



# Course Fees and Payment of Fees Policy

January 2024

# 1. Introduction

This policy applies to students applying for the ACLT Costs Lawyer Professional Qualification and any of its components for enrolment from September 2023 onwards.

## 2. Responsibility for Fees

As a person undertaking the qualification with ACLT you become personally liable for all course fees for modules to be completed during the whole academic year at the time of application or re-enrolment.

It is important to note that you are the person liable for your course fees even if a sponsor or third party has agreed to pay the fees on your behalf: If the sponsor or third party fails to pay you must do so.

## 3. When fees are payable

You will be required to pay a non-refundable administration fee of £50 at the time of making your application to the course.

Where you are applying for an exemption, you will be required to pay a non-refundable exemption fee alongside your course fee payment as part of your enrolment.

The commencement date of a course is taken as the enrolment date. These dates are the 1 September before you commence studying in September and 1 February before you commence studying in February or the nearest following working day.

You will be required to pay your course fees for the academic year by 1 September before you commence studying in September or 1 February before you commence studying in February. Failure to pay your course fees will result in access to all course materials and course inductions being withheld. This may then limit the amount of time you have to prepare for course assessments. Extensions will not be permitted to assessment deadlines due to late payment of course fees.

## 4. The calculation of fees

The calculation of fees for the academic year includes:

- a) All course fees for all modules you are enrolled on during the current academic year
- b) The first sitting of any assessment, regardless of type. All resits will be charged for.
- c) An exam revision session, if relevant to the modules you are enrolled on.

For all new students, the fees will also cover an online induction.

The full year fee will be charged for, but are provided below as part year fees to provide clarity on refund amounts, in line with our ACLT Refunds and Withdrawal policy.

### 2023/24 Course Fees:

For September 2023 and February 2024 Intake groups

<b>2023/24 Fees:</b>	
<b>Year</b>	<b>Course fee charged</b>
Year 1 part 1	£1125 + VAT
Year 1 part 2	£1125 + VAT
Year 2 part 1 (including Advocacy)	£1875 + VAT
Year 2 part 1 (excluding Advocacy)	£1375 + VAT
Year 2 part 2	£1875 + VAT
Full Costs Lawyer Professional Qualification	£6000 + VAT

## 2024/25 Course Fees:

For September 2024 and February 2025 Intake groups

<b>2024/25 Fees:</b>	
<b>Year</b>	<b>Course fee charged</b>
Year 1 part 1	£1200 + VAT
Year 1 part 2	£1200 + VAT
Year 2 part 1 (including Advocacy)	£2050 + VAT
Year 2 part 1 (excluding Advocacy)	£1600 + VAT
Year 2 part 2	£2050 + VAT
Full Costs Lawyer Professional Qualification	£6500 + VAT

  

<b>Exemption</b>	<b>Exemption fee charged</b>
Year 1 or Year 2 in full	£200 + VAT
Year 1 or Year 2 part 1 or 2	£100 + VAT
Per module	£50 + VAT

Where ad hoc module exemptions, rather than full or part year exemptions, are applied for in line with the ACLT Exemptions policy, please contact ACLT for clarification on course fees.

Additional fees, as outlined below, will be charged where applicable:

Event	Amount charged
Resit assessment e.g. assignment, examination or in-person assessment following first failed attempt	£150 + VAT
Deferral	£150 + VAT
Repeating an entire module including assessment.	Please contact ACLT for individual module fee details if this situation arises.

## 5. Debts and consequences of non-payment of tuition fees

If the student has outstanding monies to ACLT, at the time of progression or award, ACLT may take all or some of the following action:

- charge the student a late payment administration fee of up to £150;
- suspend the student's enrolment (which will result in their access to materials and online learning environment being blocked, being unable to complete assignments and not be entered for any assessments) and/or prevent the student from enrolling or re-enrolling until such time as the debt is paid;
- withdraw the student from the programme in full;
- bar the student from re-enrolling in a subsequent academic period;
- bar the student from presentation of their graduation certificate at an ACLT event;
- decline to confer an ACLT award;
- pursue recovery of the student's debt through the legal process (ACLT will also seek recovery of the costs associated with the legal process).

If you have a problem in paying your tuition fees you are strongly advised to contact ACLT to discuss your position ([support@acltraining.co.uk](mailto:support@acltraining.co.uk)).

## **6. Refunds and cancellation of fee liability**

ACLT will, of course, make refunds if we have asked you to pay in error or if we have charged you too much. In all other cases, including where a student withdraws or postpones study, course fees will only be refunded in accordance with the ACLT Refund and Withdrawal policy.