

## LFS Tuition Fees Policy

### 1. Introduction

- 1.1. The London Film School is committed to a fair and transparent policy in respect to any charges made to students.
- 1.2. Further, the school is committed to clearly communicate and outline its tuition fees and charges to prospective students, applicants and students.
- 1.3. Students are expected to be in good financial standing with the London Film School throughout their studies. Students who are not in good financial standing with the school may be subject to action by the London Film School, including termination of enrolment.

### 2. Fees at the London Film School

#### 2.1. Application Fee

- 2.1.1. A non-refundable application fee of £50 is payable upon submission of the application.

#### 2.2. LFS Visa Administration Fee

- 2.2.1. A non-refundable LFS visa administration fee of £200 is payable before a Confirmation of Acceptance for Studies (CAS) can be issued.
- 2.2.2. Visa students should also refer to sections 3.1.3 and 6 below for more information on the requirements that have to be met before a CAS can be issued.

#### 2.3. Constitution of Tuition Fees

- 2.3.1. The administration and university registration fee is payable annually.
- 2.3.2. Students on the MA Filmmaking programme are liable to pay the administration and university registration fee at the beginning of terms 1, 4, and, if applicable, 7.
- 2.3.3. Students on the MA Screenwriting programme are liable to pay the administration and university registration fee at the beginning of term 1.
- 2.3.4. Tuition fees at the London Film School are charged on a termly basis and consist of the following:
  - a) Course Tuition Fees
  - b) LFS Company Membership Fee
  - c) Students' Union Membership Fee
  - d) Film Society Membership Fee

## 2.4. Continuation Fee

- 2.4.1. After the completion of the first two years of the programme, students have the option to extend their studies by up to two terms to complete their graduation film<sup>1</sup>.
- 2.4.2. The one-off continuation fee for the continuation is set by the LFS Finance and General Purpose Committee and published on the LFS website.
- 2.4.3. The one-off continuation fee is payable by all continuing students at the beginning of term 7 – regardless of the number of terms the students are extending their studies by.
- 2.4.4. The following fees are charged for each additional term:
  - a) LFS Company Membership Fee
  - b) Students' Union Membership Fee
  - c) Film Society Membership Fee

## 2.5. Setting of Tuition Fees

- 2.5.1. The LFS Finance and General Purpose Committee has overall responsibility for setting the course tuition and LFS Company Membership fees.
- 2.5.2. Fees for membership in the Students' Union and the Film Society are set by the Students' Union.
- 2.5.3. The Administration and University Registration Fee is set by the LFS Management Team, but is also influenced by the fees charged to LFS by its partner universities.

## 2.6. Publication of Tuition Fees

- 2.6.1. Tuition fees are published in advance, normally up to four months, on the LFS website and on Moodle.
- 2.6.2. A full breakdown of relevant tuition fees is also included in the offer letter sent to successful applicants.

## 2.7. Validity of Tuition Fees

- 2.7.1. Fees are normally fixed for the entire length of the course (2 years for the MA Filmmaking, 1 year for the MA Screenwriting) with the exception of the Administration and University Registration Fee which may change in line with changes introduced by the partner university.
- 2.7.2. Students who defer their studies and later return to a different intake will be required to pay the fees for the intake they return to.
- 2.7.3. Fees at the London Film School are normally subject to an annual review and vary depending on any percentage increase agreed by the Board of Governors.

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<sup>1</sup> The ability of international students on a Tier 4 visa to extend their studies is dependent on the validity of their student visa.

- 2.7.4. Fees listed in section 2.3.1, points a) and b), are normally reviewed annually by the School's Finance and General Purpose Committee.
- 2.7.5. Fees listed under points c) and d) in section 2.3.1 are normally reviewed by the Students' Union annually.
- 2.7.6. Fees listed under point e) in section 2.3.1 are normally reviewed on an annual basis and are made in line with changes made by the partner universities.

### **3. Deposits**

#### **3.1. Deposits to Secure Your Place**

- 3.1.1. To secure their place, successful applicants are required to return their Registration Form and pay a non-refundable deposit of their tuition fees. This will be deducted from the first term fees once a student has formally enrolled on the first day of the course.
- 3.1.2. UK/EU/EEA applicants are required to pay a deposit of £1,000 to secure their place on the course.
- 3.1.3. International students are required to pay a deposit equal to the level of the first term's fees to secure their place on the course.
- 3.1.4. Applicants who are eligible for bank or government loans that cover their tuition fees in full are not required to pay a deposit to secure their place provided they submit satisfactory evidence of the loan. The supporting evidence must be issued by the body issuing the loan.

#### **3.2. Deposits to Cover Losses and Breakages**

- 3.2.1. Upon course commencement, all students are required to pay a deposit of £100.00 which will be refunded upon graduation unless offset against losses or breakages.

### **4. Payment Methods**

- 4.1. Payment details, including online payment options are available from this website: <http://payments.lfs.org.uk>

### **5. Responsibility for Payment of Tuition Fees**

- 5.1. Students are liable for the termly tuition fees from the first day of term.
- 5.2. **Fee Payer: Student**
  - 5.2.1. Where tuition fees are paid by the student directly, payment must be received, in full, no later than the first day of term.

**5.3. Fee Payer: Sponsor, including Relatives**

- 5.3.1. Where tuition fees are paid by a sponsor, including relatives, payment must be received, in full, no later than the first day of term.
- 5.3.2. Responsibility for forwarding invoices and reminders of non-payment to their sponsor lies with the student.
- 5.3.3. Final responsibility for the payment and liability for the fees remains with the student.

**5.4. Fee Payer: Bank Loan**

- 5.4.1. Where tuition fees are paid by means of a bank loan, payment must normally be received, in full, no later than the first day of term.
- 5.4.2. The London Film School, however, accepts that in some cases, bank loans are subject to a schedule, set by the bank. In cases where this schedule does not align with the LFS payment dates, students are required to submit evidence to prove that payments will be made. The Finance Department will consider the evidence and decide whether the LFS payment schedule can be aligned with the bank's payment schedule.
- 5.4.3. Evidence submitted in support of such a payment plan must be issued by the bank and contain both payment amounts and payment dates.
- 5.4.4. Documentation in a language other than English must be submitted together with certified translations.
- 5.4.5. Final responsibility for the payment and liability for the fees remains with the student.

**5.5. Fee Payer: Government**

- 5.5.1. Where tuition fees are paid by the students' government, payment must normally be received, in full, no later than the first day of term.
- 5.5.2. Evidence that government funding has been secured must be provided by the student no later than the first day of term. The evidence provided must outline payment amounts and due dates.
- 5.5.3. The London Film School, however, accepts that in some cases, government funding is subject to a schedule, set by the government. In cases where this schedule does not align with the LFS payment dates, students are required to submit evidence to prove that payments will be made. The Finance Department will consider the evidence and decide whether the LFS payment schedule can be aligned with the government or bank's payment schedule.
- 5.5.4. Evidence submitted in support of such a payment plan must be issued by the government and contain both payment amounts and payment dates.

- 5.5.5. Documentation in a language other than English must be submitted together with certified translations.
- 5.5.6. Responsibility for forwarding invoices and reminders of non-payment to their sponsor lies with the student.
- 5.5.7. Final responsibility for the payment and liability for the fees remains with the student.

## **6. Tuition Fees and Student Visas**

- 6.1. The London Film School will not issue a Confirmation of Acceptance for Studies (CAS), required to apply for a Tier 4 visa, until the appropriate deposit (see section 3) has been paid<sup>2</sup>.

## **7. Consequences of Failing to Pay Tuition Fees**

- 7.1. Final and ultimate responsibility for the payment of tuition fees and any other monies owed to the London Film School lies with the student.
- 7.2. Students facing financial difficulties are advised in the first instance to contact the Finance Department to discuss their options.
- 7.3. All payments are due no later than the first day of term (Monday of week 1).
- 7.4. Students who fail to pay their tuition fees by the end of week 1 and have not reached a financial agreement with the Finance Department will be excluded from attending their course.
- 7.5. Students who pay their tuition fees after they have been excluded, but before the end of week 2 will be allowed to return to class and continue with their studies. They may, however, not be eligible for certain roles available in the term if they have missed compulsory classes during their exclusion.
- 7.6. Students who fail to pay their tuition fees by the end of week 2 and have not reached a financial agreement with the Finance Department will continue to be excluded from attending their course and will also be considered for Termination of Enrolment for Non-Payment of Fees.
- 7.7. **Termination of Enrolment**
  - 7.7.1. At the beginning of week 3 of term, students who have been considered for 'Termination of Enrolment for Non-Payment of Fees' (see section 7.6) will receive a final written warning, informing them that the school is commencing procedures to terminate their enrolment.
  - 7.7.2. Where no payment is received by the end of week 3 of term, the Finance Department will inform the Academic Registrar who, after carefully reviewing the

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<sup>2</sup> International applicants: please note that additional requirements have to be met before a CAS can be issued; more information can be found on our website.

students' circumstances, including payment history, mitigating circumstances, bursary applications, will make a recommendation to the Director about the termination of enrolment.

- 7.7.3. If, following the termination of enrolment, payment is received within a reasonable timescale and provided the student has not missed any critical elements of their course, they may be permitted to resume their studies. The final decision about the return of a student under such circumstances rests with the Head of Studies (or nominee).
- 7.7.4. The London Film School will refer unpaid tuition fees or owed monies to external debt collection agencies to pursue payment and may seek recovery through the courts. Any costs associated with the pursuing of outstanding fees by the London Film School or third parties engaged by the London Film School will be passed on to the student and become immediately due.

## **8. Production Allowances**

- 8.1. Fees at the London Film School include a production allowance sufficient to cover the cost for the film exercises terms 1 to 5. Production allowances available to students are set by the London Film School.
- 8.2. Fees also include a production allowance for each student's graduation film in term 6.
- 8.3. Details of production allowances are published on Moodle for all terms and on the LFS website for upcoming intakes.
- 8.4. Production allowances for graduation films are only paid out if a student's termly fees have been paid in full.

## **9. Retakes**

- 9.1. Where a student is required to retake a term or module of their studies as determined by the appropriate Assessment Board and confirmed by Academic Registry in writing, the corresponding fees are payable in line with the published fees for the intake the student will be joining.

## **10. Deferral and Withdrawals**

- 10.1. Students wishing to defer their studies must inform the school in writing in line with the LFS Deferral Policy.
- 10.2. Fees paid in advance are refunded in line with the refund policy (see section 11 below).
- 10.3. Deferral requests made after the deadline (as outlined in the LFS Deferral Policy) may be considered by the Head of Studies. The student, however, remains liable for the term's tuition fees unless an exception is agreed by the Director.

- 10.4. Students returning to LFS following a deferment are subject to the tuition fees of the intake they will be joining.
- 10.5. Students with outstanding tuition fees on the day of their deferment will not be permitted to return until all outstanding tuition fees have been paid in full.
- 10.6. Students who fail to return to their studies within the allowed timeframe (see LFS Deferment Policy) will be considered 'withdrawn'. Where applicable, tuition fees paid in advance will be refunded in line with the refunds policy (see section 11).

## **11. Refunds**

- 11.1. Students are liable for the full term's tuition fees from the first day of term.
- 11.2. Students who do not successfully complete a term or module are not entitled to a refund for that term or module.

### 11.3. Full Refund of Tuition Fees Paid

11.3.1. Students will receive a full refund of tuition fees paid if any of the following apply:

- a) The School is unable to provide the course; or
- b) The School withdraws an offer of enrolment for any reason (except if a student is found to have provided false or fraudulent information during the application process); or
- c) The applicant fails to obtain a Tier 4 student visa, provided the official refusal letter from the Home Office is provided together with evidence that the visa application was made within the stipulated timeframe and correct supporting documentation.

### 11.4. Partial Refund of Tuition Fees Paid

11.4.1. Refunds are at the discretion of the School and are only considered in exceptional circumstances.

11.4.2. You may receive a partial refund of tuition fees paid if:

- a) A student does not enrol in time for the start of their course, having accepted the offer of a place; in such cases, a 2% processing fee of the first term's tuition fees will be charged to the student;
- b) The School withdraws an offer or cancels your enrolment on a course, after an applicant provided false or fraudulent information during the application process; in such cases, a 2% processing fee of the first term's tuition fees will be charged to the student.
- c) The applicant fails to obtain a Tier 4 student visa, but no official refusal letter from the Home Office is provided and/or there is no evidence that the visa application was made within the stipulated timeframe and correct supporting documentation; in such cases, a 5% processing fee of the first term's tuition fees will be charged to the student.

### 11.5. Refund Requests

11.5.1. Requests for refunds must be made, in writing, by emailing [finance@lfs.org.uk](mailto:finance@lfs.org.uk). Refund requests must be received within 60 days of the official deferment or withdrawal date.

11.6. Refund requests are normally processed within 28 days.

## 12. Bursaries Administered by the London Film School

12.1. Bursaries administered by the London Film School, including Creative Skillset bursaries, are valid only for the original intake the student applied for and can normally not be transferred to another intake; this also includes deferments.

12.2. Students on bursaries are not entitled to have their bursaries paid to them directly; instead bursaries will be added to their student account.



- 12.3. Students who withdraw from their studies are not entitled to the equivalent monetary value of the bursary.

### 13. Version Control: Policy

Version Number	Changes	Author, Title	Date
0.1	-	Philip Ramge, Academic Registrar	19/01/2016
0.2	Comments from Dawn Taylor, Financial Controller added	Philip Ramge, Academic Registrar	21/01/2016
0.3	Comments added from Leadership group and Admissions staff consultation;  LFS Finance and General Purposes Committee consulted.	Philip Ramge, Academic Registrar	26/01/2016 03/02/2016 04/02/2016 09/02/2016 10/02/2016
0.4	Comments from members of the Quality Management and Enhancement Committee added.	Philip Ramge, Academic Registrar	16/02/2016
0.5	Final comments by Leadership Group added after consultation	-	23/02/2016
1.0	Approved by Leadership Group	Philip Ramge, Academic Registrar	08/03/2016
1.1	Changes to fees and fees structure as approved by the F&GP committee reflected in policy; comments added from LFS Finance and General Purposes Committee added	Philip Ramge, Academic Registrar	11/01/2018 07/02/2018
1.1	Approved by Management Team	-	08/02/2018