



PROMOTING EXCELLENCE IN EDUCATION

## Fee Policy

### Programmes and Fees

Programmes	Original Fees
NHC Academic Management and Directorship	890 GBP
NHC Educational Leadership and Management Diploma	890 GBP
NHC Diploma in TESOL	890 GBP
NHC Advanced Certificate in TEFL	675 GBP
NHC Diploma in Teaching Methodology	675 GBP
NHC Diploma in Teaching Young Learners	675 GBP
NHC STEAM Diploma	675 GBP
NHC Diploma in Educational Psychology	675 GBP
NHC Training of the Trainers Diploma	675 GBP
NHC Diploma in Translation	675 GBP
NHC Diploma in English Phonetics and Phonology	675 GBP
NHC Autism Certificate	450 GBP
NHC Dyslexia Certificate	550 GBP
NHC Teaching Literature	550 GBP
NHC CATBIS	550 GBP
NHC Anti-bullying (6 hour course)	250 GBP
NHC ADHD ( 6 hour course)	250 GBP
Ofqual Level 6 TESOL ( RQF )	1500 GBP
Ofqual Level 5 TEFL ( RQF )	1200 GBP
Level 4 Certificate in Education and Training ( RQF )	600 GBP
Level 3 Award in Understanding the Principles of Assessment ( RQF)	400 GBP
Level 3 Award in Education and training ( RQF)	400 GBP

[www.nottinghillcollege.co.uk](http://www.nottinghillcollege.co.uk)

**Head Office**  
19, Waters Edge Business Park, Modwen Road, Salford,  
Greater Manchester, M5 3EZ, United Kingdom  
Tel: +44 161 872 9271

**Notting Hill College Egypt**  
123 Ahmed Shawky St., Roushdy,  
Alexandria, Egypt  
Tel: +203 5427420



**Notting Hill College**

Notting Hill College is registered in England and Wales as Notting Hill College LTD No. 5042086. Notting Hill College UKRLP: 10028428



## Course fees include:

- Pre-course assessment.
- Access to NHC Learning Management System (LMS)
- Access to Google classroom if you are a virtual campus student.
- Assignment feedback reports
- End of course certificate of achievement & transcript

### **Deposits and Balance Payments**

1. You can, at the discretion of Notting Hill College, pay a deposit at the time of booking if your course is more than two weeks away. This deposit is non-refundable. The remaining balance will become payable two weeks before the specified start date of your course. If your course starts within the next two weeks you will need to pay the full amount at the time of booking.

2. Receipt of a deposit does not imply acceptance of a booking. Notting Hill College will confirm acceptance of your booking in writing or via email.

### **Cancelation or making changes to your classroom courses**

3. If a request to cancel or change course dates is made: Registration fees and acceptance letter fees are non-refundable more than 30 days prior to your classroom course start date; there will be no fee to reschedule between 30 days and 14 days before the classroom course start date; the fee to reschedule will be £40. The fee must be paid at the time of rescheduling.

within 14 days of the classroom course start date no changes or cancellations can be made. If a classroom course is booked within 14 days of the classroom course start date no changes or cancellations can be made.

### **Prices**

4. Notting Hill College reserves the right to change any of the prices, services or other provisions contained on the website at any time.

5. If you receive a discount in relation to a classroom course for a specific location and date, rescheduling is only possible once payment for the full amount of the course is taken.





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### *Cooling Off Period*

6. If for any reason you are not satisfied with the course you have purchased you are entitled to a full refund within 14 calendar days from the date you made the purchase of the course unless this is within 14 days of the start date of a classroom course. If you have purchased an online or combined course and have started the course and submitted the learner agreement, you are not entitled to a refund, as per the legislation on digital content. (Please see section 11). In this case, no refund is possible. After 14 calendar days, you are outside the 'cooling off' period and you are not entitled to a refund if you wish to cancel. If you have purchased a classroom or combined course by initially paying a deposit, we are only able to refund the balance payment, as deposits are non-refundable (see section 1).

### *Course cancellation by Notting Hill College*

7. We reserve the right to change or cancel the course. The very nature of the courses we offer, requires flexibility by all parties. For this reason, the outline itinerary and description must be taken as an indication of what may take place on the course, and not as a contractual obligation.

8. If the minimum number of bookings required to run a course is not met, and if Notting Hill College should cancel a course for this reason, they will endeavour not to do so less than 14 days prior to the course date.

9. In the event of a Notting Hill College trainer being unable to attend due to trainer illness or other circumstances beyond their control, the course may be cancelled. Notting Hill College will endeavour to provide an alternative trainer, but this is not always possible. Refunds of any fees paid will be made but no liability shall be taken for travel or accommodation costs incurred by you.

### *Course cancellation by students*

10. Course cancellations will only be accepted in writing or via e-mail.

### *Online/Combined Courses*

11. You cannot get a refund on online courses outside the 14-calendar day cooling off period. By starting your online course and submitting the learner agreement you are deemed to have begun your course and to have acknowledged that your right to cancel your course and receive a refund will be lost. You have from one to six months to complete the course from the date of purchase, depending on which course you have bought.

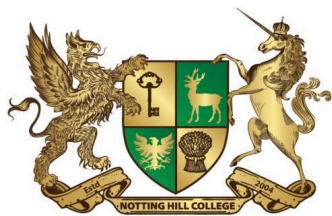
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### **Extensions**

12. The design of the courses offers a great deal of flexibility. An extension can also be arranged free of charge for the first time (it grants you 4 extra weeks) after, you would pay £25 for every extra 4 weeks. After 12 months of inactivity, your account will be deleted, and you will not be able to access your grades or course work. Please contact us to extend your account.

### **Fees Terms**

13. Course fees for all programmes are published on our website.

14. Students retain ultimate liability for the payment of course fees, including where sponsorship agreements have been approved. The School will always seek to recover fees directly from students in cases where payment from other approved sources is not forthcoming.

15. The School reserves the right to take appropriate action against students who fail to pay their fees or make satisfactory arrangements to pay by the end of a set period.

16. NHC reserves the right to withhold degree certificates, transcripts and references due to non-payment of tuition fees.

17. Payment has to be made in full at the time of enrolment. Full payment will be refund if you withdraw the application within 14 days after we have received your payment.

18. The fees include the registration, assessment, verification and certification fees.

19. All course fees are listed in British Pound Sterling (GBP), and therefore we are not responsible for any exchange rate changes, nor any bank charges that arise from this or any other payments made to Nottingham Hill College.

20. Nottingham Hill College provides a fee instalment to students outside the UK. Maximum three instalments can be provided to pay the fees. A payment plan form is required to be completed and signed. Failing to adhere to the dates on the payment plan may result in withdrawal of the course and cancellation of the enrolment.

21. If there is any delay to the payment of any instalments, then a late payment fee of £40 will be levied. This can be avoided if you have reason to delay, and have agreed with Nottingham Hill College 1 week prior to the payment deadline.

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23. Once payment is received and courses have been delivered to the student's login or has been downloaded, refunds are not available.

24. Refunds are only applicable if the courses or services are not delivered. This does not affect your statutory rights. Under statutory rights, the refund is available only after the deduction of the awarding body registration fees, as this is totally non-refundable.

25. In the event of any conflict between this policy and other documents or publications containing reference to fees, this policy shall have precedence. For further information please email us.

### **Payment Terms**

26. Payment has to be made in full at the time of enrolment. You will be eligible for a full refund if you withdraw your application within 14 days of us receiving your payment, provided that you have not accessed the course materials. **Please note that refunds will not be provided if you are granted access to the Learning Management System (LMS).**

27. The fees include the registration, assessment, verification and certification fees. Certificate shipping is not included

28. All course fees are listed in British Pound Sterling (GBP), and therefore we are not responsible for any exchange rate changes, nor any bank charges that arise from this or any other payments made to Nottingham Hill College.

29. Nottingham Hill College provides a fee instalment to students outside the UK. Maximum three instalments can be provided to pay the fees. A payment plan form is required to be completed and signed. Failing to adhere to the dates on the payment plan may result in withdrawal of the course and cancellation of the enrolment.

30. Once payment is received and courses have been delivered to the student's login or has been downloaded, refunds are not available.

31. Refunds are only applicable if the courses or services are not delivered. This does not affect your statutory rights. Under statutory right, the refund is available only after the deduction of the awarding body registration fees, as this is totally non-refundable.

32. Nottingham Hill College aims to provide teaching and learning material as per awarding bodies guidelines.

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