



056 IFG Student Fees Policy

056 IFG Student Fees Policy

Policy owner:	Marketing & Partnerships Director
Version No.:	2.0
Review cycle:	Annually
Approval route:	Board of Governors
Publication route:	External (IFG Website)
Latest publication date:	13.02.2026

Student Fees Policy 2025/26

Introduction

International Foundation Group's (IFG) Fees Policy outlines the principles and procedures relating to the setting, communication, and management of tuition fees for students at the college. It ensures compliance with regulatory requirements from the Office for Students (OfS) and Competition and Markets Authority (CMA).

Our aim is that this policy supports IFG's commitment to transparency, accountability, and supporting students in understanding and managing their financial responsibilities.

For more information on Refunds and Compensation, please refer to our Refunds and Compensation Policy available on our website or by talking to our Recruitment and Admissions Officers.

Key principles

Transparency – All tuition fees and any associated costs (such as study materials or mandatory course-related expenses) are clearly communicated to applicants and current students *before they make a decision about accepting an offer*, in line with consumer protection law

Consistency and Fairness – Currently, there is no distinction in fee levels between home and international students. Scholarship decisions are based on different criteria: academic history, financial status, and content of scholarship application.

Annual Review – Fees are reviewed annually and may be subject to inflationary increases. Where applicable, such increases are communicated clearly to students in advance.

Payment Terms – The policy details when and how tuition fees must be paid, accepted payment methods,

and the consequences of late or non-payment.

Financial Support – The policy outlines processes for applying for financial support, scholarships, fee waivers, and the conditions under which tuition fee refunds or reductions may apply (e.g., withdrawal, interruption of study).

Student Communication – All information relating to tuition fees, including changes or updates, will be accessible and communicated in a timely manner.

Fees

Full-time fees per IFG programmes are advertised on our website and also in marketing material such as the IFG Prospectus. They are advertised as programme fees rather than annual fees and can be found on our 'Fees page' which links to the individual programme page.

Currently IFG does not offer full time undergraduate programmes. However, when we do, fees will be advertised on our website as an annual fee and found on our 'Fees page' which links to the individual programme page. Tuition fees will be charged annually at the rate you were charged in the year the student enters the programme.

Prospective students are made aware of their rights under this policy as part of their conversations with IFG's Recruitment and Admissions staff who are trained to answer any questions or queries regarding any aspects of the student contract and course fees.

Fees are communicated at every stage of a prospective student's journey including in the final offer letter which forms part of the student contract with IFG and complies with consumer protection law.

This policy is always available on IFG's website.

Fee Deposits

A deposit of a minimum of 35% is required towards tuition fees in order to reserve a place on the chosen programme.

This deposit is refundable if the student withdraws from the programme more than 21 days prior to its commencement or within 14 days of signing agreement to the Terms and Conditions.

Additional Charges

Students should expect to cover the cost of textbooks which are not included in the tuition fees. Students should be prepared to pay up to 100 GBP depending on the programme. Details appear on the Programme and fees pages of the website and in the offer letter.

Fee payment schedule

In the case of students on courses of up to three months duration, the remainder of tuition fees are payable on or prior to enrolment.

In the case of students on courses of more than three months duration, the remainder of tuition fees are payable in equal instalments prior to the commencement of the first and second terms of study. The offer letter outlines payment schedules.

A 5% discount is applied to students on courses of more than three months duration if all tuition fees

are paid on or prior to enrolment.

Repeating Study

Students who repeat periods of study in a subsequent academic year are normally charged a pro-rata fee depending on the number of credits they need to repeat.

Students who have had an academic decision made of deferral due to extenuating circumstances are not normally required to pay a fee for repeating the deferred courses. Students who are offered a resit examination in the summer break before the next academic year commences are provided with this opportunity without an extra tuition fee charge.

Students who withdraw from their programme of study and return to the college at a later date to undertake a programme of study with us will be subject to the fee charges, policy and procedures applicable at that time of return.

Financial Support

Students are able to apply for a scholarship - details can be found on the website and in policy 046 - value for money as well as our APS.

Scholarships range from 10% to 50% of the total tuition fees. To apply for one of these scholarships, students need to have applied for a course and received an offer. Then, on request, they will be sent a scholarship application form.

How to pay your fees

All payment should be made by bank transfer. If this is not possible, we can take card payments but 3% is added to payments to cover our costs.

Tuition Fees Liability

If a student fully registers on a course, they will need to pay their fees while they remain fully registered past key dates in the academic calendar.

They will need to pay these fees irrespective of whether they engage in or attend classes. To cancel their fees, they must either withdraw or interrupt their course. If this is done after the cancellation period they will be liable for the full Tuition fee for that term and any outstanding amounts due to the college.

Students will be considered to have registered if:

NEW STUDENTS - have completed the enrolment process, verified their personal details, programme of study AND provided confirmation of their qualifications and identity that is acceptable to the college;

CONTINUING STUDENTS - have verified personal details, programme of study.

If students withdraw or interrupt within 14 days of registering, they will not be liable for any fees. Please note, 14 days after registration, students will be liable for the percentage of tuition fees in the event of withdrawal or interruption

Note - continuing students refers to study programmes of 2 years or more

Late or unpaid fees

IFG reserves the right to charge interest at 4% above base rate in cases where fees are not paid on time and/or suspend students from the College until payment is received.

The following debt management process for collection of the unpaid fees will be undertaken by the college:

Stage 1: Debt Email 1 sent one calendar week after missed payment deadline (or when debt management is activated after payment deadline). You will be made aware of future sanctions. ***No sanctions applied at this time.***

Stage 2: Debt Email 2 sent three calendar weeks after Debt Email 1 of the missed payment deadline. You will be reminded of the outstanding balance and potential sanctions. ***No sanctions applied at this time.***

Stage 3: Debt Email 3 sent five calendar weeks after Debt Email 1 reminder of the missed payment deadline. ***Sanction: System and services access revoked.***

This restriction will block your access to certain college services, for example library, computing and viewing of student records via the Portal. This will prevent students from: accessing coursework header sheets; the ability to hand in/electronically submit coursework; obtaining student letters for bank or building societies; view their academic profile, grades, marks, etc. online, until either the necessary steps are taken as advised by the college or acceptable alternative arrangements for payment of the outstanding tuition fees are made in consultation with the college.

Stage 4: Debt Email 4 sent seven calendar weeks after Debt Email 1 reminder of missed payment deadline. ***Sanction: Withdrawal.***

General Sanctions applied for non-payment of fees:

Transcripts/certificates - Students who owe tuition fees will be unable to view, share or order any award documentation until the debt has been cleared.

Registration - Students with a prior year debt or debt from a previous programme will not be allowed to re-enrol until acceptable arrangements are made for this debt to be cleared in full.

Immigration - Once IFG becomes a registered UKVI Student sponsor. Students who require a student visa to study in the UK will be subject to the college's policy on Sponsorship of International Students for Visa Purposes. In accordance with this policy, students who are withdrawn from the college due to non-payment of fees will have their student visa sponsorship withdrawn.

Attendance at graduation - Students who have not paid their tuition fees in full will not be allowed to attend the college's graduation ceremonies, until the debt is paid in full.

Students leaving their course before completion - If a student wishes to leave their course before completion they need to inform the Academic Director in writing. If they are a UKVI sponsored student they need to give details of their future intentions. After a sponsor student leaves their sponsorship will

be withdrawn.

Refunds for students leaving their course before completion - in this case no refund will be offered

Annual Fees Review

Tuition fees are subject to an annual fee-setting process by the IFG Board of Governors.

For IFG Foundation and other pre-university programmes there is no UK Government cap on tuition fees. Fees review consists of competitor analysis, CPI, delivery and material costs, feedback from student recruitment staff and the previous year's student recruitment results.

For future HE programmes any increase in fees will be subject to the maximum regulated fee rates set by the UK Government.

Any changes to tuition fees will be communicated clearly to applicants and enrolled students in a timely manner, using IFG's standard communication channels, and always before the point at which students studying for more than 1 academic year are required to re-register or commit financially for the next academic period.