

Fees Policy 2021

This Policy takes effect for all students studying at Design School Asia from January 2021 onwards. Please also see <https://designschool.asia/studying-at-dsa/tuition-fees/> for further information on tuition fees.

Key facts

You should familiarise yourself with the entirety of the Fees Policy, and we would particularly draw your attention to the following elements:

| Clause(s) | Description |
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| 5.1 | Tuition fees are set annually and are subject to review each year. The School may raise tuition fees in line with inflation. Students will be notified of any changes as soon as possible. See http://designschool.asia/courses/tuition-fees/ |
| 5.4 | Students who wish to dispute a debt must submit their dispute within 7 days of receiving a payment demand. The dispute must be in writing and forwarded to the Information Office by email information.office@designschool.asia please include attachments of any supporting evidence. The Information Office will respond within 14 days. |
| 8.1 | If you have a tuition fee debt to the School you will not be able to enrol for the course, the School has the right to withhold all award certificates and transcripts, you may be excluded from attending a graduation ceremony and academic references will not be provided until you have cleared the debt. Students studying on courses at Partner Organisations will need to refer to the tuition fee policy that applies at the Partner. |
| 8.2 | Students who fail to pay fees in full by the due date may be subject to the following sanctions which would result in the termination of your enrolment. <ol style="list-style-type: none"> i. By the end of the second week of the first study block, students may be blocked from using the IT network, until payment has been received in full. ii. By the end of the fourth week they will be liable at any time thereafter to be excluded from the School by the Director until such monies are paid. A student will receive a notification warning from the Information Office advising them that in accordance with the Fees Policy for unpaid debts, if a payment is not received within 7 days, their details will be forwarded to the Director for consideration of exclusion. The exclusion procedures mean that you will be suspended from the School. Should they fail to pay within the 7 days outlined in the notification warning, a final written exclusion warning may be issued by the Director which will include a date when the exclusion will commence. If the outstanding fees have not been received within 4 weeks of this date, the student will be permanently withdrawn from the School. In the event of withdrawal, tuition fees will be payable in accordance with the fees policy. iii. Debts will be referred for external collection including the use of legal action where these are outstanding beyond a reasonable time. |

1. Tuition fees and other charges
2. Students who accept an offer of a place on the course will be required to pay a deposit payment at the point of offer, which is non-refundable if an accepted place is not

taken up or if a student does not complete their studies. If a student defers their place for one semester, the School may allow the acceptance fee to be transferred to the following academic year.

2. Acceptance fee

New students are all required to pay a non-refundable deposit in order to secure their place. The deposit is offset against your tuition fees. You will be asked to pay the deposit once you accept your place at Design School Asia.

Student deposit

THB5,000 | SG\$220

3. **Paying your tuition fees**

Tuition fees are due on the first day of the course. Students are sent an invoice prior to the programme starting, which includes a deduction of the deposit payment. You can pay tuition fees before the start of term by debit or credit card, 2C2P or direct bank transfer.

4. Withdrawal/Intermittence–Tuition Fees liable

- 4.1. Students who withdraw during the first three weeks of the first study block will be liable to pay fees for weeks in attendance. Students who attend for more than three weeks of the first study block but withdraw/intermit before Week 6 will be liable to pay 50% of the full tuition fee.
- 4.2. Students who withdraw/intermit from Week 7 will be liable to pay the full tuition fee.

5. Fees information for all students

- 5.1. Tuition fees are set annually and are subject to review each year. The School may raise tuition fees in line with inflation. Students will be notified of any changes as soon as possible. See <http://designschool.asia/courses/tuition-fees/> Students retain the ultimate liability for the payment of fees/charges. This applies in the event of payment defaults by a third party sponsor.
- 5.2. Tuition fees and other monies paid to the School are only refunded to the individual or organisation that paid the School originally. Examples of this include but are not limited to:
 - a) Where students fees were paid as part of a tuition fee loan or grant, the refund will be to that organisation. This also applies for interest accrued on any tuition fees paid by a third party to the School;

- b) Similarly, where an employer has paid tuition fees on behalf of a student the funds will be returned to the employer;
 - c) Where a student has received funding from family or employment or other sources and subsequently passed this to the School, the School is only responsible for refunding and compensating the student;
 - d) For the purposes of tuition fees, only monies paid to the School will be refunded.
- 5.3. Tuition fees will not be reduced for students who start their course late but still receive the full academic year's tuition.
- 5.4. Students who wish to dispute a debt must submit their dispute within 7 days of receiving a payment demand. The dispute must be in writing and forwarded to the Information Office by email information.office@designschool.asia please include attachments of any supporting evidence. The Finance Office will respond within 14 days.
- 5.5. If a student is repeating any period of study, the tuition fees applicable at the time of the repeat study are due for payment, including additional modules and retakes of modules.
- 5.6. Fees for intermitting students who are resuming their studies without any repeat periods will be adjusted so students pay no more than the standard fee for an overall course year.
- 5.7. Where students transfer between courses within the School, tuition fees will be calculated using the fees payable for each course, based on the weeks attended within the academic year of study on the old course and new course. Students who transfer on the same course but to a different mode of study eg, full time to part time will be charged full time fees on the full course for their weeks in attendance up until the point of transfer, followed by the part time fee rate for the remaining weeks of the academic year. For transfers from external courses the fees payable will depend on the date of the transfer and will be calculated to cover percentage of course delivery.
- 5.8. Should a student file a complaint about the course, the full fees will still be payable in accordance with the tuition fee policy. Should the complaint be upheld, any adjustments to fees due will be processed and if necessary a refund will be applied.
- 5.9. The School may waive the fees after the due dates if a student has to stop their studies due to exceptional circumstances.
- 5.10. For all students that are subject to the Design School Asia Fees Policy, tuition fees will cover the first attempt, referral and one retake (without attendance) at all the modules necessary to complete that academic year of the Course.
- 5.11. Tuition fees do not cover all costs associated with studying the course. Indicative additional costs are published by the School and included in the welcome letter.

5.12. Unless stated otherwise, the course fees do not include any charges for residential accommodation, extensions to the designated period of study, travelling expenses, or other miscellaneous expenses which may be related to the course.

6. Refund and compensation

6.1. This policy covers refunds and compensation in the event that the School is unable to preserve the continuation of study (eg, in case of course closure).

6.2. Students are not required to accept alternative arrangements offered by the School.

6.3. Where alternative arrangements are not suitable, the whole tuition fee for the academic year will be refunded, regardless of any modules already completed. The School will award credit and provide transcripts in these cases, and offer any intermediate award available.

6.4. In all cases, where necessary, the School's approach to financial redress is to recognise and compensate for where other remedies and alternative arrangements are inappropriate or unavailable.

7. Short courses

7.1. Students who enrol on short courses (up to eight weeks) are due to pay the full fee seven days prior to the commencement of their studies. In the event of a student withdrawing no refund will be applicable.

8. Student debtors

8.1. If you have a tuition fee debt to the School you will not be able to enrol for the course, the School has the right to withhold all award certificates and transcripts, you may be excluded from attending a graduation ceremony and academic references will not be provided until you have cleared the debt. Students studying on a Course at Partner Organisations will need to refer to the tuition fee policy that applies at the Partner.

8.2. Students who fail to pay fees in full by the due date may be subject to the following sanctions which would result in the termination of your enrolment.

i. By the end of the second week of the first study block, students may be blocked from using the Virtual Learning Environment.

ii. By the end of the fourth week they will be liable at any time thereafter to be excluded from the School by the Director until such monies are paid. student will receive a notification warning from the Information Office advising them that in accordance with the Fees Policy for unpaid debts, if a payment is not received within 7 days, their details will be forwarded to the Director for consideration of

exclusion. The exclusion procedures mean that you will be suspended from the School. This will include suspension from the Virtual Learning Environment, lectures and tutorials. You will only be permitted onto the School premises in order to settle the outstanding amount due at the Information Office. Your lecturers will be advised of the situation. Should they fail to pay within the 7 days outlined in the notification warning, a final written exclusion warning may be issued by the Director which will include a date when the exclusion will commence. If the outstanding fees have not been received within 4 weeks of this date, the student will be permanently withdrawn from the School. In the event of withdrawal, tuition fees will be payable in accordance with the fees policy.

- iii. Debts will be referred for external collection including the use of legal action where these are outstanding beyond a reasonable time.

Document version control

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