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**Tuition Fee Procedure**

**Session 2019/20**

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| Status | Impact Assessed April 2014 |
| Date of Version | July 2019 |
| Responsibility for Contents | Director of Information Systems |
| Responsibility for Review | Student Records Manager |
| Impact Assessment Review Date | July 2019 |
| Review Date | May 2020 |
| Primary Contact | Student Records Manager |

1. **Procedure Statement**

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

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, learners may pay tuition fees by instalment.

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

* Student Records Staff
* Student Records Manager
* Fee Administrator
* Finance Staff

1. **Introduction**

The purpose of this procedure is to advise learners 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 Instalment Plan requests to pay tuition fees by Direct Debit.

This procedure does not apply to Commercial tuition fees relating to courses delivered by the College’s Business and Innovation section. Tuition fee arrangements for International learners are also out with the scope of the procedure and are outlined in the international process and procedures documentation.

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

The College will only accept payments by instalment where the learner has completed a Direct Debit Mandate and Instalment Plan Agreement.

1. **Procedures**

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

**4.1 Full-time Learners**

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

Learner completes a Direct Debit Mandate and signs an Instalment Plan Agreement which gives instalment dates and the amounts required to be paid each month. This must be done within two weeks of the course commencing.

**All learners who are awarded SAAS funding, but withdraw from their full-time course before 1st December will be liable for tuition fees due as the college will not receive funding from SAAS.**

* 1. **Part-time/Evening/Flexible Learners**

The option to pay by instalments is open to learners only where the

**Balance of fees is greater than £150.** Feescan be paid in instalments by Direct Debit, with an initial payment of 30% of course fees required to be paid before enrolment.

Learner completes a Direct Debit Mandate and signs an Instalment Plan Agreement which gives instalment dates and the amounts required to be paid each month. This must be done within two weeks of the course commencing.

Instalments will be spread over a maximum of 4 months.

**4.3** **Course Fees using Part-time Fee Grant**

If the **balance of fees is less than £150,** this must be paid in full, before or on enrolment.

If **balance of fees is greater than £150,** fees can be paid in instalments by Direct Debit over a maximum over 4 months. An initial payment of 30% of course fees must be paid before or on enrolment.

Where a learner uses a part time fee grant and withdraws or falls below the required attendance criteria, the learner becomes liable for the full course fees.

Where a learner fails to notify the College they no longer wish their course place, a £25 admin fee will be charged.

**4.4 Change of Instalment Plan**

Once an Instalment 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. Learners will receive a reply in writing within 15 working days.

In exceptional circumstances, normally on the advice of the Student Records Manager, the instalment procedure can be overridden at the discretion of the Director of Information Systems.

**4.5 Failure to Adhere to Instalment Plan**

Where a learner makes arrangements to pay tuition fees by instalments and a Direct Debit payment request is rejected, the college will contact the learner to obtain the rejected payment by an alternative method. If a subsequent payment request is also rejected, learner will be contacted by finance to arrange a permanent alternative payment method until tuition fees are paid in full.

Failure to comply with alternative arrangements to pay tuition fees may result in a learner being withdrawn from their course and a proportional invoice for tuition received being calculated and issued.

The college has the right to withdraw a learner 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. Learners will still be liable for any payments still to be made under their Instalment Plan Agreement.

**4.6 Appeals**

If a learner wishes to appeal against an instalment plan decision, they should do so in writing to the Student Records Manager. All appeals will be dealt with by the Director of Information Systems based on the information received. The Director of Information Systems will formally notify the learner of their decision 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