



**KINGSMERE  
COLLEGE  
LONDON**

# **Fees, Payment, Academic Progression and Termination Policy**

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## **1.0 Introduction**

**Kingsmere College London** operates on the principles of academic integrity, professional conduct, and contractual clarity. This policy sets out the College's requirements relating to tuition fees, payment and refunds, academic progression, pass and fail outcomes, and circumstances under which enrolment may be suspended or terminated.

The policy is intentionally robust and is designed to protect academic standards, the learning environment, staff, learners, and the reputation of the College. Acceptance of an offer of admission and payment of fees constitute agreement to the terms set out in this policy.

## **2.0 Scope of Policy**

This policy applies to : -

- All applicants who receive an offer of admission
- All enrolled learners, regardless of mode of study (on-campus, online, or distance learning)
- All programmes and qualifications delivered by Kingsmere College London
- All academic, behavioural, and financial matters covered herein.

## **3.0 Tuition Fees and Payment Terms**

Tuition fees are payable **in full and upfront once an applicant has been formally approved for admission and has accepted their offer.**

Payment confirms enrolment and secures access to teaching, learning materials, assessment, and academic support. Instalment plans are not permitted unless explicitly agreed in writing by the College.

Failure to pay fees by the specified deadline may result in withdrawal of the offer, suspension of access to learning platforms, or refusal of enrolment.



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### **4.0 Refund Policy**

All tuition fees paid to **Kingsmere College London** are **non-refundable from the point of payment**. Payment of fees constitutes a binding financial and contractual commitment by the learner. Once payment has been received, no refunds will be issued under any circumstances relating to learner choice, academic performance, engagement, withdrawal, disciplinary action, or termination of enrolment. This applies regardless of whether: -

- Teaching has commenced
- The learner has accessed learning materials or platforms
- The learner has attended classes or engaged with online learning
- The learner completes, partially completes, or does not engage with the programme

The only circumstance in which a refund may be considered is where Kingsmere College London is unable to deliver the academic year or programme session for which the learner has enrolled. In such cases, a refund of fees paid for the undelivered provision may be issued at the College's discretion.

No refunds will be granted for any other reason.

### **5.0 Learner Withdrawal**

Where a learner withdraws **after full payment of the tuition fee has been made**, the learner shall **remain fully liable for 100% of the tuition fee**, irrespective of whether teaching has commenced and regardless of the reason for withdrawal.

All withdrawals must be notified formally in writing. Following confirmation of enrolment, **the date on which withdrawal notice is received shall not affect the learner's financial liability**.

### **6.0 Scholarships and Fee Reductions**

Scholarships and fee reductions are discretionary financial concessions awarded by the College. They do not alter the full tuition fee or contractual obligations.

Scholarship awards are subject to written conditions, which may include academic engagement, attendance, professional conduct, and progression requirements.



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### **7.0 Withdrawal from a Scholarship Programme**

Where a learner withdraws from a programme after teaching has commenced and has been awarded a scholarship:

- The learner becomes liable to pay 50% of the total scholarship value awarded, calculated against the full tuition fee
- Any outstanding balance becomes immediately payable

This applies irrespective of the reason for withdrawal and reflects the withdrawal of a financial concession rather than a penalty.

### **8.0 Academic Progression, Pass and Fail**

Learners are required to meet all learning outcomes, assessment criteria, and progression requirements as set out in programme and qualification specifications.

- A **pass** is awarded only where a learner has successfully met all required assessment criteria and learning outcomes. Partial achievement does not constitute a pass.
- A **fail** is recorded where a learner does not meet the required standard following assessment and any permitted reassessment opportunities.

Academic failure does not entitle the learner to a refund, fee reduction, or extension beyond those formally approved within the assessment regulations.

### **9.0 Termination of Enrolment**

**Kingsmere College London** reserves the right to suspend or terminate a learner's enrolment with immediate effect where there is evidence of serious misconduct or breach of College regulations

Grounds for termination include, but are not limited to:

- Academic malpractice, plagiarism, or cheating
- Falsification of documents or assessment evidence
- Harassment, bullying, threatening behaviour, or abuse (including online)
- Disruptive or dangerous behaviour affecting staff or learners
- Criminal activity or illegal conduct related to College activity
- Reputational damage to the College
- Repeated failure to comply with College policies or instructions

Termination may occur without refund and without completion of the programme.



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### **10.0 Malpractice and Gross Misconduct**

Malpractice includes any action intended to gain unfair academic advantage or undermine assessment integrity. Gross misconduct includes serious behavioural or legal breaches that render continued enrolment untenable.

Findings of malpractice or gross misconduct may result in:

- Immediate termination
- Nullification of assessment results
- Reporting to awarding bodies or regulators
- Referral to external authorities where required by law

### **11.0 Appeals and Finality**

Learners may appeal academic or disciplinary decisions only in accordance with the College's published Appeals Policy.

Financial decisions, including refunds, fee liability, and scholarship withdrawal, are final and not subject to appeal unless a procedural error is demonstrated.

### **12.0 Legal and Regulatory Position**

This policy is governed by UK law and reflects principles of contractual fairness, academic governance, and regulatory compliance.

Acceptance of an offer and payment of fees confirm acceptance of all terms within this policy.