment plan is set up at the time of enrolment.

The instalments must be paid on the first ten days of each month.

10.3

Changing of payment plan

From semester to monthly—the monthly fees plan will be applied with initial fees

11 When refunds are payable

Refunds may be made to students as set out below for the different types of fees payable. Such refunds will only be made where official notification of the withdrawal has been made in accordance with the Academic refund policy Regulations. The date of the refund will be when the withdrawal notification has been accepted. Refunds will not be backdated where a student has failed to inform the institute .

Refunds will not normally be made to students who have been withdrawn as a result of a disciplinary process or withdrawn by an examination board.

Where fees have not been paid in full, a student will still be liable for any outstanding fees following withdrawal in accordance with the refund policy set out.

11.1 Further Education and Short Courses

There will be no refunds on single modules

11.2 Initial fees payment and registration

There is no refund on initial and registration fee

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11.3 Refunds Full-time and Part-time

FEE REFUND POLICY

1. Admission fee and Registration fee once paid to the school will not be refunded under any circumstances or for any reason whatsoever, including where a student withdraws admission or communicates his/her intention not to attend the school at any time before scheduled commencement of academic year or where after joining the school, a student withdraws admission or leaves the school before the end of that academic year.

2. If a student withdraws admission at any time before scheduled commencement of semester refund, if any, percentage of refund of fees would be by cheque only & will be subject to the following provisions:

- If a student withdraws admission before 10 working days of the scheduled date of commencement of term, semester, only 75 % of the Tuition fees will be refunded.

3. After commencement of the academic year/session, whether or not a student joins classes, under no circumstances will the Academic Fees and other charges/fees paid to the school be refunded, if a student withdraws admission or leaves the school as follows: a **cancellation fee of 50% of the tuition-programme fee will be applicable [if cancellation request occurs in writing and within three consecutive working class after starting of course & after no fees will be refunded and but could be transferred for another one session only on humanitarian ground. See detail of refund table below**

Refund policy in brief

1	When paid in full/semester	Refunded tuition fee
[a]	Within ten days prior to starting of course	75% of total paid
[b]	Attended 1 to 3 tuition classes as per time table	_50% of total paid
[c]	Attended 4 plus tuition classes as per timetable	_No refund
2	When paid monthly	
	Note initial and/admission fee are non refundable	
[a]	Within ten days prior to starting of course	75% of total paid
[b]	Attended 1 to 3 tuition classes as per time table	_50% of total paid
[c]	Attended 4 plus tuition classes as per timetable	_No refund

6. if the VTI, or a third party delivering training and assessment on its behalf, closes or ceases to deliver any part of the training product that the learner is enrolled in, the vti would refund the outstand fees paid

5 Refund will be considered as per refund policy and request for refund will be considered as follows

A] **April** for January intake and **August** for June each year and

B] **Payment** to be effected for January intake by **End of May latest** and for June intake by **End of September latest each year**

11.4 Refunds for self-payers

The structure of refunds upon withdrawal will be as per the refund policy

11.5 Refunds for international students

Refunds to international students will be made as outlined in section 10.4 above..

Where a student commences a course of study with the Institute and a visa extension is refused by the Institute, the fee for each attended module will be payable. Other fees may be refunded.

11.6 Deferral of study

Where a student has deferred in accordance with the Academic Regulations, a refund may be made according to the date of deferral as outlined in the refund policy outlined above.

Where a self-paying student defers his/her study to the next academic period and informs the Institute prior to the end of the first month of study, the fee paid can be used as part payment against fees for the next academic period if the student returns to study within two years of the deferral date.

11.7 Transfers to a different course

Students who wish to transfer to another course within the Institute which has been agreed by the School should submit an official transfer form/letter. You will be charged for all modules you have completed on the course you are transferring from. Part completed modules will be charged pro-rata. If any additional payments have been made these will be carried over to your new course.

Where there is a difference in tuition fees the relevant adjustment will be made and invoiced/refunded as necessary.

.12 Sanctions for non-payment

12.1 The right to levy penalties for non-payment

It is a term of the contract with the Institute that the student will ensure that all tuition fees and other expenses relating to the course are paid. Where the student has failed to pay their fees/ expenses in accordance with the contract, the Institute reserves the right to impose penalties.

In all cases the Institute will ensure that the penalty is proportionate to the student's default.

12.2 Tuition fee debt

As part of the enrolment process, students are required to complete the Institute 's financial procedures. Students unable to do so will not be enrolled on any course under any circumstances, unless previously agreed by the Director of Finance or his or her nominated deputy.

12.3 Part enrolled status

Students who have been engaging with the Institute while they are part enrolled period will be subject to the normal fee liability as per section 10.3 and 10.4 and will be charged fees for this period even if they subsequently withdraw.

12.4 Prior year debtors

A prior year debtor is a student who has attended the Institute during a previous academic year and whose fees, in full or in part, have remained unpaid. Prior year debtors cannot normally enrol on any course until such time as all debts have been paid.

12.5 Failure to make scheduled payments

Where a student has not paid an instalment by the due date, the student must immediately contact the Finance team (see above) to advise the Institute why the debt has not been paid. Access to the Institute buildings and facilities will be temporarily suspended three days after a missed instalment date and immediately following a dishonoured payment.

If a student fails to contact Finance team, avoids contact from Finance team or defaults on a revised payment plan, they will be recorded on the system as a debtor, and access to the Institute and facilities will be temporarily suspended until the situation has been resolved. In these circumstances, the Institute reserves the right to withhold transcripts and certificates.

In the event of a debt remaining unpaid at the start of the second semester, following a period of suspension of facilities, students will be withdrawn from their course.

In exceptional circumstances only, it may be possible to reschedule the debt via a payment plan.

Students who have previously defaulted on a payment plan may be refused the opportunity to pay by instalments (at the sole discretion of the Institute).

12.6 Graduation and certificates

A student who has outstanding tuition fee debt to the Institute will not be permitted to attend any graduation or awards ceremonies and certificates and transcripts; testimonial will be withheld until all tuition fee debts to the Institute are paid in full. Issue to reference will not be issued if student has an outstanding fee.

13 Other Debts

In addition to tuition fees, students may be a debtor of the Institute in respect of:

- i) Library fines/Unreturned books if any
- ii) Equipment fines if any
- iii) Accommodation fees if any

- iv) Access to Learning loans if any
- v) Late enrolment fees if any

Where a student has outstanding debts in one of the categories above, normal credit control procedures will apply, see policy below.

Where a student has failed to pay their debt within 14 days of the final payment date, the student will be refused access to the relevant service.

If the payment is not made by this date, the Institute will write/inform to the student informing them that the matter will be treated as an alleged breach of the Code of Conduct.

Full details of the Code of Conduct, Procedures and penalties for breach are published by the institute

14 Credit Control Policy

All outstanding debt is subject to normal credit control procedures, as well as specific sanctions stated in this policy. The Finance Team will endeavour to resolve the situation with the student before taking any action.

To collect outstanding tuition fee debt from self-funding students using Institute 's credit control processes and procedures this will include:

- 1) Contacting defaulters by phone.
- 2) Negotiate payment of tuition fees face to face and via phone/post
- 3) Set up payment plans ensuring that all information is recorded onto the system.
- 4) Personal interviews with students who have defaulted.
- 5) Finance clinics held throughout the year
- 6) Send first and second letters informing student of the outstanding debt on a monthly basis.
- 7) Issue Notification of Intent once debt has become 2 months overdue.
- 8) Pass to a Institute nominated debt collection agency
- 9) Issue summons as required.

As outlined above any outstanding debts will be passed to a Institute nominated debt collection agency office .

If the debt collection agency are unable to recover the outstanding debt, a Court Summons will be issued to recover all outstanding debts, including other debts such as outstanding accommodation fees or library fines etc. The Institute will seek to recover all additional costs.

15 Right of Appeal

Any student who considers that their case has not been dealt with fairly and that they have been withdrawn may make an appeal to the Institute under the Appeal Regulations set out in the Academic Regulations.

