

FINANCE POLICY

September/October 2014

Your tuition fees are payable to Extra Learning UK Limited:

We accept students throughout the academic year. Depending upon current experience and knowledge students can start at the beginning of a unit of a Higher Level Course. This can be discussed further with the course tutor.

Instalments for Higher Level Academic Courses -

The tuition fee can be divided into 2 instalments as follows:

Payment 1 – 50% upon Enrolment

Payment 2 – 50% first day of next term

Methods of Payment

- Cash, Credit or debit card by the cardholder, in person at the EXTRA LEARNING Reception. Receipts will be issued.
- By bank transfer direct into the EXTRA LEARNING bank account (details below and please use your telephone number as reference)
- Bank Draft in £ sterling (GBP) sent or delivered to EXTRA LEARNING

Important : the students name and student number must be quoted on all tuition fee transactions, you will be required to know the students date of birth to make payment by credit or debit card.

Fees Paid by Official Sponsors

Students whose fees are paid by official sponsorship or those receiving Government grants will be required to provide certified evidence before or at enrolment. If your sponsor is funding less than the full amount of the tuition fee, or withdraws the sponsorship during the financial year for any reason, it is your personal responsibility to settle any outstanding amount.

Bank Account Details

Bank: HSBC

Account: EXTRA LEARNING UK LTD

Account Number: 21480693

Bank Sort Code: 40-42-11

or all queries concerning payments, please contact EXTRA LEARNING Reception by email: info@Extralearninguk.com or by telephoning 0121 565 2475

Reviewed 31/07/2014