Institute of the Arts Barcelona

IAB Student Tuition Fee Policy

Policy

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Policy Details

Responsibility for the Policy	Finance Manager
Relevant to	All Students
Approved by	Senior Leadership Team
Date Introduced	April 2017
Reviewed	March 2018, September 2017, March 2018, July 2018, September 2021, December 2021, September 2023, October 2025
Next Review Date	September 2027
Relevant Documents	The IAB Pre-Enrolment Contract IAB Student Handbook
Related Policies and Documents	IAB Student Discipline Policy 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. IAB Tuition Fees Policy

The Institute of the Arts Barcelona (IAB) is an independent institution that operates without public funding. All students, regardless of age or background, are required to pay tuition fees. It is the student's responsibility to ensure that these fees are paid, and students should not enrol unless suitable funding is in place.

Students are expected to pay tuition fees in accordance with the Financial Information provided with their Offer Letter.

Tuition fee components are as follows:

- Non-refundable Application Fee
- Non-refundable Annual Registration Fee
- Non-refundable Annual IAB Health Clinic Membership
- Annual Tuition Fee

The First Tuition Fee payment of € 2,000 of the Annual Tuition Fee is non-refundable. This fee secures the student's place on the programme, which has limited capacity due to health and safety regulations, pending successful completion of the required entry criteria.

If a student experiences unforeseen financial hardship (e.g., the fee-payer loses employment) or anticipates difficulty meeting a payment deadline, they are expected to contact the Finance Office at the earliest opportunity. Individual circumstances will be reviewed, and where possible, a short extension may be granted.

To support students, the IAB offers a range of payment plans, details of which are provided in the Financial Information included in the Offer Letter.

The IAB reserves the right to impose sanctions on students who fail to meet payment deadlines or who consistently neglect to pay their tuition fees.

2. Sanctions for Late or Non-Payment of Tuition Fees

New Students

Enrolment will not be permitted unless the following have been paid:

- Non-refundable Annual Registration Fee
- Non-refundable First Tuition Fee Payment
- Second Tuition Fee Payment

Returning Students

Re-enrolment will not be allowed unless the following have been paid:

- Non-refundable Annual Registration Fee
- First Tuition Fee Payment

Students with outstanding debt at the end of an academic year will not be permitted to re-enrol until the debt is cleared in full.

Additional sanctions may include:

- Withholding of academic transcripts
- Exclusion from taught classes or IAB premises
- Suspension of library and ICT access
- Ultimately, withdrawal from the programme without compensation

Final-Year (Level 6) and One-Year Programme Students (Masters, Foundations, Diplomas):

- Any outstanding debt at the end of Term 2 (Spring Break) must be cleared before returning for the final term.
- Students with unpaid fees at the end of the programme will:
  1. Not be permitted to attend the IAB Graduation and Awards Ceremony
  2. Have reference requests withheld until the debt is settled in full

The IAB reserves the right to pursue unpaid fees through debt collection agencies and/or legal proceedings.

Important

If a request for tuition fee payment is met with aggressive or abusive verbal or written responses, the IAB will invoke its Student Disciplinary Procedures and may withdraw the student from the programme without compensation.

3. Tuition Fee Refunds

Please note that the following fees are **non-refundable** :

- Application Fee
- Annual Registration Fee
- Annual IAB Health Clinic Membership
- First Tuition Fee Payment (€ 2,000)

If a course does not run, all fees paid—including the above—will be refunded.

If a student withdraws from their programme, tuition fees for the academic year will be refunded on a **pro-rata basis** , as follows:

- Tuition fees paid in advance for any term not undertaken will be refunded
- If a student withdraws within one month of the start date (as per the Pre-Enrolment Contract), all tuition fees paid (excluding the First Tuition Fee Payment) will be refunded
- If withdrawal occurs after one month into the term, no refund will be given for the remaining weeks of that term

If the IAB withdraws a student from their programme, it reserves the right not to refund any tuition fees paid for that academic year.

4. Leave of Absence (LOA)

Students taking a Leave of Absence will retain the same fee tariff outlined in the Financial Information issued with their Offer Letter.

LOA beginning before the start of the academic year

- No Registration Fee or Tuition Fees are due.

LOA beginning within one month of the start of the academic year

- Any Registration Fee and Tuition Fees already paid will be carried forward to the next academic year.
- If the student chooses not to return, these fees will be refunded (except for the First Tuition Fee Payment in the case of Foundation/Level 4 students).

LOA beginning after one month from the academic year start date

- No refund will be given.
- The student must pay the full Registration Fee and Tuition Fees for the academic year in which they return.