

# Tuition Fee Procedure

---

Status	Impact Assessed February 2024
Date of Version	May 2024
Responsibility for Contents	Director of Operations
Responsibility for Review	Student Administration Manager
Impact Assessment Review Date	February 2025
Review Date	February 2025
Primary Contact	Student Administration Manager

## **1.0 Procedure Statement**

The College will administer tuition fees in a fair, consistent and straightforward manner for all students.

The default position of the College, as noted in relevant publications, is that tuition fees are required to be paid prior to, or on enrolment. Under specific circumstances however, students may pay tuition fees by payment plan.

## **2.0 Responsibility for the Implementation of this procedure**

- Student Administration Staff
- Student Administration Manager
- Student Administration Officer - Fees
- Finance Staff

## **3.0 Introduction**

The purpose of this procedure is to advise students of the College procedures relating to tuition fees and to outline the responsibility of administrative staff involved in the assessment, completion and processing of Tuition Fees and requests to pay tuition fees /Payment Plan.

This procedure does not apply to Commercial tuition fees relating to courses delivered by the College's Commercial and Skills Team.

The option to pay by instalments is only available to students who are paying their own tuition fees. It does not apply where an employer or sponsor is paying students' tuition fees.

The College will only accept payments by instalment where the student has completed a Payment Plan.

## **4.0 Procedures**

The procedure for paying tuition fees by instalments is dependent on the mode of study.

### **4.1 Full-time Students**

The number of instalments will depend on the total tuition fees due and the length of the course.

Student will complete a Payment Plan, which gives instalment dates and the amounts required to be paid each month.

## **4.2 Part-time/Evening/Flexible Students**

The option to pay by instalments is open to students only where the:

- Fees are £150 or more. Fees can be paid in instalments by Payment Plan, with an initial payment of 30% of course fees required to be paid before enrolment.
- For students on a part time Chartered Institute of Personal & Development (CIPD)/CMI Management course, initial payment is capped at £500.
- Student completes a Payment Plan which gives instalment dates and the amounts required to be paid each month.

## **4.3 For full time international students who require a study visa:**

- For all International applicants requiring a study Visa, a non-refundable application fee of £250 will apply. The cost of £250 for the application fee will be deducted from the overall tuition fee if you are accepted for a study Visa.
- Full tuition fee is required on conditional offer and must be paid prior to a Confirmation of Acceptance to Study (CAS) being issued.
- All international fees are non-refundable

## **4.4 Rest of the UK (RUK) / International fee payer**

- An initial payment of 30% of course fees must be paid prior to an unconditional offer being issued.
- The balance of Fees can be paid in instalments by Payment Plan
- The number of payments will depend on the total tuition fees due and the length of the course.

## **4.5 Change of Payment Plan**

Once a Payment Plan has been arranged, the college will not normally consider changes to details unless there are exceptional circumstances. Any request to change details must be submitted in writing to the College's Finance department at [finance@forthvalley.ac.uk](mailto:finance@forthvalley.ac.uk). Students will receive a reply in writing within 15 working days.

## **4.6 Failure to Adhere to Payment Plan**

Where a student makes arrangements to pay tuition fees by instalments and a Payment Plan request is rejected, the college will contact the student to obtain payment by an alternative method.

The college has the right to withdraw a student from their course for reasons such as lack of attendance, progression, disciplinary action (after any reasonable adjustments because of illness, disability or any other protected characteristic) or non-payment of tuition fees as agreed. Students will still be liable for any payments under their Payment Plan.

#### **4.7 Appeals**

If a student wishes to appeal their tuition fees, they should do so in writing to the Student Administration Manager at [student.records@forthvalley.ac.uk](mailto:student.records@forthvalley.ac.uk). All appeals will be dealt with based on the information received. A response will be communicated within 15 working days of the appeal being received.

#### **5.0 Other relevant policies**

Other policies and procedures that are relevant to the Tuition Fee Procedure are:

- Tuition Fee Refund and Withdrawal Procedure
- Fee Waiver Policy
- Equalities Policy

#### **6.0 Impact Assessment**

This procedure has been screened to determine equality relevance for the following equality groups: gender, race, disability, sexual orientation, religion or belief, age or other characteristics. The procedure is considered to be equality relevant for these groups. A full impact assessment will be completed when the procedure is reviewed at the procedure review date.

We welcome feedback on this Procedure and the way it operates. We are interested to know of any possible or adverse impact that this procedure may have on any groups in respect of gender, race, disability, sexual orientation, religion or belief, transgender status, age or other characteristics. This procedure will be evaluated for impact assessment at its next review. If you wish to give feedback relating to this Procedure please email: [equality@forthvalley.ac.uk](mailto:equality@forthvalley.ac.uk)