

The IAB Student Tuition Fee Policy

Responsibility for the Policy:	Director of Administration
Relevant to:	All Students
Approved by:	Business Strategy Team
Date Introduced:	April 2017, Updated March 2018, September 2017, March 2018, July 2018, September 2021, December 2021
Next Review Date:	September 2023

Relevant Documents:	Related Policies and Documents:
The IAB Pre-Enrolment Contract Policy The IAB Student Handbook	The IAB Student Discipline The IAB Enrolment Contract

Context:

As a private organisation dependent upon income derived from student Tuition Fees, the IAB expects students to honour given payment deadlines. The Policy lays out the actions and/or sanctions the IAB have recourse to use in the event of late and/or non-payment of tuition fees.

Contents

1. The IAB Tuition Fees Policy
2. Sanctions in the event of late/non-payment of Tuition Fees
3. Refund of Tuition Fees

1. The IAB Tuition Fees Policy

Please note that the Institute of the Arts Barcelona (IAB) is an independent organisation operating entirely without public funding. All students are required to pay Tuition Fees irrespective of age or background. Each student is responsible for the payment of their Tuition Fees and should not enrol on the programme unless appropriate funding is already in place.

The IAB expects students to pay Tuition Fees as detailed in the Financial Information within the applicant's Offer Letter.

The Tuition Fees elements are categorised as:

- The non-refundable Application Fee
- The non-refundable Annual Registration Fee
- The non-refundable Annual IAB Health Clinic Membership
- The Annual Tuition Fee

The First Tuition Payment of €2.000 of the Annual Tuition Fee is non-returnable as places on the programmes are limited for health and safety purposes and, payment of this element guarantees the applicant a place on the programme pending successful achievement of the stipulated entry criteria.

In the event of unexpected hardship occurring (for example loss of employment by the person responsible for the payment of the Tuition Fees) and/or the possibility of a payment deadline giving difficulty, students are expected to visit the Finance Office to inform of their change of circumstances at the first possible opportunity. Their particular circumstance will be considered and, where possible, a short extension to the payment deadline given.

As a measure of support for students the IAB offers a range of payment schemes and the method for each is detailed in the Financial Information within the applicant's Offer Letter.

The IAB reserves the right to apply sanctions to those students who fail to meet the deadlines above and/or persistently refuse or fail to pay their Annual Tuition Fees.

2. Sanctions in the event of late/non-payment of Tuition Fees

Students will not be permitted to enrol onto their programme unless payment of the non-refundable Annual Registration Fee, non-refundable First Tuition Payment and the payment of the first semester's tuition have been paid.

Sanctions applied during teaching weeks may include withdrawal of library lending facilities, removal of access to ICT services, exclusion from taught classes or exclusion from IAB premises and, ultimately withdrawal from the programme of study without recompense.

Students with debt at the end of an academic year will not be permitted to enrol for the next year of the programme until the debt has been paid in full. Sanctions may also include withholding of Progress Transcripts, and ultimately withdrawal from the programme of study without recompense.

Third year (Level 6) and students on one-year only programmes (Masters, Foundations) with any debt outstanding at Easter will not be allowed to return until the debt is cleared.

Third year (Level 6) and students on one-year only programmes (Masters, Foundations, Diploma) with remaining debt at the end of the programme of study:

- 1) Will not be allowed to attend the IAB Graduation and Award Ceremony.
- 2) Any request for a reference will be withheld until the debt is paid in full.

The IAB reserves the right to pursue outstanding Tuition Fees via debt collection agencies and may use legal proceedings.

Please note: Should a request for payment of Tuition Fees be responded to verbally and/or in any form of written communication in an aggressive and/or abusive way; the IAB will immediately invoke the IAB Student Disciplinary procedures and instigate the students' withdrawal from the programme of study without recompense.

3. Refund of Tuition Fees

Please note again: the Application Fee, Annual Registration Fee, Annual IAB Health Clinic Membership and First Tuition Payment (€2.000) elements are non-refundable.

In the event that a programme of study does not go into delivery the IAB will refund any Application Fee, Annual Registration Fee, Annual IAB Health Clinic Membership and Tuition Fee monies paid.

In the event that a student withdraws from the programme of study, the IAB will refund the Tuition Fees paid for that academic year on a pro-rata basis.

Pro-rata meaning that:

- Any tuition fees that have been paid in advance of a study term which will not be undertaken, will be refunded.
- Where withdrawal occurs within a term, there will be no refund of tuition fees for any remaining weeks in that term.

In the event the IAB withdraws a student from the programme of study, the IAB reserves the right not to refund the Tuition Fees paid for that academic year.