DISTANCE LEARNING CENTRE FEES & CHARGES

IMPORTANT INFORMATION ABOUT FEES AND PAYMENTS

Unlike traditional Colleges, the Distance Learning Centre receives no government funding. We are entirely reliant on the course fees from our students. However, we are still able to keep our costs extremely competitive in comparison to fees the colleges charge. As a result, we are not able to offer our courses at discretionary rates or free of charge. A few students have managed to secure some grant funding themselves. You may find some useful links on the Web Site Grants & Finance page but we do not offer a service to help you secure funds.

We do not require payment of all the course fees up front but offer Course Fee instalment options spread across the period of your study. We do not charge course fee instalments whilst you take a study break (go 'On Hold') or if you leave the course without completing it but you are still required to pay any arrears which were already due at the time.

Awarding Body Registration Fees are set by the Awarding Body and it is a requirement of our authorisation to run the courses that you are registered at the appropriate times. Therefore, if they change their Registration Fees (or the points in the course at which they are payable) we have to pass these changes on to you, even if you have already started the course. These are fees which we collect from you and pay directly to the Awarding Body in full on your behalf, it is not money which goes to distancelearningcentre.com to pay for running the course. We have to collect these fees from you far enough in advance to ensure that we have received payment from you before we can pass it on to the Awarding Body.

Course Fee instalments are payments towards the total cost of the course. They are not payments for a specific period of tuition. Instalments are calculated according to your Target Completion Date which can be changed on agreement between you and your tutor during the course. Bringing the date forward may increase your instalments (fees must be paid in full by the time you complete) and extending it may reduce your instalments but may also take you past the maximum days of study such that Extension Tuition Fees may become due on expiry of the maximum days.

Extension Tuition Fees are a month by month extension to the course you sign up for. They are available so that if you wish to take longer over your studies (or exceed the maximum days of study for the course) the course can be flexible to accommodate this. They are not part of the fixed course fee set at the time you start your course. Therefore these may change during the course of your studies.

If you consistently fail to pay fees on time or miss a live tutor assessment without prior agreement, you may incur a Late Penalty Fee.

Changing your payment date, please ask if you need your regular instalment payment date changing.
Please ensure that you have read our Terms & Conditions before committing to your course fee payments as agreement with these forms part of the contract between you and distancelearningcentre.com.

REFUNDS

We do not offer refunds except under exceptional circumstances; neither do we refund parts of instalments already paid or parts of monthly fees. If you fail to pay your instalments and your tutor continues to provide tuition, you will be removed from the course until you pay the arrears and in extreme cases legal action may be taken to recover the debt. Your course fees are to cover our provision of the service to you. Failure to use the service we provide, failure to progress and submit work or deciding to leave the course or put your studies On Hold without informing us are not grounds for a refund. We can and will help and support you in every way we can, but we cannot force you to respond or to study and submit work.

We fully understand that students encounter personal and financial problems and are very sympathetic to that, which is why we offer all the facilities with flexible payments, study breaks etc. but we rely on you informing us of your intentions. We cannot predict any of these problems and rely on your to inform us of your situation.

TAKING A BREAK FROM YOUR STUDIES (going ‘On Hold’)

If you feel that you need to take a break during the course, for instance, because of a change in circumstances, work or other personal commitments, or financial problems, please discuss this with your tutor so they can put you 'On Hold' and we can suspend your instalments.

The option to go 'On Hold' only applies to periods of between 2 months and 6 months. It is not designed to accommodate events such as children's school holidays or trips abroad. Options agreed with the tutor may vary according to the number of credits achieved.

Any arrears due from before you inform us must still be paid and you will be required to give us a date when you will resume your studies.

REGISTRATION & ENROLMENT

At the same time as you Register on the myDLC web site (http://www.distancelearningcentre.com/user_register.php):

- You will receive a Registration Email with your login details.
- You then Login and set up your course, start date and target completion date and select your payment option on your myDLC account. When you select your Course and set up your Course Start Date on myDLC, all the relevant payment options for your selected programme of study will be displayed for you to choose the one which suits you best.
- At the end of this, you pay your Application Fee online. We will not process your Application Form and enrol you on the course until we receive this fee.
- Upload your Enrolment Form and ID documents (photo evidence and proof of address).
- If there is some reason why you cannot pay online by credit/debit card, or you wish to make a single payment, part payment by grant cheque, or there is some other reason, you should contact us to
ONLINE PAYMENTS

Once you have paid your Application Fee we will automatically debit your regular tuition fee instalments as they become due using Repeat Payments (not quite the same as Direct Debit). Paying your Application Fee acknowledges your agreement for us to do this. You do not need to keep logging in to pay each instalment. There is always a short period between submitting your Application Form and starting your studies and the first payment will not be debited from your account until your Course Start Date. We will contact you if we encounter any problems with debiting your fees.

The preferred method of payment is online with a credit or debit card. We accept all major cards (Visa Debit, MasterCard, Electron, UK Maestro and Solo) and use one of the most secure payment systems on the market (SagePay).

We always debit your fee from the card most recently used to make an online payment on your account. This means that if you make a payment from a different card, the next automatic debit will come from this card. If that payment was just supposed to be a ‘one-off’ on that card you will need to swap back to the original card BEFORE your next instalment is due. This can easily done either by paying your next instalment a day or more BEFORE it is due OR making a small payment (e.g. £5) to swap the card back. This will then be deducted from what we debit when the next fee becomes due.

DECIDING ON YOUR START DATE AND TARGET COMPLETION DATE

Access Diplomas & Progression Awards

Higher Education University & College intake - if you have set your sights on entering a University of College for a particular intake, or have obtained a conditional offer of a place, this will probably have a major impact on your decision about how long you wish to take to complete. All these organisations offer entry in September/October of each year and some offer a January/February intake as well.

Certification Dates – we have arranged our Moderation (this is where we are Quality Assessed by our Awarding Body) to align with University and College intake dates. Students who have completed by the Moderation date will get Certificates. If you do not complete in time you will have to wait for the next one. Unfortunately this cannot be flexible and completion that is ‘a bit late’ still cannot be Certificated until the following date. DLC Certification Dates are June and November. June Certifications are for September/October University & College intake and November is for January/February intake. It does not matter if your Higher Education dates are further away and you can complete well in advance of our Certification dates, this information only applies if you are working to a tight schedule. You cannot enrol after the 1st of December for a June Certification or after May 1st for a November Certification, this is because you will be unable to complete in the timescale you are setting.

BEWARE - trying to complete your studies in less than 9-12 months requires a huge amount of work on your part. Start as early as you can and set realistic goals. It is better to finish early rather than find you cannot complete in time.
You should plan your completion date for GCSEs in line with the exams which are in May and January. You will need to arrange your own exam but we can provide some help and advice about this.

**COURSE FEES** from 1st September 2018

Application Fee = £30.00 (inc. VAT) payable once when you register with distancelearningcentre.com, however many courses you are studying.

**Access to HE Diplomas (60 credits)**

- Course Fee = £1077.00 (inc. VAT), covers up to 365 maximum days of study.
- Awarding Body Registration Fee = £140.00 (zero. VAT).
  - £40.00 payable with your first course fee instalment near the start of the course
  - £145.00 payable on achievement of 24 credits or 1 year from the date of registration, whichever is sooner.
    - We will provide some advanced warning when this fee becomes due although you will already have a good idea of this as you will know how many credits you have achieved.
- **Total Fees = £1247.00 (inc. VAT)** includes £30.00 (inc. VAT) Application Fee (if applicable).

**GCSEs**

These can be studied alone or up to 2 can be studied at the same time as an Access Diploma. They are studied in parallel.

- Available in Biology, Chemistry, English Language, Maths, Physics & Science Double Award.
- **Course Fee = £320.00 (inc. VAT)**, covers up to 274 maximum days of study (plus £30.00 (inc. VAT) Application Fee if applicable).
- **Special Offers**  
  - If studying more than one GCSE you get **£20.00 off the second** and **£30.00 off any others** you study with us.
  - If studying at the same time as an Access Diploma, you get **£20.00 off the first** and **£30.00 off the second**. This offer does not apply to students who started their course prior to 1st August 2014.
Progression Awards

These can be studied alone, or if you are studying an Access Diploma as well, the fees and maximum days of study for each Award are simply added to the cost/maximum days for your Diploma. They are studied in series.

- Available in English (3, 6, 9 or 12 credits), Maths (3, 6, 9, 12, 15 or 18 credits) & Science (3, 6, 9, 12 or 15 credits). The standard size for a Progression Award is 12 credits.

- Course Fees & Awarding Body Registration Fees (ABRF) - plus £30.00 (inc. VAT) Application Fee if applicable.
  
  - 3 credits, 18 days = £51.00 (inc. VAT) plus £15.00 (zero VAT) ABRF.
  - 6 credits, 37 days = £102.00 (inc. VAT) plus £24.00 (zero VAT) ABRF.
  - 9 credits, 55 days = £153.00 (inc. VAT) plus £36.00 (zero VAT) ABRF.
  - 12 credits, 73 days = £204.00 (inc. VAT) plus £48.00 (zero VAT) ABRF.
  - 15 credits, 91 days = £255.00 (inc. VAT) plus £60.00 (zero VAT) ABRF.
  - 18 credits, 110 days = £306.00 (inc. VAT) plus £72.00 (zero VAT) ABRF.

- Awarding Body Registration Fees are payable part way through your course as a single payment. They are calculated from the Awarding Body tariff of £4.00 per credit. There is a minimum of £15.00 and a maximum of £120.00 charge across all the Progression Awards you are studying.

- Special Offers - if studying more than one Progression Award of 12 credits or more you get £10.00 off the second and £15.00 off the third. If studying at the same time as an Access Diploma this offer still applies. However, it does not apply to students who started their course prior to 1st August 2014.

Level 3 Short Courses and Unit Accreditation

- Course Fee = £89.75 per month (inc. VAT) or £17.76 (inc. VAT) per credit, whichever is greater.

- Awarding Body Registration Fees:
  
  - DLC Short Courses - no fee.
  - Formally accredited Access Diploma Units (Partial Diploma/Unit Accreditation) is classed by the Awarding Body and QAA as an Access Diploma which has not been completed. Therefore the full Access Diploma Awarding Body Registration Fee applies (see above).

Other Fees

- Extension Monthly Tuition Fee = £78.00 per calendar month (inc. VAT). Applicable to all courses with a maximum study days limit.

- Late Payment Penalty Fee = £20.00 (inc. VAT).
• Other Awarding Body Fees – the Awarding Body will charge for re-registration if you wish to change course (once you are registered). There is also a charge for amendments to names on Certificates or re-issues.

**COURSE FEE INSTALMENT EXAMPLES**

The illustrations below assume that you do not change your Target Completion Date or take a study break. If you change your Target Completion Date, your instalments will be adjusted up or down as appropriate. When you return after a study break your instalments will be recalculated according to the date you resume and your new Target Completion Date.

**Access Diplomas**

Course Fee £1077.00 (inc. VAT), **Total Fee £1247.00** (includes Application Fee and Awarding Body Registration Fee).

- £30.00 on application (if applicable)
- £40.00 initial Awarding Body Registration Fee (paid with first course fee instalment)
- £100.00 final Awarding Body Registration Fee (when reaching 24 credits or 1 year after registration date, whichever is sooner).
- Monthly payments (set according to Target Completion Date):
  - 12 months @ £89.75 per month
  - 11 months @ £97.91 per month
  - 10 months @ £107.70 per month
  - 9 months @ £119.67 per month
  - 8 months @ £134.63 per month
  - 7 months @ £153.86 per month
  - 6 months @ £179.50 per month
- **Maximum 365 days of study** before Extension Fee of £78.00 per month.

**Access Diploma in 12 months or more**

- £30.00 Application Fee (if applicable) paid at the time you submit your Application Form followed by
- 12 monthly instalments of £89.75 per month, starting on the day you start studying the course.
- £40.00 initial Awarding Body Registration Fee (paid with first course fee instalment),
- £100.00 final Awarding Body Registration Fee (when reaching 24 credits or 1 year after registration date, whichever is sooner).
- Total = £1247.00.

If you take longer than 12 months to complete, monthly payments will continue at £78.00 per month until you complete.

If you finish sooner than your planned 12 months you will need to settle any outstanding fees in full before we will enter you for Moderation so you can get your Certificate. If it becomes clear part way through the
course that you will finish early we will adjust your target completion date, and therefore your monthly instalments, accordingly.

**Access Diploma in less than 12 months**

- £30.00 Application Fee (if applicable) paid at the time you submit your Application Form followed by
- £1077.00 divided across the number of months in which you plan to complete, starting on the day you start studying the course.
- £40.00 initial Awarding Body Registration Fee (paid with first course fee instalment),
- £100.00 final Awarding Body Registration Fee (when reaching 24 credits or 1 year after registration date, whichever is sooner).
- Total = £1247.00.

If you take longer than the number of months you planned to complete, you will not need to pay further monthly tuition fees unless you take longer than 12 months.

Alternatively, if it becomes clear part way through the course that it is going to take you longer to complete than you initially planned, we can agree with you to adjust your target completion date which will lower the monthly instalments accordingly but may also exceed the maximum study days, at which point the Monthly Extension Fee of £78.00 per month becomes applicable.

If you finish sooner than your planned 12 months you will need to settle any outstanding fees in full for us to enter you for Moderation so you can get your Certificate. If it becomes clear part way through the course that you will finish early we will adjust your target completion date, and therefore your monthly instalments, accordingly.

**GCSEs**

**One GCSE** - Total Fee **£320.00** (inc. VAT) excluding Application Fee.

- £30.00 on application (if applicable).
- Monthly payments (set according to Target Completion Date):
  - 9 months @ £35.56 per month
  - 8 months @ £40.00 per month
  - 7 months @ £45.71 per month
  - 6 months @ £53.33 per month
  - 5 months @ £64.00 per month
  - 4 months @ £80.00 per month
- Maximum 274 days within which fees must have been paid. You can continue to study without further charge as long as the specification you are studying remains valid.
- Your course materials will be released as your fees are paid so you need to consider this when setting up your payment options.
Two GCSEs - Total Fee £620.00 (inc. VAT) excluding Application Fee (studied in parallel).

- £30.00 on application (if applicable).
- Monthly payments (set according to Target Completion Date):
  - 9 months @ £68.89 per month
  - 8 months @ £77.50 per month
  - 7 months @ £88.57 per month
  - 6 months @ £103.33 per month
  - 5 months @ £124.00 per month
  - 4 months @ £155.00 per month
- Maximum 274 days within which fees must have been paid. You can continue to study without further charge as long as the specification you are studying remains valid.
- Your course materials will be released as your fees are paid so you need to consider this when setting up your payment options.

Progression Awards

One Progression Award - 12 credits - Course Fee £204.00 (inc. VAT), Total Fee £252.00 (includes Awarding Body Registration Fee but excludes Application Fee).

- £30.00 on application (if applicable).
- £48.00 (£4.00 per credit) Awarding Body Registration Fee (part way through the course).
- Monthly payments (set according to Target Completion Date):
  - 2 months @ £102.00 per month
- Maximum 73 days of study before Extension Fee of £78.00 per month.

Two Progression Awards - 24 credits - Course Fee £398.00 (inc. VAT), Total Fee £494.00 (includes Awarding Body Registration Fee but excludes Application Fee).

- £30.00 on application (if applicable).
- £96.00 (£4.00 per credit) Awarding Body Registration Fee (part way through the course).
- Monthly payments (set according to Target Completion Date):
  - 2 months @ £199.00 per month
  - 3 months @ £132.67 per month
  - 4 months @ £99.50 per month
- Maximum 146 days of study before Extension Fee of £78.00 per month.
- When studying more than one Progression Award we spread the payments across the total number of days between your Course Start Date and your Target Completion Date.