

## LFS Tuition Fees Policy

### 1. Introduction

- 1.1. The London Film School (“LFS”, “we”, “our”, “us”) is committed to a fair and transparent policy in respect to any charges made to students (“you”, “your”).
- 1.2. We are committed to clearly communicate and outline our tuition fees and charges to prospective students, applicants and students.
- 1.3. You are expected to be in good financial standing with the London Film School throughout your studies. If you are not in good financial standing with the school, you may be subject to action by us, 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. This fee is included in the deposit which is payable to secure your place on the course (see section 3)
- 2.2.2. Visa students should also refer to sections 36 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 at the beginning of each year of study.
- 2.3.2. The following tuition fees at the London Film School are charged each term and consist of the following:
  - a) Course Tuition Fees
  - b) LFS Company Membership Fee
  - c) Students’ Union Fee
  - d) Film Society Fee

#### 2.4. Setting of Fees

- 2.4.1. Fees are normally reviewed annually and set in advance for the start of the next academic year. All intakes in the same academic year are normally subject to the same fees.
- 2.4.2. The Governing Body of LFS has overall responsibility for approving the fees.
- 2.4.3. The Administration and University Registration Fee is set by the LFS Senior Leadership Team and is influenced by the fees charged to LFS by its partner universities.

#### 2.5. Publication of Tuition Fees

- 2.5.1. Fees are published in advance, normally six months ahead of the start of the academic year, on the LFS website.
- 2.5.2. A breakdown of relevant fees is also included in the offer letter sent to successful applicants.

## 2.6. **Validity of Tuition Fees**

- 2.6.1. Fees are fixed for the entire length of the course with the exception of the Administration and University Registration Fee which may change in line with changes introduced by the partner university.
- 2.6.2. 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 and will receive a letter confirming the new fees prior to their return.

## 3. **Deposits**

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

- 3.1.1. To secure your place as a successful applicant, you are required to return your completed and signed student contract and pay a deposit on your tuition fees. This deposit will be deducted from the first term fees once you have formally enrolled on the first day of the course.
- 3.1.2. If you are a home status applicant you are required to pay a deposit published in your offer letter to secure your place on the course.
- 3.1.3. If you are an international status applicant, you 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. If you are eligible for bank or government loans that cover your tuition fees in full, you are not required to pay a deposit to secure your place provided you submit satisfactory evidence of the loan. The supporting evidence must be issued by the body issuing the loan.
- 3.1.5. If you are eligible for bank or government loans that cover only parts of your tuition fees, you are required to pay a deposit equal to the amount not covered by the loan. You are also required to submit satisfactory evidence of the loan. The supporting evidence must be issued by the body issuing the loan.
- 3.1.6. If you cancel the offer of a place within the 14-day cancellation period, we will refund to you all payments received from you (excluding any payments made for services that you have already been provided, for example the application fee or the issuing of a Confirmation of Acceptance for Studies to obtain a student visa).
- 3.1.7. If you cancel after the 14-day cancellation period then you will not receive any refund of deposit except if you have had your visa refused. You will not receive a refund if you have not met the English language test requirement.
- 3.1.8. Requests from Offer Holders to defer a place will normally be required to withdraw for the intake for which the offer was made and be considered for the course at the next intake. A place is not guaranteed; if agreed a further application fee will not be payable as the application will be rolled forward to the next intake. Applicants should apply in writing if there are any exceptional circumstances with appropriate evidence to the Academic Registrar.

### 3.2. **Loss, Stolen Equipment and Breakages**

- 3.2.1. You are liable for any loss, stolen and broken equipment if this has arisen due to negligence.

#### 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. You are liable for 100% of the termly tuition fees from the first day of term.

##### 5.2. Fee Payer: Student

- 5.2.1. Where your fees are paid by you 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 your 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 you.

##### 5.4. Fee Payer: Bank Loan

- 5.4.1. Where your 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. We accept, however, that in some cases bank loans are subject to a schedule, set by the bank. In cases where this schedule does not align with our payment dates, you 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 you.

##### 5.5. Fee Payer: Government

- 5.5.1. Where your fees are paid by your 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. We accept, however, that in some cases government funding is subject to a schedule, set by the government. In cases where this schedule does not align with our payment dates, you 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 government sponsor lies with you.
- 5.5.7. Final responsibility for the payment and liability for the fees remains with you.

## 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 student visa, until the appropriate deposit (see section 3) has been paid<sup>1</sup>.

## 7. Consequences of Failing to Pay Tuition Fees

- 7.1. All payments are due no later than the first day of term.
- 7.2. Final and ultimate responsibility for the payment of fees and any other monies owed to us lies with you.
- 7.3. If you are facing financial difficulties, you are advised in the first instance to contact the Finance Department to discuss your options.
- 7.4. If you fail to pay your course tuition fees by the end of week 1 and have not reached a financial agreement with the Finance Department, you will be excluded from attending your course.
- 7.5. If you pay your course tuition fees after you have been excluded, but before the end of week 2, you will be allowed to return to class and continue with your studies. MA Filmmaking students may, however, not be eligible for certain roles available in the term they have missed compulsory classes during the exclusion.
- 7.6. If you fail to pay your course tuition fees by the end of week 2 and have not reached a financial agreement with the Finance Department, you 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 for Non-Payment of Fees**
  - 7.7.1. If you have failed to pay your tuition fees by the end of week 2, you will receive a final written warning at the beginning of week 3 of term to notify you that you are being considered for 'Termination of Enrolment for Non-Payment of Fees' (see section 7.6).
  - 7.7.2. The purpose of the final written warning is to inform you that we are commencing procedures to terminate your enrolment.
  - 7.7.3. Where no payment is received by the end of week 3 of term, the Finance Department will

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<sup>1</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.

inform the Academic Registrar who, after carefully reviewing the students' circumstances, including payment history, mitigating circumstances, bursary applications, etc., will make a recommendation to the Director about the termination of enrolment.

- 7.7.4. If, following the termination of enrolment, payment is received within a reasonable timescale and provided you have not missed any critical elements of your course, you may be permitted to resume your studies. The final decision about the return of a student under such circumstances rests with the Academic Registrar.
- 7.7.5. We reserve the right to refer unpaid tuition fees or owed monies to external debt collection agencies to pursue payment and seek recovery through the courts.
- 7.7.6. Any costs associated with the pursuing of outstanding fees by us or third parties engaged by us will be passed on to the student and become immediately due.

## 8. Reassessment Term/Retrieval of Failure

- 8.1. If you are required to retake a term or module of your 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 you will be joining. If you are resubmitting assessments only at the end of the course then a resubmission fee will be payable as published on the LFS website.

## 9. Deferment and Withdrawals

- 9.1. If you wish to defer your studies following the start of the course, you must inform the school in writing in line with the LFS Deferment Policy.
- 9.2. Fees paid in advance are refunded in line with the LFS Refund Policy.
- 9.3. Deferment requests made after the deadline (as outlined in the LFS Deferment Policy) may be considered by the Academic Registrar. You will, however, remain liable for the term's tuition fees unless an exception is agreed by the Director.
- 9.4. When you return to LFS following a deferment, you will be subject to the tuition fees of the intake you will be joining.
- 9.5. If you have outstanding tuition fees on the day of your deferment, you will not be permitted to return until all outstanding tuition fees have been paid in full.
- 9.6. If you fail to return to your studies within the allowed timeframe (see LFS Deferment Policy), you will be considered 'withdrawn'. If applicable, tuition fees paid in advance will be refunded in line with the LFS Refunds Policy.

## 10. Bursaries Administered by the London Film School

- 10.1. Bursaries administered by the London Film School are valid only for the original intake you applied for and can normally not be transferred to another intake (e.g. as a result of a deferment).
- 10.2. Students on bursaries are not entitled to have their bursaries paid to them directly; instead bursaries will be added to their student account.
- 10.3. Students who withdraw from their studies are not entitled to the equivalent monetary value of the bursary.

## 12. Version Control: Policy

Version Number	Changes	Author, Title	Date
1.4	Review to make school specific, include liability for loss or stolen equipment due to negligence, cancellation fees, deferment of place and reassessment fees.	Academic Registrar	08/04/2025