

Payment of Fees

1. Introduction

This policy applies to students applying for the costs lawyer qualification for enrolment from November 2019.

2. Responsibility for Fees

As a person undertaking the qualification with ACL Training you become personally liable for your tuition fees for the whole academic year at the time of application or re-enrolment.

It is important to note that you are the person liable for your tuition fees even if a sponsor or third party has agreed to pay the fees on your behalf: If the sponsor or third party fails to pay you must do so.

3. When fees are payable

You will be required to pay a non-refundable administration fee at the time of making your application to the course.

Where you are applying for an exemption you will be required to pay a non-refundable exemption fee at the time of making your application to the course.

You will then be required to pay your fees for the academic year by 15 December 2019 before you commence studying in 2020 and 1 December in the year before you commence studying in all subsequent years.

4. The calculation of fees

The calculation of fees for the academic year includes:

- a) Unit Fees for the current academic year comprising of the fees for 6 modules.
- b) Compulsory seminar.
- c) Revision day.
- d) Examination.

For first year students, the fees will also include attendance at a compulsory induction day.

Where exemptions are applied, a reduction of 15% per exempted module on the unit fee will be granted. Where all 6 modules in a unit are exempted, no fee will be payable for that unit.

For students that are required to undertake a retake of any element of the course the following fees will be applicable:

Event/Assessment	Amount charged
Induction seminar	£100
Retake Assignment	£50
Attendance at compulsory seminar	£150
Exam Re-sit	£100
	A fee calculated based on the credit value of the module (£30 per credit).
Repeating an entire module (Charge per module)	5 credit module = £150 10 credit module = £300 15 credit module = £450 20 credit module = £600

5. Debts and consequences of non-payment of tuition fees

If you have not paid your course fees and are in debt to ACLT we may take some or all of the following actions unless and until the debt is cleared:

- a) charge you a late payment administration fee of up to £150;
- b) suspend your enrolment (which will result in your access to materials and online learning environment being blocked, being unable to complete assignments and you will not be entered for the end of Unit examination) and/or prevent you from enrolling or re-enrolling until such time as the debt is paid;
- c) withhold any assignment or examination results; and/or
- d) pursue recovery of your debt through the legal process (ACLT will also seek recovery of the costs associated with the legal process).

If you have a problem in paying your tuition fees you are strongly advised to contact the ACL Office to discuss your position (training@costslawyer.co.uk).

6. Refunds and cancellation of fee liability

ACL Training will, of course, make refunds if we have asked you to pay in error or if we have charged you too much. In all other cases, including where a student withdraws or postpones study, after induction or commencement of work on the first module unit fees will only be refunded in exceptional circumstances and then at the discretion of ACLT. Any refund will be calculated in accordance with the ACLT Refund and Withdrawal Policy (Appendix-GR-4).