

NABA LONDON

FEE POLICY 2026-2027

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1. Purpose and Scope

1.1. NABA London (“the Academy”) is dedicated to maintaining a clear and equitable approach to the fees required from students. This policy outlines the tuition and enrolment fees applicable to Foundation and Undergraduate courses and establishes transparent expectations regarding students’ financial responsibilities once their acceptance and enrolment have been confirmed. Additionally, it explains the procedures for refunds and compensation in cases where a course is discontinued or when the Academy’s refund and cancellation terms are invoked.

1.2. This policy supports the Academy’s obligations under Competition and Markets Authority (CMA) guidance by ensuring that tuition fees and financial obligations are presented clearly, accurately and in a way that enables applicants to make informed decisions before entering a contract with the Academy.

1.3. This policy should be read in conjunction with the following:

- Terms and conditions.
- Anti-Money Laundering Policy.
- Refund and Compensation Policy.

1.4. This policy is reviewed on an annual basis and requires approval from the Academy’s Finance department. By accepting an offer of admission, students agree to the terms outlined in this policy. The policy itself, including tuition fees and any yearly updates, will be communicated to applicants during the admissions process and made accessible to enrolled students via the Academy’s [website](#) and intranet. Any personal or financial information processed under this policy will be managed in accordance with UK GDPR and the Data Protection Act 2018.

1.5. Tuition fee information provided during the admissions process constitutes pre-contract information under consumer protection law and becomes binding once an applicant accepts an offer, unless otherwise explicitly stated.

2. Student Responsibilities

2.1. Students are fully responsible for paying all tuition and enrolment fees related to their course of study. The specific fees for each course are detailed in the Admissions Pack, on the Academy's website, and in the materials provided during the application process. If payment is not received, including instances where a sponsor fails to pay, the Academy reserves the right to recover the outstanding fees directly from the student. Applicants and students must ensure that financial arrangements (including sponsorship or personal payments) are in place prior to enrolment.

2.2. Students are required to pay a pre-enrolment fee of £4,000 within 20 days of receiving their admission offer. International students must pay at least 50% of the total tuition fee before the Confirmation of Acceptance for Studies (CAS) can be issued. The deadline for payment of the full tuition fee is 19 August.

2.3. International students should be aware that non-payment of required tuition amounts may delay or prevent issuance of a CAS and may impact eligibility for a student visa. The Academy cannot issue a CAS until all financial and documentary requirements are met

2.4. Students are required to complete their enrolment as early as possible and no later than 14 days after the official start date of their course. Enrolment will be confirmed once the following conditions are met:

- Tuition fees have been paid in full, or an instalment plan has been arranged and approved by the Finance department;
- All required documents have been submitted (including a valid CAS for international students); and
- The student has physically attended the Academy within 14 days of the term's start date.

2.5. These enrolment requirements reflect the Academy's duties under the Sponsor License for international students, as well as internal financial control processes. Students who do not complete enrolment within the required timeframe may be withdrawn.

2.6. Non-payment of tuition or enrolment fees may lead to the student being suspended from their studies or permanently withdrawn from their course. Suspension or withdrawal for non-payment will always follow prior written notification to the student, outlining the outstanding balance, deadlines and potential consequences.

2.7. Students who are experiencing difficulty in paying their fees should reach out to the Finance Office as soon as possible to seek support or discuss alternative arrangements. Early engagement with the Finance Office may allow for revised payment arrangements, subject to approval. The Academy may also signpost students to Student Services for budgeting, wellbeing, or hardship support.

2.8. All students must comply with the Academy's [Attendance Policy](#). Failure to meet attendance requirements may lead to withdrawal from the course and, for international students, may constitute a breach of Student visa conditions. The Academy is obligated to report attendance information to UKVI (for international students) or other relevant sponsors. Insufficient attendance may result in the loss of financial support. For international students, the Academy is required by UKVI to withdraw sponsorship when attendance or engagement falls below permitted levels. This may result in visa cancellation and a requirement to leave the UK. Students are therefore responsible for maintaining attendance in line with policy.

3. Fees and Fee Classification

3.1. Tuition fees are based on the chosen course of study and the student's fee classification, which depends on whether they are considered a home or international student. As part of the application process, a fee assessment is carried out to determine the applicant's fee status, in line with the criteria set out in the Academic Regulations. Fee status is determined in accordance with UK Government fee regulations and sector practice. Applicants are responsible for providing accurate information and evidence to support the assessment of their fee classification.

3.2. The Finance department is responsible for making final decisions in complex cases. If a student is not satisfied with the outcome, they have the right to file a complaint through the [Student Complaints Policy](#) (existing students) or [Admissions Complaints and Appeals Policy](#) (applicants). Any complaint about fee-status decisions will be considered under the [Student Complaints Policy](#) (for enrolled students) or [Admission Complaints and Appeals Policy](#) (for applicants), but the Academy will not normally reconsider determinations that have been made correctly in line with published regulations and evidence supplied.

4. Payment Methods

4.1. Students can choose one of the following payment options:

- Payment in full by the specified due date.
- Payment in instalments, as agreed in a plan arranged by the Finance Department.
- Payment by an approved third party, such as a sponsor or loan provider.

4.2. All payment options must comply with the deadlines and financial conditions set out in this [Fee Policy](#) and in the Terms and Conditions. Students are responsible for ensuring that payments made by third parties, such as sponsors or family members, are completed on time

4.3. Instalment arrangements are granted at the Academy's discretion, based on individual approved circumstances. A direct debit mandate is required, and the full balance must be paid by the midpoint of the first term. Instalment plans constitute a formal financial agreement. Failure to comply with the instalment schedule may result in cancellation of the

plan and the full outstanding balance becoming immediately due. The Academy will provide written notice before applying any sanctions.

4.4. If a student enrolls with the expectation that a third-party sponsor (such as an employer or loan provider) will cover all or part of their fees, and the payment is not received by the due date, the Finance Department will follow up with the sponsor to seek payment and decide on appropriate next steps. If the sponsor repeatedly fails to pay or if a loan is withdrawn, the student will be personally responsible for settling any outstanding fees.

4.5. If a student has opted to pay in instalments and fails to make a scheduled payment, the direct debit or payment arrangement will be cancelled, and the full outstanding balance will become immediately due. Students who are unable to make a payment on time should contact the Finance Department as soon as possible. If a direct debit is cancelled by the student's bank, the remaining fees will also become payable in full, and the student must inform the Finance team. If a student is changing their bank account, they should set up a new direct debit mandate with the Finance Team before cancelling the existing one. Failure to resolve payment issues may result in administrative or academic sanctions, including the suspension of access to systems, facilities, and teaching, in accordance with the Student Responsibilities section of this policy

5. Additional Fees

5.1. Students may incur additional costs for supplementary items or services, such as books, equipment, materials, travel, or accommodation related to educational trips. In some cases, these services may be provided by external parties, and payments will need to be made directly to them. Students enrolled in creative courses are expected to purchase, at their own expense, various materials required for their practical and project-based work — for example, fabrics.

5.2. In accordance with CMA guidance, the Academy will provide applicants with clear information about mandatory additional costs before they accept an offer. Where precise costs cannot be confirmed at the time of publication, the Academy will provide indicative ranges and will notify students as soon as actual costs are known.

5.3. An additional fee may be payable for the assessment of Accredited Prior Experiential Learning (APEL) or Accreditation of Certificated Learning (APCL). Fees for APEL/APCL assessments will be published annually and made available to applicants during the admissions process. These fees contribute to the administrative and academic evaluation required to process prior learning claims.

6. Annual Increases

6.1. NABA London reserves the right to establish appropriate tuition and enrolment fees for its courses, which are charged on an annual basis. After the first year, students will continue to be charged tuition and enrolment fees each academic year for the duration of their

course. Fees are reviewed annually, and the Academy may increase them in line with inflation (based on the Retail Price Index excluding mortgage interest payments) and/or in accordance with the maximum permitted by law or government policy, which may exceed inflation. Any adjustments will be applied in June prior to the new academic year, and students will be notified via their profile on the NABA London Portal.

6.2. Annual fee changes will be communicated clearly and in advance in line with CMA requirements for transparency regarding changes to contract terms. Continuing students will be notified before re-enrolment opens.

7. Currency

7.1. All fees, refunds, and credit notes will be stated, calculated, and processed in British pounds sterling (GBP). When a refund is issued, the recipient's bank will apply the applicable exchange rate at the time the payment is received. Students paying from overseas are responsible for covering bank charges, currency conversion fees, or transfer costs, ensuring the full invoiced amount is received by the Academy.

8. Tuition Fee Amendments

8.1. If a student has been charged an incorrect tuition fee, the amount will be adjusted accordingly. Any underpayment must be paid by the student, while any overpayment will be refunded. Refunds arising from administrative error will be processed in accordance with the [Refund and Compensation Policy](#), and only to the original payer.

8.2. The Academy reserves the right to take disciplinary action if there is evidence that a student or applicant has intentionally provided false or misleading information for financial benefit. All cases of actual or suspected fraud will be thoroughly investigated. Fraud investigations may involve verification of documents, liaison with external bodies, and reporting obligations where required under anti-money-laundering legislation.

9. Changing Course of Study

9.1. Students who wish to change their course of study are encouraged to do so between academic years. If a student transfers to a different course, they will be responsible for the tuition fees corresponding to the time spent on their original course. If the transfer occurs partway through the academic year, the fees will be recalculated on a pro-rata basis.

10. Debtors

10.1. A student will be considered a debtor if their tuition fees are not paid in full or in part. The Academy reserves the right to take necessary actions against students who fail to pay their fees or do not make acceptable payment arrangements by the final due date. The following consequences apply to students classified as debtors:

- Re-enrolment will not be permitted while any tuition fee debt is outstanding;
- Continued non-payment after written reminders may result in the student's enrolment being terminated;
- Access to learning resources—including the library, IT systems, and studio facilities—may be suspended until debts are cleared;
- Academic credit, transcripts, and certificates will not be issued until all tuition fee debts are fully paid.

10.2. Students will only be allowed to re-enrol and continue their studies once all outstanding tuition fee arrears have been paid in full.

10.3. Students facing financial difficulties and unable to pay their fees are encouraged to contact the Finance Office as early as possible. They may also seek support and guidance from Student Services.

10.4. Students are expected to respond to all communication from the Academy or its representatives concerning fee payments or arrears and to acknowledge receipt of such communication when requested.

10.5. The Academy reserves the right to recover any unpaid fees, including by engaging debt collection agencies if necessary. Before referring a case to an external debt collection agency the Academy will issue a final written notice and confirm the outstanding balance, in line with fair-treatment expectations under consumer law.

10.6. If a third-party sponsor determines that a student is not eligible for funding (e.g. a student loan), the Academy may require the student to arrange an alternative payment method. Failure to pay the tuition fee or instalments will result in the student being classified as a tuition fee debtor.

10.7. Any dispute concerning the validity of a recorded debt will be handled in accordance with the Academy's [Student Complaints Policy](#) (for enrolled students) or [Admissions Complaints and Appeals Policy](#) (for applicants). Only disputes concerning accuracy or calculation can be reviewed; the Academy cannot reconsider fees arising from legitimate liability points or missed payment deadline

11. Hardship Support

11.1. Students experiencing unexpected financial hardship may be eligible to apply for limited financial support. Each application is assessed individually, and students must provide evidence that their financial difficulties were unforeseen. Applications should be submitted to the Finance Office, which manages the process. Financial support funds are limited and awards are not guaranteed. Decisions will be communicated in writing and may include conditions the student must meet.

11.2. If a student receiving a scholarship or hardship support withdraws, suspends their studies, or fails to meet the minimum attendance requirements outlined in the Academy's [Attendance Policy](#), the Academy reserves the right to withhold further payments and/or reclaim any overpaid amount. Failure to repay this amount may result in the creation of a student debt for the outstanding sum. Scholarship terms and hardship awards form part of the financial agreement with the Academy and must be complied with throughout the student's enrolment.

12. Visa Students

12.1. Failure to pay tuition fees may lead to the withdrawal of the Academy's sponsorship for a student visa.

12.2. For students sponsored under a student visa, any refund will be transferred to their country of origin and will only be processed once the student provides proof that they have left the UK in accordance with the conditions of their visa.

12.3. Refunds must comply with UKVI and anti-money-laundering rules, including verification of identity and departure evidence.

13. Withdrawal and Suspension of Studies

13.1. If a student withdraws from their course—or is withdrawn by the Academy—they remain responsible for any unpaid fees, as outlined in the [Refund and Compensation Policy](#).

13.2. Once withdrawn, the individual is no longer considered a student and is not entitled to access Academy services. Withdrawals may occur at any time, in accordance with the Academy's Terms and Conditions and policies, accessible at the same link. Students will receive written confirmation of withdrawal including the effective date, fee liability and any refund eligibility.

13.3. Students who suspend their studies will be charged tuition fees based on the rate applicable at the time they resume their studies.

13.4. Students who withdraw or take a break in their studies after completing all scheduled teaching for the academic year are liable for the full tuition fee for that year, regardless of when the withdrawal or interruption occurs.

13.5. Students thinking about withdrawing or suspending their studies are strongly encouraged to seek advice early from their Course Leader or Student Services.

14. Resits and Retakes

14.1. Students who fail one or more units on their first attempt and are required by the Assessment Board to resit the unit(s) or specific assessments will not be charged an additional fee.

14.2. Students with an approved mitigating circumstances claim who are allowed to retake a unit without academic penalty may do so without incurring extra costs.

14.3. If a student must repeat a full unit or academic year due to academic failure, standard tuition fees for repeat study may apply. These will be communicated in advance in accordance with CMA requirements.

15. Policy Monitoring and Review

15.1. This policy is monitored on an ongoing basis as part of NABA London routine governance and quality assurance processes.

15.2. The policy will be reviewed at a minimum once every two years and the outcome of such review will be reported to the Admissions and Visa Compliance Committee as well as the Academic Board for the formal sign off.