



SAE Institute UK Fee Policy

1 Introduction

- 1.1 SAE Institute is committed to a fair and transparent fees policy. Students have the right to be informed of any liability and to make an informed choice.
- 1.2 The student retains ultimate responsibility for the payment of their fees. This includes where a student has a sponsorship agreement or where a student has applied for or been awarded a grant, loan or any other source of funding.
- 1.3 Defaults on payment are treated seriously and will lead to sanctions being taken against the student, that may include termination of studies. Students will not be able to progress to a subsequent module with outstanding debt.
- 1.4 It is the responsibility of the applicant or student to provide and confirm correct contact details. SAE Institute accepts no responsibility for loss or damage where an applicant or student has provided inaccurate or out of date contact details.
- 1.5 SAE Institute reserves the right to correct any errors or omissions to this policy.
- 1.6 SAE Institute reserves the right to update this policy, normally on an annual basis, or as deemed necessary.

2 Payment of fees

- 2.1 A student is liable for the tuition fee for all modules that they are enrolled in, within a study period (trimester), on the first day of the study period.
- 2.2 The only exception to this is the 14-day “cool-off” period which commences from the first day of enrolment. Students have 14 days where they can withdraw without liability for full fees.
- 2.3 If SAE receives a written notice of their intention to withdraw from their programme of study, within the first 14 days of enrolment, the student will not be liable for payment of the full fees.
- 2.4 The student retains ultimate responsibility for the payment of their fees. This includes where a student has a sponsorship agreement or where a student has applied for or been awarded a grant, loan or any other source of funding.
- 2.5 If student finance or sponsorship is withdrawn, the student is liable for any unpaid fee liability.

3 Payment plans

SAE Institute offers payment plans to help students pay their fees.

3.1 Payment plans may include:

- Payment by study period. This is the default payment plan for UK/EU students. If an EU or UK student does not specify otherwise before the start of a programme, payment is by study period.
- Payment by monthly direct debit.
- Annual payment before the first day of the programme. This is the only payment plan available for T4 visa students, who must make full payment before SAE can issue a CAS number to sponsor their visa application.

3.2 SAE Institute must approve any payment plan.

3.3 Where a student has opted for a payment plan that uses SLC, SAAS, or other funding to cover part or all of their programme fees, students must provide proof of funding to SAE Institute on enrolment.

4 Cancellations – where a student cancels their place before a programme begins

4.1 An applicant may cancel their place on a programme by giving SAE Institute notice in writing.

4.2 If an applicant does not enrol at the start of the programme, their place on the programme is cancelled.

4.3 Where an enrolment is cancelled before the start of the programme, or when an applicant does not enrol, there is no liability for the student.

5 Withdrawal – where a student decides to leave a programme after it has started

- 5.1 Any request to withdraw from a programme must be made in writing using the cessation of studies form.
- 5.2 The “withdrawal date” is the date a completed cessation of studies form is received by SAE.
- 5.3 Failing to attend studies does not count as “withdrawal”.
- 5.4 The student remains liable for the full fees for all modules in the study period in which their withdrawal date falls. This applies to all payment plans, and includes students who are receiving student finance, and students who are paying by monthly instalment.

6 Termination – where SAE decides to end a student’s enrolment

- 6.1 SAE Institute reserves the right to terminate the enrolment of a student if they are in breach of SAE Regulations. This is detailed in G01 (Code of Conduct) and A08 ([Student Progression, Graduation, and Transfer](#)).
- 6.2 Where a student’s enrolment is terminated, SAE Institute will notify the student of their termination date in writing.
- 6.3 The student remains liable for the full fees for all modules in the study period in which their termination date falls. This applies to all payment plans, and includes students who are receiving student finance, and students who are paying by monthly instalment.

7 Deferrals

- 7.1 Where a student is unable to continue their studies, for reasons beyond their control, they may defer their studies. Where deferral of studies leads to a module fail the student may be required to re-take the module upon recommencement in the programme.
- 7.2 A student may defer studies for up to 12 months. Further extensions of the deferral period are strictly at the discretion of SAE Institute.
- 7.3 A student who does not re-commence studies at the end of their agreed deferral period may have their programme cancelled.

8 Resubmissions

- 8.1 Students who fail an assignment may have a single opportunity to re-submit the work, whilst continuing their programme.
- 8.2 Resubmitting assignments is at the discretion of SAE Institute.
- 8.3 There is no additional charge for resubmitting an assignment within a module.
- 8.4 Where a student fails the assignment resubmission and it leads to a module fail, they may be allowed to complete their current study period. Where the failed module is a core module the module may need to be re-taken before the study can progress further in the programme, and is subject to availability at the campus, which may lead to a deferral of studies.
- 8.5 If a student fails a resubmission, they may be able to take an “assessment only” retake, with no access to SAE Institute facilities, for a reduced fee. Availability of an assessment only retake is at the discretion of academic staff.
- 8.6 If a student fails a resubmission it may be deemed that the student must retake the full module with attendance with access to SAE Institute facilities. In these circumstances fees would be charged at a pro rata rate.

9 Late payment

- 9.1 Students must make payment according to their agreed payment plan.
- 9.2 SAE will give students clear notification of what they owe, and when it must be paid.
- 9.3 Payment of student fee instalments must be made by the due date on the invoice.
- 9.4 SAE has the right to enforce sanctions for late payment of fees.
- 9.5 SAE is unable to progress a student through final module and programme assessment until all fees and debts have been resolved and paid in full.
- 9.6 Students with outstanding tuition fees will not be allowed to attend a degree award ceremony.
- 9.7 Where fees are overdue, SAE will send the student a reminder letter.
- 9.8 SAE will charge £25 for each reminder letter sent.
- 9.9 If a student has not paid their full fees for all of their modules during a study period, they will not be allowed to progress to the next study period.
- 9.10 If fees remain outstanding past the end of a study period, the student is automatically excluded until full payment has been made. Excluded students will not have access to SAE facilities (including classes, lectures, and studios) or be able to resume study, until full payment has been made. Once full payment has been made, the student may rejoin the programme at the start of the next available study period. Where a student does not resolve their outstanding debt with SAE within 90 days, SAE may terminate their enrolment and take reasonable actions to recover the debt as noted in paragraph 9.12.
- 9.11 The next available study period will be determined by academic staff, depending on the student's circumstances and programme. It is possible that the next available study period may be the following year.
- 9.12 SAE may use a 3rd-party debt collection agency to recover unpaid fees.

10 Refunds

- 10.1 Students who do not successfully complete a module are not entitled to a refund for that module.

If for any reason a student or applicant is due a refund:

- 10.2 It is the responsibility of the student or applicant to request a refund.
- 10.3 The request for a refund must be made in writing using a refund request form.
- 10.4 Refunds can only be made to the account from which the original payment was made.
- 10.5 The refund request must include the full bank details of the account from which payment was made.
- 10.6 Refunds for EU and UK students will be processed within 21 days of a written request being received, provided that full information has been given.

For T4 visa students or applicants:

- 10.7 Once a CAS (Confirmation of Acceptance for Studies) number has been assigned, there will be a £250 administration charge for any refund.
- 10.8 Where SAE Institute has sponsored a visa application by assigning a CAS number, and the visa application is refused for any reason, no refund will be processed until SAE Institute receives a copy of the visa rejection letter.
- 10.9 Where a T4 visa student is terminated or withdraws from their study for any reason, no refund will be processed until SAE Institute has received evidence that the student has left the UK, or has other valid leave to remain in the UK.

11 Glossary

- Applicant: An applicant is someone who has made an application to study at SAE Institute, but has not yet enrolled.
- CAS number: A “CAS” is a “confirmation of acceptance for studies”. A unique CAS number is given to each student sponsored for a T4 visa application. SAE has a limited number of CAS each year, and will not assign a CAS number until all visa conditions have been met.
- Cancellation: A student’s place on a programme is cancelled if they fail to enrol at the start of their programme of studies.
- Deferral: Where a student has a break in their programme of studies, but intends to return at a future stage. Deferral is normally for no more than one year.

- Enrolment: A student enrolls when they arrive at SAE Institute at the beginning of their programme, normally during their orientation week.
- Liability: The money that a student owes to SAE Institute.
- Module: The basic unit of study. Each study period is composed of one or more modules of study.
- Programme: A course of study.
- Resit / Resubmission: Repeating an assignment or exam, but without attending any further lectures or tutorials. This does not incur liability.
- Retake: This is a repeat of a whole module, including all lectures, tutorials and other support from SAE Institute. This incurs liability.
- SAAS: The Student Awards Agency for Scotland.
- Sanctions: Penalties for non-payment, which can include exclusion, termination, or banning from SAE Institute facilities such as studios or computer labs.
- SAE Institute: “SAE Education Ltd” in the UK, commonly known as SAE or SAE Institute. SAE Oxford, SAE London, SAE Liverpool and SAE Glasgow are campuses of SAE Institute.
- SLC: Student Loans Company.
- Sponsorship agreement: Where someone other than the student has agreed to pay their fees.
- Student: When an applicant to SAE enrolls, they become a student.
- Study Period: Each academic year is composed of three study periods, sometimes called ‘trimesters’.
- T4 study visa: Students from outside the UK or EU will normally need a Tier 4 study visa to enter the UK.
- Termination: Where SAE Institute chooses to end a student’s enrolment on a programme of study.
- Trimester: A study period.
- Visa sponsorship: SAE Institute sponsors a visa application by assigning a CAS number.
- Withdrawal: Where a student chooses to end their programme of study.