



# PAYMENT OF FEES POLICY

<b>College Policy No</b>	<b>LS10</b>
<b>Approved by</b>	<b>Vice Principal (Support Services &amp; Operations)</b>
<b>Original Issue Date</b>	<b>03/07/2018</b>
<b>Current Issue Date</b>	<b>19/01/2024</b>
<b>Review Date</b>	<b>01/07/2025</b>

# PAYMENT OF FEES POLICY – LS10



Prepared by:	Administration Team	Approved By:	Vice Principal (Support Services & Operations)
--------------	---------------------	--------------	--

## CONTENTS

1	POLICY STATEMENT .....	3
2	PURPOSE .....	3
3	SCOPE .....	3
4	CONTEXT .....	3
	APPENDIX 1 .....	5

Prepared by:	Administration Team	Approved By:	Vice Principal (Support Services & Operations)
--------------	---------------------	--------------	--

## 1 POLICY STATEMENT

All students are liable for payment of their course fees, unless they can make a successful application to one of the funding bodies.

Where students are self-financing the full fee becomes due on registration unless they select one of the payment options detailed below.

If students discover that they are ineligible for funding from SAAS/College they will be liable for the fees themselves.

In all cases where fees are not paid timeously the College will exclude the student from the course and seek to recover the outstanding debt, utilising collection agents where necessary. Certification will be withheld if fees remain unpaid.

Where course fees for Part-time students are to be paid by a third party sponsor (such as employer), full details must be provided upon application. If, for whatever reason, a sponsor fails to pay, the student will be liable for any fees unpaid and will be treated as self-financing.

*The College reserves the right to reject or exclude any student who has an outstanding debt from current or prior years. This includes both unpaid fees and bursary overpayment*

## 2 PURPOSE

The purpose of this Policy is to give details of how fees can be paid as well as details of how and when fees will be refunded.

## 3 SCOPE

This Policy applies to all students who are self-financing their course fees.

## 4 CONTEXT

### 4.1 Payment Installation Plans

The following payment instalment options are available to all self-financing students upon request (unless they have defaulted on a previous instalment plan):

- Where any net fee (after any applicable grant) is £200 or less the full fee is payable prior to attending first class or accessing materials.
- Where any net fee is in excess of £200 and the duration of the course exceeds three months it is possible to pay by three *Direct Debit* instalments, up to a maximum of six if course duration is at least six months. The first instalment is payable on application/registration, with the balance payable in equal instalments from one month of the registration date.

### 4.2 Cancellations & Refunds

Tuition fees are generally non-refundable once a student commences the course. If a student subsequently withdraws they will be liable to pay any balance of fee remaining unpaid unless the following conditions are met:

# PAYMENT OF FEES POLICY – LS10



Prepared by:	Administration Team	Approved By:	Vice Principal (Support Services & Operations)
--------------	---------------------	--------------	--

- Refunds will be considered upon request only and must be notified within 28 days of last attendance or engagement (in case of distance learning)
- Student should email heretohelp@dundeeandangus.ac.uk with full details of their course and providing their student ID. Requests will ultimately be decided by the Head of Finance.
- Students following a full time course will be eligible for a full refund if they withdraw before 1st December. Withdrawals after that date will attract a pro-rata refund only, with no refund available after completing 75% of the course.
- Students following a part time course will be eligible for a full refund if they withdraw before 25% of the course duration has elapsed. Withdrawals after this will attract a pro-rata refund only, with no refund available after completing 75% of the course.
- Students enrolled on a Distance Learning course will be eligible for a full refund if they withdraw before 25% of the programmed duration has elapsed. Withdrawals after this date will not be eligible for refund, reflecting the self-study features of such provision.
- An administration fee of £100 will be deducted in all cases to cover our initial costs.

The College has discretion to refund or reduce fees out with the above conditions but will only do so in exceptional circumstances. This may include, for example, ill health if supported by a doctor's certificate. A change in personal circumstances will not qualify.

Where a course is cancelled by the College, a full refund of any fees paid will be given.

## 4.3 Overseas Students & Payment of Fees

**Please note that full fees must be received from non-resident students before the offer of a place can be confirmed and a CAS will be given.**

Once a CAS is issued, no fees can be refunded except in the case of a visa refusal. The fees, less an administrative charge of £600, will only be refunded in the event of a visa refusal, against documentary proof of refusal. Any refund will only be paid to person paying the fee and not to any other third party.

If the balance of fees is not paid by the due date, the student will be withdrawn from class and the **UKBA** will be informed. This will affect the student's status within the UK. Fees paid are not refundable.

If the student decides to withdraw from the College during the year for any reason, the fees are not refundable under any circumstances. No refund will be given if the reason for visa refusal is based on the grounds of deception or non-genuine documents, or if the reason for refusal is within the students' own control.

Students from overseas who are already eligible to reside in the UK, and are not entering the U.K. on a Tier 4 visa, are eligible for a payment instalment plan providing they have a U.K. bank account capable of making payments by Direct Debit.

# PAYMENT OF FEES POLICY – LS10



Prepared by:	Administration Team	Approved By:	Vice Principal (Support Services & Operations)
--------------	---------------------	--------------	--

## APPENDIX 1

	<u>2024/25</u>	<u>NOTES</u>
<b>1 EU &amp; Rest of UK (RUK) Students</b>		
<b>1.1 Full-time (including ESOL)</b>		
Advanced (Degree Equivalent)	£1,820	Eligible students will be entitled to have tuition fees paid by SAAS.
Advanced (Higher National or Equivalent)	£1,285	
Non-Advanced (inclusive of Assessment/Examination Fees)	£1,008	Eligibility for full-time Fee Waiver will be routinely determined via the Application and Registration process.
<b>1.2 Part-time – Traditional (Core)</b>		
HNC/D programmes	£780	This charge will be per academic session for programmes studied over 2 years.
PDA Programmes Up to 3 credits	£250 - £420	Each programme costed individually, variances are on teaching materials required.
4 – 6 credits	£450 - £700	
Over 6 credits	£750-£1,200	
Higher & National 4/5 programmes	£400	Fee per course inclusive of SQA costs.
All other core part-time programmes – Single credit model.	£140	Students charged for the number of credits they are undertaking.
<b>1.3 Part-time – Commercial</b>		
Commercial PDA – fee per unit.	£600	Per costing policy. Additional assessment/activity may incur charges.
Commercial Training Hourly Rate (including VQs, MAs & Lets)	£80p/h	
<b>1.4 Re-Assessment Charges</b>		
Fee per Single Credit	£50	Additional Assessment (AAA) may be added if applicable

# PAYMENT OF FEES POLICY – LS10



Prepared by:	Administration Team	Approved By:	Vice Principal (Support Services & Operations)
--------------	---------------------	--------------	--

	<b>2024/25</b>	<b>NOTES</b>
<b>1.5 No Recognised Qualification Programmes</b>		
Credit bearing courses to be costed at hourly rate <u>plus</u> the full cost of any course materials.	£3.50 p/h	
Leisure courses to be costed at hourly rate plus the full cost of any course materials.	£7.00 p/h	
<b>1.6 Overseas Students (Non EU)</b>		
Full-time programmes (including accelerated HNs)	£7,875	
Short full-time FE	£3,940	
Remote Delivery programmes	£525	
All other programmes – per single credit	£735	