

Introduction

Each and every individual enrolled onto any level of the Chartered Institution of Railway Operators (CIRO) academic programme will be required to pay course fees for the duration of their study period.

Prior to their studies commencing, all students are required to provide the institution with confirmation of how they intend to fund their place on the programme. This will either be via company sponsorship, self-funding, or a combination of both.

Self-Funding students

- A £2000 **non-refundable** deposit is required prior to course launch as per CIRO's course brochure.
- Student Debt- if a student is financially struggling to maintain monthly course fees, they must inform the CIRO Academic team in writing, at the earliest opportunity so that options can be considered.

Withdrawals

- In the event of a student withdrawing, being withdrawn, or taking a time out from the academic programme, they must advise the CIRO academic team in writing. Any outstanding fees will be reviewed at this point and advised accordingly.
- At the point of formal withdrawal, the student will be liable to ensure all payments are up to date and no refund will be offered for payments already made.
- No further payments are required after the point at which the student formally withdraws from the programme.

Time outs

- If a student opts to take a time out from the programme, they must ensure their monthly instalments are up to date at the point of their time out commencing. If this is not the case, CIRO cannot guarantee their eligibility to re-commence their studies.

Company sponsored students

- If a student has secured company sponsorship, the employer would need to raise a purchase order for the full cost of the programme. However, CIRO are able to accept annual payments.
- All purchase orders are required prior to the beginning of the academic year for which they are being raised. Failure to comply with this may result in the student losing their place on the programme.
- All purchase orders must be raised to CIRO directly and **not** our academic partner.

Withdrawals

- If a student withdraws or is withdrawn from the programme within 30 days of the annual course launch date, CIRO will refund 50% of the purchase order value back to the originating company. Any withdrawal after this date will not be eligible for a refund.
- For courses with a duration that exceeds 1 year, if the student withdraws or is withdrawn prior to the start of the second year of the programme, CIRO will not seek further payment from the employer.

- For this purpose, the second year of study commences yearly on the 1st of September. If a student withdraws from the programme within 30 days of this date, CIRO will refund 50% of the purchase order raised for **that academic year**.

Time outs

- If a student opts to take a time out from the programme, they must ensure their company sponsorship is up to date at the point of their time out commencing. If this is not the case, CIRO cannot guarantee their eligibility to re-commence their studies.

Failure to pay

If a student:

- Has not confirmed their funding method prior to course commencement; *or*
- Is self-funding and has not paid their non-refundable deposit prior to course commencement; *or*
- Is being sponsored by their employer but does not have confirmation of this via a purchase order prior to course commencement

Then CIRO retain the right to withdraw the individual's application to join the academic programme for that year.

Once their course has launched, if a student:

- Is self-funding and falls behind on their instalment plan; *or*
- Is being sponsored by their employer but does not have evidence of this via a purchase order; *or*
- Is being sponsored by their employer, has entered the second year of the programme and does not have a purchase order for that second year.

Then CIRO retain the right to withdraw the individual's place on the academic programme.

Payment methods

CIRO are able to accept the following payment methods:

For company sponsored students:

- Purchase order, raised to CIRO directly and not the academic partner.
- BACS payment (bank details will be provided upon request).

For self-funding students:

- BACS payment
- Standing order