

THE FEES, ACADEMIC-RELATED CHARGES AND REFUNDS POLICY 2025/26

APPROVED BY BOARD OF GOVERNORS ON 22 JULY 2025

Applies to:	
Harrogate College	
Keighley College	
Leeds City College	
Leeds Conservatoire	x
Leeds Sixth Form College / Pudsey Sixth Form College	
Luminate Group Services	
University Centre Leeds	x

CHANGE CONTROL

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1. POLICY STATEMENT

Leeds Conservatoire and University Centre Leeds fees are set to ensure that the costs of every higher education programme delivered are covered in addition to making a contribution to the overhead costs.

2. POLICY SCOPE

This policy applies to Leeds Conservatoire and University Centre Leeds higher education provision, which includes that offered at Leeds Conservatoire and University Centre Leeds campuses, and within the FE colleges in the Luminate Education Group, namely Leeds City College, Harrogate College and Keighley College. It is designed to inform staff, applicants and stakeholders of fees and charges for higher education (HE) provision. In addition, it also sets out what facilities are in place for the collection of these charges and what support arrangements are in place for HE students.

3. CONTEXT FOR THE POLICY

Luminate Education Group includes two higher education providers - Leeds Conservatoire and University Centre Leeds.

Leeds Conservatoire is part of the Luminate Education Group and is registered separately as a publicly funded provider with the Office for Students.

University Centre Leeds is registered with the Office for Students and Student Loans Company as Luminate Education Group.

This policy is set annually based on the guidance from the Office for Students and applies to all students studying higher education at Leeds Conservatoire and University Centre Leeds, including higher education programmes offered at Keighley College and Harrogate College.

When a student enrolls on a higher education course at Leeds Conservatoire or with University Centre Leeds, they become liable to pay tuition fees, those costs relating to learning and teaching. This policy sets out the tuition fee charging principles of Leeds Conservatoire and University Centre Leeds, and explains how tuition fees will be recalculated from changes in circumstances that may arise during a course of study.

4. AIMS AND OBJECTIVES

Leeds Conservatoire and University Centre Leeds are committed to providing a fair and transparent fee policy in respect of charges made to students and aims to enable staff, students, prospective students, employers, and sponsors to understand:

- What is meant by tuition fee;
- How tuition fees are determined and what is included;
- How fee status is calculated;
- When fees are payable and how to pay;
- Tuition fee liability points and how they are set;
- Tuition Fees for early withdrawals, suspensions and repeat year;
- How refunds and discounts are applied

Leeds Conservatoire and University Centre Leeds will achieve these aims by publishing tuition fees on its website, VLE, and other communications, at the start of each application and enrolment cycle, subject to formal approval by Boards of Governors.

5. HOW THE TUITION FEE RATES ARE DECIDED

Home Students:

Tuition fees for home students studying undergraduate courses are regulated by the Office for Students and there are three categories of enrolment which are linked to access to public funding. Leeds Conservatoire and University Centre Leeds (registered name Luminate Education Group) are “Approved (fee cap)” providers and the tuition fees, set by the OfS and subject to change following government review).

Tuition fees for home postgraduate courses are not capped and are determined by market intelligence and recruitment levels, the fee for postgraduate courses is determined by the intensity of study.

International Students:

Tuition fees for international students studying undergraduate and postgraduate courses are unregulated, determined by market intelligence and sector benchmarking, and are reviewed annually.

5.1.1 Leeds Conservatoire

Home Students:

Fees for home students enrolling on undergraduate course of study at Leeds Conservatoire can be found at: <https://www.leedsconservatoire.ac.uk/courses/apply-audition-fees/fees-funding/undergraduate-tuition-fees/>

International students:

Fees for international students enrolling on undergraduate course of study at Leeds Conservatoire can be found at: <https://www.leedsconservatoire.ac.uk/courses/international-applicants/fees-funding/tuition-fees-scholarships/>

5.1.2 University Centre Leeds

Home students:

Fees for home students enrolling on undergraduate course of study at University Centre Leeds can be found at: <https://www.ucl Leeds.ac.uk/apply-fees-funding/fees-funding/tuition-fees-and-loans/#tuition>

International students:

Fees for international students enrolling on undergraduate course of study at University Centre Leeds can be found at: <https://www.ucl Leeds.ac.uk/international/applying-fees-funding/fees-scholarships/>

5.3 Tuition Fee Increases

Tuition fees for home students should remain at the level set at the commencement of their course for the remainder of their study on that programme. However, there may be circumstances where fees may increase each year in line with inflation (RPIx), or subject to changes in maximum fee limits set out in Office for Students regulations.

Tuition fees for international students may increase subject to approval of the Board of Governors. The policy is to set the tuition fee at the relevant rate for the academic year, at the point of entry and will remain fixed for the remainder of the course. The foundation year is not included in the fixed rate of tuition fee.

Any other increase in fees to students which either comes about due institutional decision at Leeds Conservatoire or University Centre Leeds will only apply to new entrants or existing students starting another programme of study.

5.4 Determining tuition fee status

All students of Higher Education programmes are required to pay the tuition fee appropriate to their programme of study and according to their status as an UK or International student. Student fee status is determined according to set criteria provided by the Government for each of the four countries of the UK: England, Scotland, Wales, or Northern Ireland.

Publicly funded Higher Education Institutions are permitted to charge “International” rates to students who do not fulfil certain residence and immigration status requirements. Leeds Conservatoire and University Centre Leeds have established procedures in place to determine fee status where this is not clear for the initial application. Before your enrolment your fee status will have been assessed as “Home” or “International” and will be indicated on your offer letter.

5.5 Students with previous Equivalent Level Qualifications (ELQs)

Students undertaking a second qualification at the same or a lower level than one they already hold are generally not eligible for public funding from the UK Government. However, in certain circumstances, students may still qualify for financial support if specific exemption criteria are met.

For detailed information on exemptions to the ELQ policy, please refer to the official guidance provided by the Student Loans Company:

<https://www.heinfo.slc.co.uk/resources/guidance/courses-management-service-user-guide/eligibility/equivalent-or-lower-qualification-elq-exceptions/>

6. WHAT IS INCLUDED IN THE TUITION FEE

The tuition fee covers all appropriate teaching and services towards your intended award. This depends on the actual course undertaken.

Please see Leeds Conservatoire for specific course descriptions at:

<https://www.leedsconservatoire.ac.uk/courses/>

Please see University Centre Leeds for specific course descriptions at:

<https://ucleeds.ac.uk/courses/>

This is dependant of the programme of study undertaken and may include, but not limited to, the following:

- Lectures, seminars, tutorials and individual tuition;
- Workshops, masterclasses and visiting speakers/professionals;
- Library and computing facilities*;
- Access to laboratories, specialist facilities, practice rooms, studios and performance spaces (determined by course)*;
- Equipment and instrument loan (Leeds Conservatoire students are expected to have their own main instrument)*;
- Admissions and course administration;
- Assessment, validation (the charge that we pay to validating partners) and graduation (excluding gown hire and photography);
- Support, advice and wellbeing services;
- Careers, employability and Alumni services;
- Students' Union membership.

*In the event that services are unavailable, we will seek to provide a reasonable alternative that enables fulfilment of the learning outcomes.

7. PAYMENT ARRANGEMENTS

Students cannot be fully enrolled without an acceptable payment method being agreed. All students will be given information regarding acceptable payment methods and instalment options as part of their admissions and enrolment instructions. These are reviewed from time to time depending on funding methodologies. Tuition fee payment must be made in GBP £ Sterling.

If you are a self-funded student your fees must be paid by yourself or a family member. We do not accept payment of fees from 3rd parties, such as friends and Agents. This is due to the UK Proceeds of Crime Act 2002 (POCA 2002), the Terrorism Act 2000 and the Money Laundering, Terrorist Financing and Transfer of Funds 2017.

As a student you should:

- understand your responsibilities not to engage with suspicious activities;
- exercise vigilance;
- know what to do if you are concerned about activity linked to bank accounts you hold; and
- are aware of the serious consequences of involvement in this sort of criminal activity

The British Council's [Creating Confidence guidance](#) and the [UKCISA website](#) both contain helpful information for students. Under the Leeds Conservatoires Fraud Policy and to prevent cases of money laundering, Leeds Conservatoire and University Centre Leeds will not accept transfers of funds for personal living or other expenses. Funds to cover living costs, including the cost of accommodation, must be paid directly to your own bank account under a separate transaction. Any payments so received will be returned directly to the sender by the same method that payment was made.

7.1 Home Students

Students who wish to pay via the Student Loan system must apply for the loan as soon as possible. If a student has not had their Student Loan application approved by the Student Loan Company by 1st November, an invoice will be sent to the student for payment.

Students whose tuition fees are being paid directly by a sponsor or third party must provide written evidence of this at or before enrolment.

Students funding their own studies and not in receipt of a Student Loan or sponsorship from an employer or third party are considered self-funders/ During online enrolment, you must confirm your intention to self-fund, acknowledging your liability and commitment to pay. You can choose to pay the fee in full or by instalments. Students wishing to pay by instalments must pay a minimum of 34% of the course fee before enrolment is completed, followed by two further instalments of 33% of the course fee.

7.2 International Students

International students will be required to pay the tuition fee in full, in GBP £ Sterling, before enrolment is completed (unless there is a prior agreed payment plan), with the exception of those providing written evidence of payment by an official government or sponsor, in which case the payment arrangements will be agreed on an individual basis.

International students requiring a Confirmation of Acceptance for Studies (CAS) number to apply for a student visa will be required to pay 50% of the tuition fee before the issue of a CAS number and 50% at or before enrolment. Where the visa application is declined, approved too late, or the applicant does not meet the offer conditions, the amount paid will be refunded, after deduction of an administration fee of £200.

International students not requiring a visa will be required to pay in full at enrolment unless otherwise agreed. Any currency conversion or bank charges are the responsibility of the student and cannot be deducted for the fees payable.

8. FEE WAIVERS, SCHOLARSHIPS AND DISCOUNTS

Leeds Conservatoire and University Centre Leeds may occasionally award full or partial fee waivers, as Scholarships, at the discretion of the Dean, Executive/Strategic Leadership, and/or Board of Governors. Information about all types of scholarships are published on the website.

For details of Leeds Conservatoire scholarships please see:

<https://www.leedsconservatoire.ac.uk/courses/apply-audition-fees/fees-funding/undergraduate-scholarships-bursaries/>

For details of University Centre Leeds scholarships please see:

<https://ucleeds.ac.uk/apply-fees-funding/fees-funding/bursaries-and-additional-financial-support/>

Where students may be awarded or entitled to more than one fee reduction per year, these will be calculated to maximise benefit to the student. The International Scholarship is awarded on the basis that it is subject to the student passing each year of study without re-sits or repeat years. The scholarship can be re-instated for subsequent years if the student then progresses without resit.

9. TUITION FEE LIABILITY

Tuition fee liability determines:

- When the cooling-off periods start

- When you become liable for tuition fees
- How much money you can have back if you leave or suspend your studies.

Liability points are set up in line with the Student Loans Company (SLC) principles of 3 terms. If you are an undergraduate student in receipt of a tuition fee loan, these dates determine:

- When we send attendance confirmations to the SLC
- When you receive your maintenance payments

All fees are subject to liability points, and your financial liability increases during the year.

10. TUITION FEES AND REFUNDS FOR EARLY WITHDRAWAL OR SUSPENSION

10.1 Definition of withdrawal and suspension dates

The majority of Home students are funded by Student Loans Company and their attendance must be confirmed before each loan instalment is paid. Leeds Conservatoire or University Centre Leeds will confirm that you are enrolled at three points during the academic year, referred to as Liability Points, in accordance with the term dates provided to the SLC. Students are considered to be in attendance and therefore liable for tuition fees until they formally withdraw or suspend from their course of study by submitting a request via MyPortal as soon as possible. Leeds Conservatoire and University Centre Leeds reserve the right to cancel your enrolment if you fail to meet the course requirements or do not make sufficient academic progress as outlined in the Academic Regulations.

Leeds Conservatoire and University Centre Leeds will only process requests for withdrawal or suspension at the time that they are received and will not back-date any requests. The effective date of withdrawal or suspension is the date on which the MyPortal request is submitted. This date will determine:

- The amount of tuition fees charged or refunded.
- Any impact on student loan entitlement for those receiving financial support.

Once a withdrawal or suspension request has been approved and processed, Leeds Conservatoire and University Centre Leeds will submit a Change of Circumstances notification to the relevant Student Finance Authority.

If you have been overpaid as a result of withdrawing from your course, your Student Finance provider will contact you about repaying this.

The Student Loans Company defines withdrawal as:

'A withdrawal refers to the point at which scheduled learning, teaching and assessment activities and other on-going engagement ends, in agreement with the provider.'

A suspension is by mutual agreement, between the student, Leeds Conservatoire or University Centre Leeds, and the validating body (for example University of Hull or The Open University).

All students regardless of study level and funding considering withdrawal or suspension should consult with the Student Funding team for advice regarding the financial consequences before making a decision. To avoid incurring tuition fee liability for the forthcoming term(s), students must formally agree a withdrawal or suspension and complete the task on MyPortal under the

section 'My Enrolment Information – Request a Change to my Enrolment' on a working day prior to the first day of the new term."

This applies to all students in this category, including those who are not in receipt of a tuition fee loan.

10.2 Home students

10.2.1 Undergraduate and Professional Graduate Certificate in Education (PGCE)

Undergraduate and PGCE students withdrawing or suspending from their course of study will be charged tuition fees based on liability periods in the academic year as follows:

Agreed date of withdrawal/suspension as indicated on the withdrawal/suspension requests	Percentage of fee liability
Prior to the start of week 3 of teaching, as indicated on the published academic calendar	Nil
Start of week 3 of teaching up to the published academic calendar. For new students - 14 calendar days from the day after you enrol or start of week 3 of as indicated on the published academic calendar, whichever is later	25%
From the first day of term following the Christmas vacation as indicated on the published academic calendar.	50%
From the first day of term following the Easter Vacation up to the end of the academic year, as indicated on the published academic calendar.	100%

NB the calendar weeks referred to as stated on the published academic calendar.

10.2.2 Postgraduate

Postgraduate courses are delivered over three trimesters and as such, fee liability dates will reflect this. Trimesters are indicated on the published academic calendar.

Students will be charged the appropriate fee up to the end of the trimester in which they withdraw as follows:

Date of withdrawal	Percentage of fee liability
After enrolment and within the first 2 weeks of teaching as indicated on the published academic calendar. For new students - 14 calendar days from the day after you enrol, whichever is later	Nil
During trimester 1 as indicated on the published academic calendar.	33%
During trimester 2, as indicated on the published academic calendar.	66%
During trimester 3 (Masters provision), as indicated on the published academic calendar.	100%

If the student wishes to request a refund on the grounds of quality of provision, they must follow the complaints procedure to be considered for a refund.

10.3 International students

10.3.1 Undergraduate

Undergraduate:

If the student is being funded by an official external organisation on an instalment basis, which has curtailed the funding due to the withdrawal, no further instalments will be payable. Where an international student has paid a deposit prior to applying for a student visa, but the visa application is subsequently declined or delayed beyond when it would be possible to enrol, the applicant will be entitled to a refund of the deposit, minus an administration fee of £200 and any bank/currency exchange charges.

For international students, tuition fees will be charged based on the following liability points:

Agreed date of withdrawal/suspension as indicated on the withdrawal/suspension requests	Percentage of fee liability
From the first day of term as indicated on the published academic calendar	25%
From the first day of term following the Christmas vacation as indicated on the published academic calendar.	50%
From the first day of term following the Easter Vacation up to the end of the academic year, as indicated on the published academic calendar.	100%

Students must formally notify Leeds Conservatoire or University Centre Leeds of their withdrawal or suspension by submitting a request via MyPortal at the earliest opportunity.

The Funding Team and Registry will process withdrawal and suspension requests only from the date of submission via MyPortal. Requests will not be backdated under any circumstances.

The effective date of withdrawal or suspension is the date on which the MyPortal request is submitted. This date will determine:

- The amount of tuition fees charged or refunded.

Students who change their mind about coming to study at Leeds Conservatoire or University Centre Leeds, or have used their visa to enter the UK, Leeds Conservatoire and University Centre Leeds reserve the right to retain £3,000 of the total tuition fee payment as a non-refundable deposit.

Students who commence their course and subsequently withdraw should be aware that Leeds Conservatoire and University Centre Leeds reserve the right to retain £3,000 of the total tuition fee payment as a non-refundable deposit and 25% of the tuition fee, taking effect from the first day of term.

Refunds of the tuition fee will only be considered in exceptional circumstances, and are limited to the following situations:

- A refund request is submitted within 14 days of the payment being received by Leeds Conservatoire or University Centre Leeds;
- The student provides verifiable evidence of having secured full sponsorship and the sponsor has paid the tuition fees in full.

Students affected by exceptional circumstances such as conflict, natural disaster, social/economic unrest, bank closures, currency crashes, health emergency (but not limited to these events) can apply for a fee waiver. Applications will be looked at on a case-by-case basis and approval and the level of the fee waiver are at the discretion of Leeds Conservatoire or University Centre Leeds. The usual fee waiver will be 25%, however this can be varied, dependent on the circumstances. The highest fee waiver would reduce the fee charged to the standard 'Home' fee.

If the student wishes to request a refund on the grounds of quality of provision, they must follow the complaints procedure to be considered for a refund.

10.3.2 Postgraduate

Postgraduate courses are delivered over three trimesters and as such, our liability dates reflect this. Trimesters are indicated on the published academic calendar. Student will be charged the appropriate fee up to the end of the trimester in which they withdraw. This is indicated in the table below:

Agreed date of withdrawal/suspension as indicated on the withdrawal/suspension requests	Percentage of fee liability
During trimester 1 as indicated on the published academic calendar	33%
During trimester 2 as indicated on the published academic calendar	66%
During trimester 3 as indicated on the published academic calendar	100%

Where an international student has paid a deposit prior to applying for a Student Visa, but the visa application is subsequently declined or delayed beyond when it would be possible to enrolment, the applicant will be entitled to a refund of the deposit, minus an administration fee of £200 and any bank/currency exchange charges.

Students who change their mind about coming to study at Leeds Conservatoire or University Centre Leeds, or have used their visa to enter the UK, Leeds Conservatoire and University Centre Leeds reserve the right to retain £3,000 of the total tuition fee payment as a non-refundable deposit.

Students who commence their course and subsequently withdraw should be aware that Leeds Conservatoire and University Centre Leeds reserve the right to retain £3,000 of the total tuition fee payment as a non-refundable deposit and 25% of the tuition fee, taking effect from the first day of term.

Refunds of the tuition fee will only be considered in exceptional circumstances, and are limited to the following situations:

- A refund request is submitted within 14 days of the payment being received by Leeds Conservatoire or University Centre Leeds;
- The student provides verifiable evidence of having secured full sponsorship and the sponsor has paid the tuition fees in full.

Where an International Postgraduate student has been withdrawn from the course due to academic failure, and not permitted to proceed to the next stage, the fee relating to the trimester not undertaken will be refunded. (Fees are calculated pro-rata at one third of the full fee per semester).

If the student wishes to request a refund on the grounds of quality of provision, they must follow the complaints procedure to be considered for a refund.

10.4 Refunds where there is an outstanding debt – All students

Where a student withdraws early and is entitled to a refund of tuition fees, Leeds Conservatoire and University Centre Leeds may deduct the cost of any other outstanding debt from the refund at the behest of the student, except in the case where a student's fees are paid through a tuition fee loan. This would mainly apply to, for example (but not limited to), are: kit & equipment fees, outstanding library charges, course fees for any additional courses undertaken, charges for any optional visits/registrations not paid.

10.5 Fee waiver/scholarship and early withdrawal – All students

Where a student who has been awarded a scholarship giving partial remission of fees, withdraws or suspends study before all instalments of the fee have been paid, the scholarship will not be counted and the fee charged will reflect the full amount owed, as per the relevant policy above.

11. STUDENTS TRANSFERRING AFTER ENROLLING AT ANOTHER HE PROVIDER

(Home undergraduate students with a tuition fee loan)

Students who transfer into Leeds Conservatoire or University Centre Leeds from another HE provider are only eligible for a tuition fee loan amounting to a percentage of the fee, at certain liability points, subject to the HE Provider confirming their attendance.

The liability dates are at enrolment, and the start of the 2nd and 3rd terms as defined to the SLC for the purpose of tuition fee loans. If the HE provider confirms that the student is in attendance on the relevant date, the student is eligible for a proportion of the tuition fee loan and the HE provider is entitled to receive it as follows:

25% - payment on 3rd Wednesday in October

25% - payment on 1st Wednesday in February

50% - payment 1st Wednesday in May

The tuition fee liability to Leeds Conservatoire or University Centre Leeds will depend upon the timing of the transfer. This will be in line with the tuition fee payments by the Student Loans Company. For example, if a student transfers after two weeks at another institution and has already paid 25% of the fee to that institution, Leeds Conservatoire or University Centre Leeds will charge the remaining 75% of the full fee amount.

12. TUITION FEES FOR STUDENTS REPEATING ALL OR PART OF THE ACADEMIC YEAR

12.1 Student repeating a full academic year

Students will be charged at the relevant rate for the academic year in which study is being repeated.

12.2 Student repeating part of an academic year

Where an undergraduate student is undertaking fewer than 100 credits, but more than 60 credits, with attendance, tuition fees will be charged on a pro-rata basis per 10 credits, with the calculation based on the full fee payable, divided by 120. Students repeating 100 credits or more will pay the full standard fee applicable to that year of study

13. FAILURE TO PAY

Students are personally liable for payment of their fees and failure to pay the agreed tuition fees or to pay according to the agreed arrangements will result in the tuition fee debtor process will being followed. Failure to pay the agreed tuition fees or to pay according to agreed arrangements may result in any, or all of the following sanctions being implemented:

- Student suspension from their course meaning you cannot attend class, submit work, access your student email or the VLE, or come into Leeds Conservatoire or University Centre Leeds buildings without an appointment to meet with a staff member.
- If you have student funding, the relevant student funding body will be notified and they will stop your maintenance loan payments.
- Not permitting you to take part in any paid activity at Leeds Conservatoire or University Centre Leeds e.g. student ambassador roles/part time work.
- Students with outstanding tuition fee debts at the end of the academic year may not be presented to the Board of Examiners. This decision will be at the discretion of the Principal/Dean after due consideration and recommendation by the programme team.
- Withholding your certificate or results
- Prohibiting you from attending your graduation ceremony
- Returning students with outstanding tuition fee debts will not be permitted to re-enrol for the following academic year until debts have been paid.
- Leeds Conservatoire and University Centre Leeds will take reasonable steps to recover debts which may include the use of a debt collection agency and/or other legal action. (Subject to approval by ELT after full consideration of the individual circumstances.)
- The ultimate sanction is to withdraw you from your course if no arrangements are made to settle your account or you default on the agreed arrangements. If you are withdrawn from your course you will have to re-apply to continue studying with us.

Leeds Conservatoire and University Centre Leeds will however take reasonable steps to advise and support students in financial difficulty. Any student who is in financial difficulty should seek advice from the Funding Team as soon as possible.

The agreement of a payment plan means that your suspension will be ended and you will be

reinstated as a student. However, any non-compliance with the payment plan will again result in sanctions being implemented as above.

13.1 International students

If you are studying at Leeds Conservatoire or University Centre Leeds on a Student Visa and you are withdrawn from your course, Leeds Conservatoire or University Centre Leeds must notify UK Visas and Immigration (UKVI) and end its sponsorship of your visa with immediate effect. This means you will have to leave the UK and will be unable to re-enter the UK using your existing visa. It may also mean that it affects your immigration record for future visa applications.

Any student who is in financial difficulty should seek advice from the Funding Team as soon as possible.

14. REPLACEMENT RESULTS TRANSCRIPTS

A fee is charged to cover the administrative costs of producing and despatching replacement results transcripts or, in the case where Leeds Conservatoire or University Centre Leeds does not have one on record, a confirmation of attendance letter. No discounts are available, but a fee may be waived exceptionally at the discretion of the HE Registrar.

15. REPLACEMENT ID CARDS

Access to Leeds Conservatoire and University Centre Leeds requires an ID card. There is no fee for the first replacement card.

Students may be charged a fee to cover the cost of subsequent replacements

16. KEY CONTACTS

For questions related to HE fees, academic related charges, or refunds, please contact the Student Funding Team.

17. REVIEW

This policy is reviewed annually by the HE Quality and Standards Directorate and wider Registry and Academic teams.