

Tuition Fee Payment Policy

Tuition Fee Payment Policy

Date approved: 11 June 2021
 Approved by: SMT
 Responsible Manager (s): Head of Student Administration and Achievements
 Executive Lead: Vice Principal Finance & Planning

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| Applicable to staff: | No |
| Applicable to students: | Yes |
| Accessible to students: | Yes |
| Accessible to general public: (including clients) | Yes |

Consultation

Consultation undertaken with:

Date:

| | | |
|------------|------------|------------|
| • SMT | Yes | June 2021 |
| • AMT | Yes | April 2021 |
| • CCMT | Yes | April 2021 |
| • Students | Yes | May 2021 |

** please delete as appropriate*

Policy review frequency, normally every two years
(Please delete as appropriate)

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1. Scope and purpose of policy

This policy relates to methods of payment other than Student Loans and applies to home status¹ students that are required to pay tuition fees.

2. Policy statement

Blackpool and The Fylde College (B&FC) is committed to ensuring that;

- all tuition fee payments are taken when they are due and for the correct amount
- all students are given the correct tuition fee payment guidance at enrolment
- all students payments are managed consistently across all incomes streams at B&FC

This ensures that B&FC can invoice students appropriately and collect any debt owed.

2.1. Instalment plans may be available for students and employers for specific courses as detailed in the tables below, provided the last payment can be made at least one month before the course end date.

| STUDENTS : FURTHER AND HIGHER EDUCATION COURSES | | |
|---|---|---|
| Annual Fee Amount | Number of Direct Debits | Payment Start Dates |
| Under £200 | Not Applicable | All fees to be paid in full at enrolment |
| £200 - £499 | Deposit & 2 direct debits (total of 3 payments) | Fees taken by Direct Debit will be paid as follows: Enrolments during Aug/Sept: |
| £500 - £799 | Deposit & 3 direct debits (total of 4 payments) | Tuition fee deposit: paid at enrolment Remaining payments: From 1 November |
| £800 - £999 | Deposit & 4 direct debits (total of 5 payments) | Enrolments from October: Tuition fee deposit: paid at enrolment Remaining payments: 1 st day of following month |
| £1000 - £2999 | Deposit & 5 direct debits (total of 6 payments) | <ul style="list-style-type: none">• If enrolment takes place after 10th please add one further month to allow for processing |

¹ **Home status student definition (prior to end of transition period of UK exit from the EU on 31 Dec 2020):**

A person who is 'settled' in the UK, and who has been ordinarily resident in the UK and Islands (that is including the Channel Islands and the Isle of Man) for the 3 years preceding the first day of learning. 'Settled' means having either indefinite leave to enter or remain (ILE/ILR) or having the right of abode in the UK. British citizens and certain other people have the right of abode in the UK as follows:

- British nationals who hold a United Kingdom of Great Britain and Northern Ireland passport
- Irish nationals
- European Union nationals or family members of EEA and Swiss workers (resident in the UK before 1 January 2021) with settled or pre-settled status
- students who are children of Turkish workers where the Turkish worker has been lawfully employed and resident in the UK before 1 January 2021
- British Dependent Territory Citizens (now known as British Overseas Territory Citizens)
- those whose passports have been endorsed to show they have right of abode in the UK
- those who have a certificate of naturalisation or registration as a British Citizen
- those with Hong Kong British National (Overseas) (BN(O)) visa who have been given Home Office permission to reside in the UK

An individual having the right to live or work in England does not necessarily make that person eligible for state funding (Home Status) for education and training. Individual immigration categories and visa types are assessed on an individual basis in line with Home Office and funding guidance.

| | | |
|---------------|---|---|
| £3000 - £4999 | Deposit & 6 direct debits (total of 7 payments) | All Direct Debits MUST be scheduled to be fully paid at least one month BEFORE the course is completed |
| Over £5000 | Deposit & 7 direct debits (total of 8 payments) | |

| STUDENTS: FE ADVANCED LEARNER LOAN APPLICANTS ONLY | | |
|--|--------------------------------|---|
| This direct debit plan is available to students who: | | |
| <ul style="list-style-type: none"> • have applied for an Advanced Learner Loan and the loan is not yet approved by the SLC • are intending to apply for a loan, but have not yet submitted an application to the SLC | | |
| Annual Fee Amount | Number of Direct Debits | Payment Start Dates |
| Under £300 | Not Applicable | Loans only available for values of £300 and more |
| £300 - £499 | 3 direct debits | No deposit, fees taken by Direct Debit will be paid as follows: Enrolments during Aug to 10 Sept: Payments: From 1 October Enrolments from 11 September: Payments: 1st day of following month <ul style="list-style-type: none"> • If enrolment takes place after 10 please add one further month to allow for processing All Direct Debits MUST be scheduled to be fully paid at least one month BEFORE the course is completed |
| £500 - £799 | 4 direct debits | |
| £800 - £999 | 5 direct debits | |
| £1000 - £2999 | 6 direct debits | |
| £3000 - £4999 | 7 direct debits | |
| Over £5000 | 8 direct debits | |

| EMPLOYERS: FOR APPRENTICESHIPS ONLY | | |
|--|--|--|
| Course Fee Amount | Number of Direct Debits | Payment Start Dates |
| Any amount | Only with approval from Vice Principal Finance & Planning or Financial Controller | If Approved: Payments: 1 st day of following month <ul style="list-style-type: none"> • If enrolment takes place after 10th please add one further month to allow for processing |

2.2. B&FC will charge £25 for each failed direct debit payment. Students/employers who default on payments may no longer be eligible for instalment plans and will be required to pay any balance of their current fees in full. Instalment facilities will no longer be available, and any subsequent enrolments must be paid for in full at the time of enrolment.

2.3. Where an instalment plan is to be set up, the account holder must be present with:

- a valid form of photo ID (e.g. Driving Licence or Passport)
- proof that they are the account holder (e.g. bank statement or signed debit card containing account number and sort code)

- 2.4. B&FC accepts debit and credit card payments however, there may be an additional charge of 2% for payments made by international credit card.
- 2.5. There is a cash payment limit of £600 on all courses except those based at Fleetwood Nautical Campus (FNC) where cash payments are not accepted.
- 2.6. Students booking or enrolling onto commercial courses must pay all fees in full at booking or enrolment stage. Students on multiyear courses must pay each year's fees upfront prior to the start of the course.
- 2.7. Companies / Sponsors paying fees:

Students studying at Fleetwood Nautical Campus (FNC)

- Students whose employers have an account with B&FC must complete a booking form to provide invoicing information which must include full company details, contact information and purchase order number
- Students whose employers do not have an account with B&FC are required to pay in full at the time of their initial booking.
- Companies intending to use B&FC on a regular basis may request account facilities and on receipt of a successful credit check an account will be created.

All other students

- Companies who have an approved contract in place with B&FC will be automatically invoiced the full fees once the student has enrolled onto the relevant course. Students attending courses on a contract are not required to evidence sponsorship at the point of enrolment.
- Students whose employers are paying any part of their fees and do not have a contract with B&FC must bring a letter on employer's letter headed paper from their employer to confirm what is being paid for including course and value and provide a purchase order where required by a sponsoring employer.

- 2.8. BACS payments are available for specific courses by arrangement only.
- 2.9. For international / overseas students please refer to the International Fees Policy.
- 2.10. Any non-payment of fees or debts owed will result in B&FC operating Debt Management procedures, this will be carried out by telephone call, email and letter, and where necessary legal action will be taken in pursuit of payments. No response will usually result in:
 - a referral to an external legal specialist prior to referral to County Court
 - the likely withdrawal of B&FC's services and may result in withdrawal from the course
 - the removal of credit account facilities where applicable
 - a restriction on the ability to apply for courses in the future until the debt is settled

3. Accountability

- 3.1. Employees enrolling students are accountable for collecting and receipting all tuition fee and associated fee payments in line with B&FC and departmental financial policies and procedures.
- 3.2. Employees providing information, advice and guidance (IAG) to prospective students are accountable for ensuring that the student is accurately advised about any fees and other costs they will be liable for.
- 3.3. The Head of Student Administration and Achievements is accountable for ensuring the policy is maintained and that any employees enrolling or providing IAG are appropriately trained to perform fee payment and waiver activities.
- 3.4. The Vice Principal Finance & Planning may consider any payment plans for students who face financial difficulty following consultation.

4. Student involvement

Students must ensure that they have an acceptable method of payment, and adequate funds available to pay their fees. If for any reason a student is unable to honour their payment obligations they must contact the sales ledger team in finance as soon as possible.

5. Linked policies

- Further Education Fees Policy
- Higher Education Fees Policy
- Refund Policy
- Higher Education Compensation Policy
- Terms and Conditions
- Student Learning Agreement / Contract
- B&FC Financial Regulations, Policies & Procedures
- International Fees Policy
- Home Office UKVI International Student Policy

6. Linked procedures

- International Student Fees Procedure

7. Equality Impact assessment

| Impact Assessment for the strands of Equality, Inclusion, Safeguarding, Health and Safety and Sustainability | |
|---|--|
| Initial Form to be completed with Risk Assessments or as part of a proposal or change to a policy, plan or new way of working | |
| Title of Activity: Payment of fees for courses by students Author and Date: Head of Student Administration & Achievements April 2021 | <input type="checkbox"/> New or <input checked="" type="checkbox"/> Revision Please tick as appropriate Expected Implementation Date: Aug 2021 What is the review date? May 2023 |
| Equality, Diversity, and Inclusion. Which of the characteristics maybe impacted upon? And, if yes, how has this been considered? What are the risks? What are the benefits? | Socio-Economic Flexibility with availability of instalment plans for fees for FE, HE and Apprenticeship courses. |
| Safeguarding: Are there any aspects of this proposal which could cause a learner/member of staff/visitor to feel unsafe? If yes, how has this been considered? What are the risks? What are the benefits? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Health and Safety: Have any risks been identified? If yes, how has this been considered? What are the risks? What are the benefits? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Sustainability: Are there expected benefits or impacts on sustainability issues? If yes, how have these been considered? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Evidence: What evidence do you have for your conclusions and expectations for these conclusions? How will this impact be monitored for all these considerations? | |
| Is this policy of a high/medium or low risk? : | <input type="checkbox"/> High <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Low |