



## Payment Methods

### Deposits

A deposit of £1500 should be sent to Tamworth and Lichfield College with the completed acceptance form. A letter confirming your place on the course will be sent to you with a receipt for the deposit.

### When to pay your fees

The remainder of your fees can be in three instalments due by second Wednesday in December, second Wednesday in January and second Wednesday in April.

Late payment charge of £50 to cover the cost of additional administration will be made if payment is not received by the aforementioned dates.

### How to pay

Credit Cards  
Bank Debit Cards  
Bank Transfer  
Pounds Sterling  
Standing Order  
Bankers Draft

**Please do not send cash through the post.**

### Payment Details for Deposits and Fees

Cheques should be crossed and made payable to Tamworth and Lichfield College. When a cheque is sent to the College you should enclose a letter explaining who the deposit is for and for which course. Please include your name and address to ensure you receive a receipt.

Credit Card payments can be made over the telephone.

These are Tamworth and Lichfield College's banking details for payments made by bank transfer:

**Please ensure the student's name is on the bank transfer.**

Bank Name:	Barclays Bank PLC
Address:	Midlands Corporate Banking Centre PO Box 3333 Colmore Row Birmingham B3 2WN ENGLAND
Sort Code:	20 - 85 - 13
Account Number:	70857254
Swift Number:	BARCGB22
Account Name:	Tamworth & Lichfield College

## Refunds

Tamworth & Lichfield College will only refund payments subject to the conditions printed below.

1. A refund of the fee or deposit paid will be made where the Entry Officer in a British Mission overseas has refused the application for a visa, or the Immigration and Nationality Directorate in the United Kingdom. In this case the college will retain the sum of £75 sterling to cover administration costs.
2. In any case where the application for a student visa is refused because the application was made illegally the whole amount of any payments made to Tamworth & Lichfield College may be retained by the College.
3. Refunds will normally be made by cheque, payments by bank transfer may be considered in exceptional circumstances. Refunds cannot be made in cash.
4. Any payment will be made in pounds sterling.
5. Applications for a refund must be made within twelve months of the start date of the course to which they apply.
6. Applications for a refund must be accompanied by the following:
  - The original receipt or invoice (a certified and unaltered copy may be acceptable). If you cannot provide these a photocopy of the original cheque or money order made payable to Tamworth & Lichfield College may be acceptable.
  - The original or certified copy of any refusal notice issued by the Entry officer of Immigration and Nationality Directorate.
  - The ORIGINAL documents of offer and registration sent by Tamworth & Lichfield College.
  - Where appropriate, a letter authorising the College to make the refund payment to some one other than the person who make it. This should state clearly to whom payment is to be made.
  - A fully completed and signed refund application form.
7. Requests for refunds will be dealt with as quickly as possible and we aim to respond within 30 days.
8. If for circumstances beyond our control we have to cancel a course then a full refund will be made.
9. This refund policy will also comply with any regulations set out by the British Government

## Fees

Overseas Student Fees (non-EU) for 2008/2009 inclusive of exam fees

Full time Intensive English Language:

- 20 weeks      £2800
- 34 weeks      £3800

Further Education courses £3800 per academic year

Higher Education fees on request