

Policy on de-registration of students following failure to pay College Debts/ Non attendance & Misconduct

College Regulations:

Academic Regulations require students attending Bliss College to make necessary arrangements to pay any debts that arise from their tuition fees to the College.

Students are expected to have a minimum of 85% attendance at any given period of time during their study.

Failure to abide by College rules will lead to a Misconduct behavior.

Responsibility:

The College's Accounts Department is responsible for the recovery of college Debts from students in a timely and effective manner.

The HOD is responsible for the monthly consolidation of attendance.

Debt Collection Policy:

Bliss College has a debt collection policy, which instructs staff in the Accounts Department to take the necessary measures in recovering student debts.

Action on Non Payment of any Tuition fees:

A payment plan is made and students have to adhere to it and make necessary payment to the office. If the student fails to adhere to its grace period of one week is given (after a satisfactory reason) and his name will be removed from the attendance registers. The student is expected to pay a penalty of £ 100 to be re-instated on the attendance registers.

Action on Non Attendance:

If the student falls short of attendance his/her will be de-registered and to be re-instated into the College a minimum fee of £ 250 will be charge.

Action on Misconduct:

The student name will be back to the registers with a penalty fee of £ 250

Action on Potential Non-Payment:

Students who have paid at least 75 % of their fees will not be de-registered, but will be permitted to complete the year. However, their results will be withheld until the debt is cleared in full.