



CAMBRIDGE MANAGEMENT AND LEADERSHIP SCHOOL

FEES POLICY

Cambridge Management and Leadership School is offering Accredited and internationally recognised courses through its accreditation with professional awarding bodies and organisations. Our courses are credit bearing qualifications.

Our cost of the qualification falls into the size (length), and the nature of qualification.

Diploma courses - The Total Cost of the Qualification

No.	Qualification Title	Duration	Fees (£)
1	General English	1 Month	£2150
2	General English	2 Months	£3150
3	General English	3 Months	£4500
4	General English	4/5 Months	£6500
5	Pre-sessional English / General English	6 Months	£8500
6	English Language (Level C1 on CERF)	11 Months	£11500
7	Level 3 Foundation Diploma in Higher Education or Accountancy OR Level 3 Diploma in Business Innovation and Entrepreneurship	6 Months	£5500
8	Level 3 Diploma in Cyber Security Management and Operations	6 Months	£5500
9	Level 4 Certificate in Developing a New Business plan	2 Months	£2900
10	Level 4 Certificate in Business Management	6 Months	£6500
11	Level 4 Diploma in Cyber Security	6 Months	£6500
12	Level 5 Diploma in Business Management	6 Months	£7500
13	Level 6 Diploma in Business Administration	6 Months	£8500
12	Level 7 Diploma in Executive Management	6 Months	£9500

13	Level 7 Diploma in Accounting and Finance	6 Months	£9500
14	Level 7 Diploma in Human Resource Management	6 Months	£9500
15	Level 8 Diploma in Strategic Management and Leadership	6 Months	£11500

Admission Application Fee is £250.00 / Applicant

- The application fee is non-refundable incurred when a student applies to the Cambridge Management and Leadership courses.
- It also includes cost of reservation of the course to secure your place on one of the Cambridge Management and Leadership.

Textbooks and Learning Materials Fees – (Included in the total course fee)

- We will provide textbooks to each students that will help you to prepare for full syllabus and assignments.

Accommodation Fees – (Not included in the total course fee)

- We can arrange accommodation for students in extra fee. Please contact on info@cmls.org.uk for more information.

Cultural or Study Trip Fees – (Included in the total course fee)

- 1 Cultural & Study trip (only travel/transport fee) is included in the Fees excluding admission to visit paid sites, accommodation, foods and drinks.

Term of fee

All tuition fees unless where specifically stated will apply to the whole duration of the course. This fee must be paid in full before we issue unconditional letter to the student.

Level of fee

Tuition fees are charged in relation to the course to be undertaken by the student. Tuition fees are subject to change without prior notice. Tuition fees does not include awarding body registration fees unless otherwise stated in the CMLS offer letter or website www.cmls.org.uk or www.cmls-global.com.

Refund of Tuition Fees

- Once a student has been fully enrolled, no refund is permitted or shall be made except in circumstances and situations where CMLS is advised in writing at least 2 weeks before the commencement date.

- Under no circumstances will a refund be made when the student withdraws once classes have commenced or students get short-term study visa by Home Office & do not attend.
- Where a student knowingly submits supporting documents, which are fraudulent and incomplete and the application is subsequently refused for that reason, there will be no refund made.
- Where the student decides to seek a refund, he/she must do this in writing to the CMLS on info@cmls.org.uk. The request will be processed in terms of the existing policy and when a decision is made, it will be conveyed to the student in writing.
- CMLS will endeavour to respond to refund request as soon as all relevant documents have been received. Under normal circumstances it may take a minimum of 4 weeks to process a refund.
- Cases will arise where the student[s] will not be able to attend classes for genuine reasons and may request that the CMLS transfers the fee to a relative or a friend's account with the school. Where the CMLS accepts the transfer of fees, there will be an administration charge based on the current tariff. The CMLS is under no obligation to honour such requests and these will be made at the sole discretion of management. If the transfer is in favour of an existing student, the school will credit the account of the student and under no circumstances will the school refund the money directly to the student.
- Where the student withdraws within two weeks of the commencement of a course, a refund will be made subject to administration charges, awarding body registration fees and an admission application fee.
- Where the student withdraws after the commencement of a course, no-refund will be made.
- Where a student has paid towards his/her tuition fees and is unable to attend the school within a period of one year and wishes to proceed with the enrolment, he/she will be required to make a fresh application and pay the registration fee and application deposit (all places not taken within one year from date of registration will be forfeited and any deposit paid will not be refunded).