



Dō University

Fee and Withdrawal Policy

2025-2026



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1.0 Introduction

Students are responsible for paying all tuition fees, regardless of their funding. Tuition fees are due at the beginning of the academic year in which they enroll or re-enroll.

Dō University reserves the right to make changes to the courses, fees, tutors, locations, and services described as necessary.

2.0 Payment of fees

Tuition fees must be paid in full at the time of registration, unless the following apply:

A loan application has been approved by Student Finance England

A request for split payment of fees has been agreed (see split payment) A valid sponsor form has been submitted and approved.

A scholarship application has been approved.

2.1 Loans (higher and university education)

If you apply for a student loan, a £100 deposit will be charged upon enrolment. It is the student's responsibility to apply for the tuition fee loan on time, ensuring they have entered the correct program and tuition information for each year of study. The deposit will be refunded once the loan application has been approved and Student Finance England has paid the full tuition fee.

The University Group will regularly report to Student Finance England (SFE) on the status of tuition fees. SFE uses this data to confirm continued support for each student. Payments to the university will only continue while the student remains on the program.

2.2 Payment in installments

When a course lasts 13 weeks or more and the total fee is over £100, payment will be made in installments. A plan may be offered. In these cases, the total payment will be distributed equally over the corresponding installments, up to a maximum of 12 months. Full payment must be made within 12 weeks.



be made two months before the end of the course, and the initial deposit must be paid before the start of the course.

To pay in installments, students must submit a completed direct debit order at the time of registration. Installment payment plans are not available to employers sponsoring students or for mandatory supplement payments.

Direct debits will be charged on the 1st of each month (or the nearest subsequent working day). If enrollment occurs before the 15th of the month, the first Direct Debit payment will be made on the 1st of the following month. For example, if the student enrolls before November 15th, the first payment will be December 1st.

If the student cancels the Direct Debit, the outstanding balance must be paid in full. The Group reserves the right to withdraw the student from the course if the payment deadline is missed.

If a student withdraws before receiving all fees, they will be required to pay all future fees and University D will attempt to recover any outstanding balance.

2.3 Employer/Sponsor Payments

If a student's employer or sponsor pays all or part of the fees, that employer/sponsor must complete the group sponsorship form, which must be signed by a responsible person within the organization, such as the company director. The student may not sign the sponsorship form personally, unless they are the company director or a person duly authorized by the organization. Until the group receives the form, the student is responsible for paying the fees and may establish an installment payment plan in accordance with this policy. Upon signing the sponsorship form, the sponsor/employer will remain responsible for paying the fees stated on the form, regardless of any change in circumstances or the relationship.

with the student.

When a student is no longer employed by the company



**originally registered as your sponsor,
employer/sponsor remains responsible for all charges
earnings.**

2.4 Scholarships

All applications are assessed on individual merit; the scholarships awarded will reflect the nature of the application and the overall availability of funding. If the scholarship is rejected, students will be required to pay their course fees in accordance with this policy. Further information can be found in the University of D'Ivoire's Student Funding Policy.

2.5 Payment Methods

Tuition fees can be paid using the following methods:

Credit or debit card (by phone or in person), by bank transfer or in the Group's online store

Bank transfer details:

Modo de pago por transferencia
de pago:

Beneficiario: UNIVERSIDAD DO
PRIVADA LTD

IBAN: NL68 FNOM 0252 9415 48
BIC/SWIFT: TCCLGB3L
Destinatario: Universidad Do
Privada Ltd

Please make sure the student's ID number and name are quoted.
as a bank reference when making a payment.

3.0 Withdrawals, refunds, transfers, deferrals and late starts

As a general rule, the Group does not adjust withdrawal fees or issue refunds. The exceptions are listed below:



Withdrawals:

One-day courses

No refund will be given to students who withdraw from a one-day class less than 14 days before the start date.

In all other cases, if a student cancels their place more than 14 days before the start of the course, they will be required to pay an administration fee of £50.

Course duration of 13 weeks or more (excluding higher education students)

If a student withdraws within 28 days of the course start date, they will be required to pay an administration fee of £50. If a student withdraws after 28 calendar days from the course start date, **The full fare must be paid.**

Courses with a duration of less than 13 weeks

No refunds will be given if a student withdraws from the course less than 14 days before the start date or once the course has started.

In all other cases, if a student cancels their place more than 14 days before the start of the course, they will be required to pay an administration fee of £50.

It is the student's responsibility to inform the university in writing that they are withdrawing from the course.

If a student believes that exceptional circumstances prevent them from continuing their studies, they may submit a written request for fee review to a senior representative at Dō University. Each case will be assessed on its merits. Requests must be submitted within one month of the withdrawal date recorded in the central student records database. Supporting documentation must accompany the request. Requests should be emailed to admin@vae-universityuk.uk



Withdrawals from higher education courses

Due to the complexities of Student Finance England funding and the impact a withdrawal can have on future loan applications, students are advised to consult with their Higher Education and Finance teams before making a final decision to withdraw.

If a student withdraws within 28 days of the course start date, they will be required to pay an administration fee of £50. Students who withdraw from higher education courses after 28 days will be charged for the number of terms completed, according to the Student Finance England payment profile.



Tailor-made business courses

Refunds for customized commercial courses will be issued upon notification to Dō University 14 days prior to the course start date, less a 20% administrative fee. Installation costs incurred by the Group will be charged in full and must be agreed upon with the client prior to signing the contract.

Refunds

If Dō University cancels a course, a full refund will be given or the student will be given the option to transfer any payment to a future/alternative course within the same academic year.

Dō University will strive to minimize the number of canceled courses. However, we cannot guarantee the continuation of a course, especially if the number of enrolled students is insufficient to ensure a positive learning experience.

Transfers:

Transfers are only permitted within the same academic year and must be pre-approved by the relevant Head of Learning and the Finance Department.

When a student transfers from one course to another, the following fee distribution will be calculated:

- 1st Term Transfer – 100% of the new course
- 2nd Quarter Transfer – 34% of the original course + 66% of the new course
- 3rd semester transfer: 66% of the original course + 34% of the new course



Late starters:

Late start tuition fee

The arrangements for full-year courses are as follows:

- Students joining at any time during the first term will be required to pay the full year's course fees.
- Students joining during the second term must pay two-thirds of the full-year course fees.
- Students who join in the third quarter will be required to pay one-third of the full-year course fee.
- There is no reduction for late starters on courses lasting less than 36 weeks.

4.0 International Students

Please see the Fees and Withdrawal Policy for International Students.

5.0 Learning

For detailed government information on apprenticeship funding, please click the link below:

[Against take an apprenticeship gov.uk](https://www.gov.uk/against-take-an-apprenticeship)

To discuss your specific circumstances, please contact the Dō University Learning Team or email:

admin@vae-universityuk.uk

6.0 Failure to comply with payment plans/installment payments

If a student, employer, or sponsor has an outstanding debt on their account, further enrollment will not be permitted until the debt is paid in full.

When an account is in clear, but a previously agreed-upon payment plan has not been met, Dō University reserves the right to decline the offer of a new payment plan or to request a higher deposit prior to enrollment.

If a payer fails to pay the course fees or fails to comply with the agreed payment plan, the Dō University Finance team will contact you to collect the full payment. If payment is not made and an acceptable payment proposal is not agreed upon, the student may be withdrawn from the course. Outstanding balances will be processed and may be transferred to a bank.



debt collection agency; payers will be informed that this could affect their ability to obtain credit in the future.

When Dō University incurs additional costs arising from debt recovery procedures (referral fees to debt recovery agencies and/or legal representation costs), these will be passed on to the payer and Dō University will seek to recover them along with the original outstanding debt.

Students with unpaid fees may be subject to the following penalties:

- exclusion (notified by letter or email)
- non-processing/non-grading of exams and assessments;
- denial of registration or re-registration;
- you will not receive an invitation to the awards ceremonies;

Dō University will take legal action to obtain a judgment from the County Court to recover the amounts owed.

Policy Review Area	Finance
Senior Manager	Chief financial officer
Approval	Group Leadership Team
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