



NORTH LONDON COLLEGE

376 High Road Tottenham London N17 9HY

ONLINE STUDY POLICY

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Registration

The College:

The College will accept a student into their course of interest on receipt of a completed application form with evidence of eligibility.

The College will register Student and provide on-line learning environment when the assigned course fees or required deposit has been paid.

The college dums all their students as adult learners and therefore expects each student to be responsible in managing his/her study and the course learning requirements and to put in the maximum learning time in the studies.

Information and guideline are provided on the learning portal.

The Student:

Students must meet the eligibility requirement of the course level they intend to embark on. Application submission must be accompanied with evidence of eligibility.

It is the student's responsibility to structure his/her learning time and the pace at which he/she wants to complete the course.

Course fees Structure

Course Level	Course Fees
Level 3 (60 credit)	1,300 : 00
Level 3 (120 credit)	2,000 : 00
Level 4	1,495 : 00
Level 5	1,795 : 00
Level 4 & 5	2,290 : 00
Level 6	3,500 : 00
Level 7	4,500 : 00

Students are required to pay on acceptance, the full course fees or a minimum payment of five hundred pounds (£500. 00) and enter into instalment agreement before they can be enrolled into the course of their choice.

Instalment payment arrangement:

Students can enter into instalment arrangement to pay off the fees after the initial five hundred pounds (£500. 00) deposit.

An instalment payment attracts 7.5% charge monthly on balance

Course Payment Options	Option A	Option B Instalment	Option C Instalment	Option D Instalment
	Full Payment	Over Three months	Over Six months	Over Ten months

• **Note:** Course fees Payment must be completed two months to the completion of your course

1. Cancellation charge of 50% will be charged on fees paid if notified two weeks before commencement of lecture otherwise 100%.
2. The College will run the course registered for if student is not informed of the course withdrawal two weeks before commencement.

Refund:

- A. The initial deposit or full amount paid will be refunded if the College fails to run the course.
- C. If the student withdraws from the course after application and enrolment have been processed, 30% will be deducted from the amount paid before refund.
- D. If the student withdraws from the course after starting, the full course fee will be demanded, and no refund will be made from the amount paid.

Making Payment:

Payments can be made in cash or Cheque at the college registrar's office or through bank transfer made payable to NORTH LONDON COLLEGE

❖ Bank Details: -

Bank: Lloyds Bank Plc

Account Name: North London College

Account Number: 00525988

Sort Code: 30-99-08

Examination / Assignment Policy

1. Exams are by assignments

On completion of the learning modules, the student will write assignments.

2. Submission of Assignment

Student must have paid 75% of the fees before the exam and submission of assignment.

Candidates are allowed to re-sit failed assignment until they succeed.

3. Assignment marking and remarking:

First assignment **submission** is **marked free**.

Subsequent resubmission of failed assignment attracts a fee of £25 for remarking.

Candidate is allowed to re-sit until he/she passes.

4. Tutorial Support:

Students can request for a discussion with the examiner / Assessor where they have difficulties with failed assignment, at a fee of £30 per hour.