

# Tuition Fees, Additional Course Costs and Changes Statement

London Academy for Applied Technology (LAAT)

**Purpose.** This statement explains how tuition fees and additional course costs are approved, communicated and, where necessary, changed for higher education programmes delivered by LAAT through its franchise partnership with Plymouth Marjon University (PMU). It supports LAAT's approach to treating applicants and students fairly and applies from initial enquiry through to completion or withdrawal.

## 1. Partnership responsibilities and authoritative information

PMU, as LAAT's lead and awarding provider for the franchised programmes, approves and publishes the applicable tuition fees. LAAT does not independently set, increase or vary those fees.

LAAT nevertheless remains responsible for ensuring that every statement it makes about tuition fees, payment arrangements and course-related costs is clear, accurate, current and consistent with PMU's approved information. This applies to LAAT's website, course pages, prospectus and marketing, agent materials, open days, admissions communications, offer information, student handbooks and the virtual learning environment.

Where LAAT identifies any discrepancy, it will stop using the affected information, confirm the correct position with PMU, correct the information promptly and notify any applicant or student whose decision may have been affected.

## 2. Information provided before application and enrolment

For each programme and entry year, applicants will be given clear information, before they make a material decision and again before accepting an offer, about:

- the tuition fee for the relevant programme, entry year and mode of study, including whether the figure is annual or the total course fee;
- what the tuition fee includes, including the teaching, assessment, learning resources and student support available under the LAAT–PMU partnership;
- the applicable invoicing, payment, student-finance and withdrawal-liability arrangements;
- whether fees for later years may change and, where this is permitted, the clear and objective basis on which any change would be calculated; and
- all mandatory additional costs and any significant, reasonably foreseeable optional costs or personal expenditure associated with the programme.

The current PMU fee information is available on the [PMU fees and funding webpage](#). Course-specific information provided by LAAT must be checked against PMU's approved fee schedule before publication and at least annually thereafter.

## 3. Additional course costs

Based on the programme information currently approved for LAAT delivery, no compulsory additional course charge has been identified beyond the published tuition fee. LAAT does not levy a separate mandatory charge of its own for access to teaching, assessment, progression or completion unless that charge has been approved through the partnership arrangements and clearly disclosed before the student enters the contract.

Before each recruitment cycle, the relevant Programme Leader, Finance function and Quality and Compliance function will confirm with PMU whether any programme-specific cost applies. The published course information will:

- include every unavoidable charge in the total price or state clearly how it can be calculated;
- distinguish provider charges from ordinary personal living or study costs, such as travel to campus and accommodation;
- identify any essential equipment, software, checks, visits, placements or professional-body costs that a student is expected to fund, even where the payment is made to a third party; and
- give an amount, reasonable range or calculation method for foreseeable optional expenditure where this may materially influence a student's decision.

If a mandatory cost is later identified that was not properly disclosed, LAAT and PMU will assess the impact on affected students and provide an appropriate remedy rather than simply requiring payment.

#### **4. Changes to tuition fees or mandatory costs**

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Fees and costs for future applicants may change between academic years. Any revised amount will be approved by PMU and published clearly before an applicant is expected to make a decision about applying or accepting an offer.

For a student who has already accepted an offer or enrolled, LAAT will not apply a retrospective fee or introduce a new mandatory cost merely at its own discretion. A change affecting a continuing student will only be implemented where:

- the possibility and method of change were set out clearly in the pre-contract information and student terms;
- there is a specific and objectively justified reason, such as a change in law, government fee regulation or another requirement that cannot reasonably be avoided;
- PMU has confirmed the contractual and regulatory basis for the change;
- LAAT has completed a consumer-fairness and student-impact assessment and the ELT has approved the proposed communication and mitigation; and
- affected students receive clear written reasons, reasonable advance notice, and information about their options and rights.

No change will remove or restrict a student's statutory rights. Where a change would cause material detriment, LAAT and PMU will consider proportionate measures, which may include preserving the original arrangement where possible, meeting or reducing the additional cost, alternative delivery arrangements, transfer or withdrawal options, and any applicable refund or compensation.

#### **5. Withdrawal, refunds, compensation and complaints**

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Fee liability following interruption or withdrawal, and any entitlement to a refund or compensation, will be determined under the applicable PMU Student Regulations Framework, PMU Student Refund and Compensation Policy and any LAAT arrangements that apply where LAAT has received a payment.

Applicants and students should first raise a query with LAAT's Student Experience and Success team. They may also consult the [PMU terms and conditions](#) and the [PMU Student Refund and Compensation Policy](#). Concerns about inaccurate information, undisclosed costs or the handling of a change may be pursued through the applicable complaints procedure. Using a complaints process does not remove any legal right or external route of redress.

## 6. Governance, assurance and review

The Chief Finance and Operations Officer (CFOO) is the executive owner of this statement. The Quality and Compliance function is responsible for maintaining the evidence of fee and cost checks, and relevant managers within the Senior Management Team (SMT) are responsible for ensuring that their published and communicated information is accurate. The Executive Leadership Team (ELT), comprising the Accountable Officer, CFOO and Dean, oversees implementation and receives assurance on any material change or compliance concern.

This statement will be reviewed at least annually, before each recruitment cycle, and sooner whenever PMU changes its fee schedule, student terms, regulations or partnership arrangements. The Board of Governors will receive assurance on the effectiveness of these controls through LAAT's wider consumer-protection and OfS compliance reporting.

### Related documents

- LAAT CMA and Consumer Protection Policy
- LAAT Complaints Policy and Procedure
- PMU course information, offer information and student terms and conditions
- PMU Student Regulations Framework
- PMU Student Refund and Compensation Policy

### Document control

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|------------------------------|-----------------------------------------------------------------|-----------------------|----------------------------------|
| <b>Document owner</b>        | Chief Finance and Operations Officer                            | <b>Version</b>        | 1.0                              |
| <b>Approved by</b>           | Executive Leadership Team                                       | <b>Effective date</b> | 16 June 2026                     |
| <b>Operational custodian</b> | Quality and Compliance function                                 | <b>Next review</b>    | June 2027 or earlier if required |
| <b>Scope</b>                 | LAAT programmes delivered through the PMU franchise partnership | <b>Status</b>         | Public statement                 |