



## STUDENT SERVICES - CHARGES

Student Services charge for some of the services which they provide to Students. These charges are listed below:

### LETTERS

In each academic year we will produce **free of charge**:

- All student visa extension letters
- 3 x To Whom it May Concern letters
- 1 x bank letter

Further requests for letters will be charged at **£5 per copy**.\*

### ID CARDS AND LANYARDS

You will be issued with a card and lanyard when you enrol for the first time **free of charge**.

If your card is stolen and you report it to the police, a card will be issued without charge if you provide evidence of a crime number.

Replacement of lost cards will be charged at **£10 per card** 0008

Replacement of lost lanyards will be charged at **£2.50 per lanyard** 0008