

# **Tuition Fee Payment Policy 2018-2019**

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Date approved: 15 June 2018  
 Approved by: SMT  
 Responsible Manager (s): Head of Student Administration and Achievements  
 Executive Lead: Chief Operating Officer

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/No*	May 2018
• AMT	Yes/No*	May 2018
• CCMT	Yes/No*	May 2018
• Students	Yes/No*	
• Employee representatives <i>(HR related policies only)</i>	NA *	
• Other	NA *	

*\* please delete as appropriate*

Policy review frequency, annually  
*(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 status\* students that are required to pay tuition fees.

\*The definition of a home status student is as follows:

*“They are a citizen of a country within the European Economic Area (EEA) or other countries determined within the European Economic Area, or have the Right of Abode in the UK. And they have been ordinarily resident in the EEA for at least the previous three years on the first day of learning.*

*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.”*

## 2. Policy statement

Blackpool and The Fylde College (B&FC) is committed to ensuring that all tuition fee payments are collected in a consistent manner relative to each of the funding streams, and students are given correct tuition fee payment guidance at enrolment. This ensures that B&FC can invoice students appropriately and collect the 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 <i>(total of 3 payments)</i>	Fees taken by Direct Debit will be paid as follows: <b><u>Enrolments during Aug/Sept 2018:</u></b> Tuition Fee Deposit: Paid at enrolment Remaining payments: From 1 November 2018
£500 - £799	Deposit & 3 direct debits <i>(total of 4 payments)</i>	<b><u>Enrolments from October 2018:</u></b> Tuition Fee Deposit: Paid at enrolment Remaining payments: 1 <sup>st</sup> day of following month
£800 - £999	Deposit & 4 direct debits <i>(total of 5 payments)</i>	• If enrolment takes place after 10 <sup>th</sup> please add one further month to allow for processing
Over £1000	Deposit & 5 direct debits <i>(total of 6 payments)</i>	<i>All Direct Debits MUST be scheduled to be fully paid at least one month BEFORE the course is completed</i>

<b>STUDENTS: FE ADVANCED LEARNER LOAN APPLICANTS ONLY</b> <i>Applied for loan and not approved / finalised at point of enrolment</i>		
<b>Annual Fee Amount</b>	<b>No. Direct Debits</b>	<b>Payment Start Dates</b>
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: <b><u>Enrolments during Aug 2018 to 14 Sept 2018:</u></b> Payments: From 1 October 2018  <b><u>Enrolments from 17 September 2018:</u></b> Payments: 1st day of following month <ul style="list-style-type: none"> <li>• If enrolment takes place after 10 please add one further month to allow for processing</li> </ul> <i>All Direct Debits MUST be scheduled to be fully paid at least one month BEFORE the course is completed</i>
£500 - £799	4 direct debits	
£800 - £999	5 direct debits	
Over £1000	6 direct debits	

<b>EMPLOYERS: FOR APPRENTICESHIPS ONLY</b>		
<b>Course Fee Amount</b>	<b>No. Direct Debits</b>	<b>Payment Start Dates</b>
Up to £10K	6 direct debits	Payments: 1 <sup>st</sup> day of following month <ul style="list-style-type: none"> <li>• If enrolment takes place after 10<sup>th</sup> please add one further month to allow for processing</li> </ul> <i>Must be approved by Finance</i>
£10K +	6 direct debits	

- 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 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, reserves the right to charge 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 academic year.

## 2.7. Companies / Sponsors paying fees:

### Students studying at Fleetwood Nautical College (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

- Students whose employers are paying any part of their fees and 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.
- 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.

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 referral to an external legal specialist prior to referral to County Court.

## 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 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.

#### **4. Student Involvement**

Students must ensure that they have an acceptable method of payment, and adequate funds available to pay their fees.

#### **5. Linked Procedures & Policies**

- B&FC Financial Regulations
- B&FC Financial Policies & Procedures
- Fees Policy 2018-2019 for Further Education Courses
- International Fees Policy
- Refund & Compensation Policy
- Student Administration Operational Finance & Banking Procedures
- Operational Debt Management Procedures

## 6. Equality Impact assessment

Impact Assessment for the 4 strands of Equality, 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	
<p>Title of Activity: Payment of fees for courses by students</p> <p>Author and Date: Head of Student Admin &amp; Achievements 4 June 2018</p>	<p><input type="checkbox"/> New or <input checked="" type="checkbox"/> Revision Please tick as appropriate</p> <p>Expected Implementation Date: June 2018</p> <p>What is the review date? June 2019</p>
<p><b>Equality and Diversity.</b></p> <p>Which of the characteristics maybe impacted upon?</p> <p>And, if yes, how has this been considered?</p> <p>What are the risks? What are the benefits?</p>	<p>Socio-Economic</p> <p>Flexibility with availability of instalment plans for fees for FE, HE and Apprenticeship courses.</p>
<p><b>Safeguarding:</b></p> <p>Are there any aspects of this proposal which could cause a learner/member of staff/visitor to feel unsafe?</p> <p>If yes, how has this been considered?</p> <p>What are the risks? What are the benefits?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p><b>Health and Safety:</b></p> <p>Have any risks been identified?</p> <p>If yes, how has this been considered?</p> <p>What are the risks? What are the benefits?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p><b>Sustainability:</b></p> <p>Are there expected benefits or impacts on sustainability issues?</p> <p>If yes, how have these been considered?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p><b>Evidence:</b></p> <p>What evidence do you have for your conclusions and expectations for these conclusions?</p> <p>How will this impact be monitored for all these considerations?</p>	
<p>Is this policy of a high/medium or low risk? :</p>	<p><input type="checkbox"/> High <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Low</p>