



STUDENT PAYMENT & COLLECTION POLICY FIN23

Equality Impact Assessment: Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

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1. OVERVIEW

1.1 Summary

The purpose of this policy ensure that staff, students, prospective students and students' employers and sponsors understand when and how College fees are payable and to set out the method by which the College ensures all sums owed to the College are collected.

1.2 Review

Unless otherwise required by law, this document will be reviewed every two years by the Director of Finance and the Senior Management Team. This document will also be updated in accordance with any legislative changes and Funding body guidelines.

2. FEES

2.1 Definition

The word 'fees' shall be interpreted as:

"a sum of money due to the College in respect of educational services, which include such things as tuition, assessment and examinations, academic supervision, the provision of other academic services and facilities, the provision of pastoral and extracurricular services and the conferment of awards"

2.2 Payment Currency

The payment of any fee must be made in pounds sterling.

2.3 Responsibility for Accuracy

The College relies on information provided by the student to determine the fee to be paid. It is the student's responsibility to ensure that such information is accurate and complete and is supplied at the times required by the College. A student who knowingly withholds or tenders false information relating to his or her liability to pay a fee will have breached the College's regulations on student conduct and will be subject to the College's disciplinary procedures. This is without prejudice to any rights the College might have in respect of legal proceedings.

Fees are charged based on an individual's status at the time of enrolment. It is the requirement of all students to inform the College about any change in their circumstances which could affect their funding and support needs.

2.4 Fee Liability

A student shall be liable to pay in full, any fee due to the College. The process of enrolment will not be complete until all fees (including tuition, exam and additional

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costs) are paid in full or an approved payment plan or payment by a Sponsor (who has elected to pay the tuition fees), has been agreed with the College.

Any student who does not comply with the payment policy will not be guaranteed a place on the course.

Agreement by the College to accept payment of any part of a fee from a Sponsor does not extinguish a student's liability to pay a fee, which shall only terminate when payment is received from the Sponsor.

2.5 Sponsor

The College will accept fee payments from employers, local authorities or other individuals or bodies who agree to pay for a student's tuition fees.

Sponsors will be invoiced for fees as soon as possible after the start of the course and will pay in accordance with the Colleges standard terms of business (21 days from date of invoice).

It is the responsibility of the student to demonstrate at enrolment and to the College's satisfaction the existence of any Sponsor and the ability of any Sponsor to make a payment in respect of fees. The College, at its discretion, may refuse to recognise any Sponsor where reasonable efforts have not established the existence of a Sponsor or of a Sponsor's ability to make a payment. The College shall notify a student of its decision to reject a Sponsor.

The College reserves the right to require payment to be made prior to the course commencing if a sponsoring organisation or individual is considered to be a credit risk.

2.6 Charges

The College will not be held responsible for any charges incurred by the student and or a Sponsor should he or she fail to amend or cancel any agreed payment arrangements at least seven days prior to the due date.

3. TUITION FEES

3.1 Definition

Tuition fees are fees for enrolment, tuition and assessment and are payable by all students or their Sponsor, other than where the student is eligible for full funding of their tuition in accordance with government policy.

3.2 Fees Schedule

The College shall publish annually a schedule of fees separately.

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Where a course is studied over a year in length in most cases the fees are payable over the length of the course upon enrolment in each year.

3.3 Further Education (FE) Payment Terms

Where a tuition fee is payable, students must have entered into one of the following payment arrangements at enrolment to secure their place on the course:

- a) Fees of up to £200 or where the duration of the course is less than four calendar months are to be paid in full at enrolment in accordance with Clause 6.1; or
- b) Fees of £201 and above, students are required to pay a deposit of 25% of the total fee on enrolment in accordance with Clause 6.1 and set up a Direct Debit arrangement by signing and submitting a Direct Debit mandate provided by the College to collect the remaining balance in eight equal consecutive instalments starting in October and the final collection being in May in accordance with Clause 6.2; or
- c) Apply for an Advanced Learner Loan if eligible and provide proof of the application to Advanced Learner Loans for a loan to cover the whole fee due. The student remains liable for the tuition fees until the loan is approved and payment received by the College from the Student Loans Company. **If the students application for an Advanced Learner Loan is unsuccessful or the full fee amount is not covered by the loan or the student cancels the loan, the student will be contacted and requested to set up payment arrangements as above;** or
- d) Where fees are to be paid by a Sponsor students must produce a letter/purchase order of authorisation from the Sponsor at enrolment confirming that they will cover the full cost of the course. **If satisfactory evidence is not provided during enrolment, the College will consider the student to be responsible for the fees and immediate payment arrangements must be put into place as above.**

3.4 Higher Education (HE) Payment Terms

Where a tuition fee is payable, students must have entered into one of the following payment arrangements at enrolment to secure their place on the course:

- a) Fees of up to £200 or where the duration of the course is less than four calendar months are to be paid in full at enrolment in accordance with Clause 6.1; or
- b) Fees of £201 and above, students are required to pay a deposit of 25% of the total fee on enrolment in accordance with Clause 6.1 and set up a Direct Debit arrangement by signing and submitting a Direct Debit mandate provided by the College to collect the remaining balance in eight equal consecutive instalments starting in October and the final collection being in May in accordance with Clause 6.2; or

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- c) Apply for a Higher Education tuition fee loan if eligible and provide proof of the application to Student Finance England for a loan to cover the whole fee due. The student remains liable for the tuition fees until the loan is approved and payment received by the College from the Student Loans Company. **If the students application for a Higher Education Tuition Fee Loan is unsuccessful or the full fee amount is not covered by the loan or the student cancels the loan, the student will be contacted and requested to set up payment arrangements as above;** or
- d) Where fees are to be paid by a Sponsor students must produce a letter/purchase order of authorisation from the Sponsor at enrolment confirming that they will cover the full cost of the course. **If satisfactory evidence is not provided during enrolment, the College will consider the student to be responsible for the fees and immediate payment arrangements must be put into place as above.**

3.5 Full Cost Course Payment Terms

Payment of fees for commercial and unfunded programmes must be made in full in accordance with Clause 6.1 before the course starts, unless otherwise agreed by the College.

3.6 International Student Payment Terms

All international students will be required to pay 50% of their fees as a deposit before the course begins, with the balance being payable upon enrolment.

3.7 Apprenticeship Payment Terms

Please contact the Students Records department for payment information.

4. EXAMINATION FEES

Examination fees are fees that relate to registration, certification and exam costs charged by the awarding bodies which the College incurs on behalf of the student as part of their programme of study.

The College reserves the right to charge an examination fee in the case of nonattendance where there is a cost involved.

5. ACCOMMODATION FEES

The following section applies only to students who are applying or are residing in College accommodation.

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5.1 Payment of the Security Deposit

Full payment of the security deposit is payable upon application. The deposit will be held by the College and returned less any reasonable deductions made properly made by the College to the student or payee in accordance with the Accommodation Agreement.

If the student applies for College accommodation in subsequent academic years the deposit will be carried forward.

5.2 Payment of Accommodation Fees

Payment of accommodation fees will be split into equal instalments the first instalment will be due by the end of August prior to enrolment in accordance with the Accommodation Agreement. The remaining balance can be paid in accordance with Clause 6.1 or monthly by Direct Debit in accordance with Clause 6.2.

Keys will not be released unless payment has been arranged.

5.3 Payment of Damages/Fines

Damage charges and fines are payable in full on receipt of invoice, they will **not** be included in any Direct Debit collection set up.

6. PAYMENT METHOD

6.1 Cash, Cheque, Credit or Debit Card and Bank Transfer

Payments will be accepted in cash, cheque (made payable to Askham Bryan College), credit card¹, debit card or bank transfer (bank details available on request).

6.2 Direct Debit

The College offers instalment payments by Direct Debit. Students who wish to pay their fees by Direct Debit must complete a Direct Debit mandate form provided by the College at enrolment. Direct Debits are collected monthly from October through to May.

Direct Debit agreements cancelled by the student without prior notice will result in all outstanding fees becoming payable immediately.

The College reserves the right to charge a fee for failed Direct Debits and returned/dishonoured cheques.

¹ The College accepts all major credit and debit cards with the exception of American Express

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7. FAILURE TO PAY

Any part of the fee payable by a student or Sponsor should be paid within 21 days of invoice/due date of payment unless a payment arrangement has been formally put in place in accordance with this policy.

Where a payment is outstanding for more than 21 days, a review of the student's individual circumstances will take place. This review will determine finance options and the student's status on the course. Non-payment of student fees in year could result in the student been withdrawn from the course and/or if staying in College accommodation, requested to vacate their room, and the student would still remain liable for any outstanding fees.

In accordance with the College's Financial Regulations, sanctions may be taken against any student who has outstanding fees before the end of the academic year.

These include:

- the student will not be permitted to progress to the next year of study or enrol on another course at the College in either the current or future academic years until all debts have been paid;
- may be prevented from attending awards ceremonies held by the College for presentation and celebration of success until all outstanding debts have been cleared;
- will be not be permitted into accommodation at the College for future academic years until all debts have been paid

The College reserves the right to take any reasonable steps to recover any sums due in respect of unpaid fees, which may include using an external debt collection agency and/or other legal action. **If that is necessary, then the College also reserves the right to pass on and seek to recover from you any associated costs, charges and or levies, etc of any action taken by the College to recover the value of any debt due by you to the College.**

8. REFUNDS

Refunds of tuition fees are in accordance with the Academic Fees Refunds Policy FIN21.

Refunds of accommodation fees are in accordance with the students Accommodation Agreement.

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