



The Inns of  
Court College  
of Advocacy

# Fee, Refund and Compensation Policy

Version 2.0

# 1 Introduction

- 1.1 Fees are payable in accordance with the Fee Payment Terms & Conditions as set out at section 15 of the ICCA's [Academic Regulations](#) and those fees are applicable to Parts One and Two as published on the ICCA website. The payment of the correct fees is the responsibility of the student.
- 1.2 Fees are set, reviewed and published annually by the ICCA Finance and Operations Committee. Fees and payment instructions will be published in the online prospectus and will be included in the offer letter to each student.

# 2 Fees

- 2.1 No deposit is payable by any student who accepts an offer of admission to the ICCA Bar Course.
- 2.2 The fee for Part One of the ICCA Bar Course shall be payable on enrolment in accordance with the enrolment instructions published on the ICCA website.
- 2.3 There shall be no fee payable for Part Two of the ICCA Bar Course until the successful completion of Part One.
- 2.4 A student who discontinues the ICCA Bar Course during Part One or following completion of Part One, either due to failing Part One or otherwise choosing not to continue to Part Two, shall not be liable for Part Two fees.
- 2.5 The fee for Part Two of the ICCA Bar Course shall be payable either in full on enrolment or in equal instalments in accordance with the enrolment instructions as published on the ICCA website. Payment for Part Two of the ICCA Bar Course is as follows:
  - 2.5.1 Payment in full on enrolment; or
  - 2.5.2 50% at enrolment and the balancing 50% of the fee at the mid-way point of the Part Two course.; or
  - 2.5.3 25% at enrolment and the balance of the fee in three equal instalments of 25% at monthly intervals thereafter.
- 2.6 The ICCA does not offer scholarships, awards or bursaries. Students experiencing difficulty in meeting fees due to financial hardship, or otherwise, must contact the ICCA Registry Services Manager as soon as possible and any application for financial assistance will be considered on a case-by-case basis.
- 2.7 The ICCA reserves the right to charge interest at the Bank of England base rate, to pass on commission fees incurred as a result of instructing a third-party collection agent and to take legal action, through the courts, to recover any outstanding debts. For the avoidance of doubt, suspensions and cancellation of registration related to debt will only be imposed for the non-payment of debts for tuition fees or tuition-related fees.
- 2.8 All cheques must be made payable to the Council of the Inns of Court. The ICCA reserves the right to charge an administration fee in respect of dishonoured cheques.

## 3 Additional Costs

- 3.1 In addition to the ICCA course fees applicable to Part One, students admitted to Part One of the ICCA Bar Course are responsible for:
  - 3.1.1 The cost of the Bar Course Aptitude Test (BCAT);
  - 3.1.2 Costs associated with joining an Inn as a student member, Inns' qualifying sessions and activities specifically organised by the Inns.
- 3.2 The BCAT is required by the BSB for Admission to the ICCA Bar Course (see the Entry Criteria for details) and is administered by the BSB and not the ICCA.
- 3.3 Student membership of an Inn is distinct from admission as a student to the ICCA Bar Course. All costs associated with Inn membership, call to the Bar, Qualifying Sessions and other activities of the Inns (not specifically included within the ICCA Bar Course) shall be the responsibility of the student and not of the ICCA.

## 4 Refunds

- 4.1 Students enrolling on Part One of the ICCA Bar Course have a right to cancel their registration on Part One within 14 days of enrolment. A student's right to cancel is in accordance with the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 and permits a student a 'cooling off' period of 14 days to make a decision as to whether or not they wish to proceed with Part One of the ICCA Bar Course. A student who wishes to cancel must contact the ICCA Registry within 14 days of enrolment in accordance with the information on the ICCA website Part One enrolment pages. Following cancellation in accordance with this Policy, the Academic Regulations and the instructions on the ICCA website, the ICCA will cancel registration and refund the Part One Course fees within 14 days.
- 4.2 In the event of cancellation in accordance with 2.1, the ICCA shall not be responsible for any additional costs incurred by the student (see paragraph 2 above).
- 4.3 The ICCA shall allow for fee refunds on Part Two of the ICCA Bar Course as follows:
  - 4.3.1 If a student has paid the entirety of the Part Two fee on enrolment but chooses to discontinue their studies before the mid-point of the course (which shall be the final weekday of the tenth week of Part Two), they will be refunded 50% of their fees.
  - 4.3.2 A student who has chosen to pay their fees in instalments as provided for at 2.5.2 or 2.5.3, above, but chooses to discontinue their studies before the mid-point of the course will be liable for the first 50% of their fees but will not be liable for the balancing 50% of the Part Two fee. No refund shall be available to any such student who withdraws from the course after the mid-point (i.e. the final weekday of the tenth week of Part Two of the ICCA Bar Course).
  - 4.3.2 The BSB intake fee and the cost of any mandatory texts, which are payable on enrolment onto Part One of the course, are not re-fundable.
- 4.4 No refunds shall be payable to students after enrolment on Part One whether or not the student successfully completes Part One.

- 4.5 A student whose registration is terminated in accordance with this Policy and the Academic Regulations through misconduct or otherwise shall not be entitled to any refund of fees.

## 5 Outstanding Fees

- 5.1 A student who has not settled all outstanding debts for tuition or tuition-related fees will be sent a notification of impending suspension and given 14 days to make full payment. With immediate effect:
- 5.1.1 Access to the VLE will be restricted;
  - 5.1.2 Coursework/assessment results will not be ratified by the Examinations Board;
  - 5.1.3 Coursework/assessment results (including individual module marks; Bar Course classification; King's College London PGDip award) will not be released to the student and such results will not be released to any third party, including the Inns; and
  - 5.1.4 The student will not be permitted to graduate or re-enrol.
- 5.2 Until such time as they are formally suspended, a student, who has received a notification of impending suspension will be required to sit assessments/submit coursework but will not have indicative or formative assessment marks released, nor have the marks for any assessment taken ratified by the Examinations Board.
- 5.3 A student who fails to make payment within the 14 days of the notification of impending suspension will be sent a letter by the ICCA informing them that they have been formally suspended. In addition to the above restrictions, the act of suspension from the ICCA means a total prohibition on attendance at or access to the ICCA, including its teaching facilities and the student:
- 5.3.1 Will not be permitted to sit assessments/submit coursework;
  - 5.3.2 Will not be permitted to use computing facilities or services;
  - 5.3.3 Will not be permitted to attend classes;
  - 5.3.4 Will not be permitted to access Student Records.
- 5.4 A student who misses an assessment deadline as a result of suspension under the above will not be considered to have attempted that assessment. Students who subsequently have their suspension lifted will be permitted to sit the assessment at the next available opportunity without further penalty.
- 5.5 Where a student misses a coursework deadline as a result of suspension but subsequently has their suspension lifted, the ICCA shall exercise its discretion to determine the most reasonable course of action to enable the student to proceed with their studies.
- 5.6 Students who take an assessment and/or submit coursework but are subsequently suspended will not have their marks released nor their marks ratified in accordance with the above. Should the student subsequently have their suspension lifted, their marks will be released, and consideration of their results should follow as soon as possible (including by Chair's action if no meeting of the Examinations Board is scheduled to take place within a reasonable timeframe), unless the student's registration has been cancelled as below.

- 5.7 A student who is suspended under the above may have their ICCA registration cancelled after 14 days' written notice. They will have an opportunity to discuss any unpaid charges with a member of the Finance Department of the ICCA.
- 5.8 Students whose registration is cancelled under the above remain liable for payment of fees owing. Students who subsequently pay the outstanding sums must re-apply to re-enrol on the ICCA Bar Course. Acceptance on to the programme and accreditation of previous study will be subject to the admissions requirements of the ICCA applicable at the time of reapplication.
- 5.9 A student who withdraws or interrupts from the programme during the academic year may be charged pro rata tuition fees to the date of withdrawal or interruption and is required to pay the sum owing within 14 days of the date of invoice.
- 5.10 Students who have not settled all outstanding debts for tuition or tuition-related fees shall not have results released to them (including individual module marks; Bar Course classification; King's College London PGDip award), nor will any such results shall be released to any third party, including the Inns of Court.

## 6 Compensation

- 6.1 Students who are dissatisfied with any aspect of the ICCA's provision or delivery of its Bar Course programme must submit a complaint in accordance with the ICCA's Students Complaints process.
- 6.2 In the event that the ICCA is required to close or suspend its Bar Course, it will take full account of the needs of existing students, applicants to the ICCA Bar Course and offer holders, including deferred applicants and offer holders. Rather than discontinue its course at short notice and offer compensation, the ICCA will support students through to the completion of their intended study wherever possible or put in place appropriate alternative arrangements. In either case, arrangements will be made to guarantee the quality of experience for such students during the period while they complete their studies.