



# Payment of Fees Policy

**College Policy No LS10**

**Approved by**

**Catriona Blake**

**Date**

**03/07/18**

**Policy effective from**

**01/08/18**

# PAYMENT OF FEES POLICY – No LS10



|                         |                      |                         |
|-------------------------|----------------------|-------------------------|
| Prepared by: L Crichton | Approved by: C Blake | Revision Date: 03.07.18 |
|-------------------------|----------------------|-------------------------|

## Contents

|                                               |          |
|-----------------------------------------------|----------|
| <b>Policy Statement</b> .....                 | <b>3</b> |
| <b>1. Purpose</b> .....                       | <b>3</b> |
| <b>2. Scope</b> .....                         | <b>3</b> |
| <b>3. Context</b> .....                       | <b>3</b> |
| 3.1 Payment Instalment Plans .....            | 3        |
| 3.2 Cancellations & Refunds.....              | 4        |
| 3.3 Overseas Students & Payment of Fees ..... | 4        |
| <b>4. Review Details</b> .....                | <b>5</b> |

|                         |                      |                         |
|-------------------------|----------------------|-------------------------|
| Prepared by: L Crichton | Approved by: C Blake | Revision Date: 03.07.18 |
|-------------------------|----------------------|-------------------------|

## 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*

## 1. 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.

## 2. Scope

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

## 3. Context

### 3.1 Payment Instalment 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.

|                         |                      |                         |
|-------------------------|----------------------|-------------------------|
| Prepared by: L Crichton | Approved by: C Blake | Revision Date: 03.07.18 |
|-------------------------|----------------------|-------------------------|

## 3.2 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:

- 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](mailto: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.

## 3.3 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.

# PAYMENT OF FEES POLICY – No LS10



|                         |                      |                         |
|-------------------------|----------------------|-------------------------|
| Prepared by: L Crichton | Approved by: C Blake | Revision Date: 03.07.18 |
|-------------------------|----------------------|-------------------------|

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.

## 4. Review Details

|                                     |                                                                           |
|-------------------------------------|---------------------------------------------------------------------------|
| <b>Next Review Scheduled for:</b>   | 1 July 2021                                                               |
| <b>Responsibility for Review:</b>   | Vice Principal (Corporate Services)<br>/Head of Administrative Operations |
| <b>Union Consultation Required:</b> | No                                                                        |