

## PAYMENT OF FEES PROCEDURE

<b>Responsibility</b>	Head of Finance
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# PAYMENT OF FEES PROCEDURE

## 1 PURPOSE

The purpose of this procedure is to give details of how fees can be paid as well as details of how and when fees will be refunded.

All students are liable for payment of their course fees, unless they make a successful application to the Student Awards Agency for Scotland (SAAS) for full time fees or Part-Time Fee Waiver Grant (PTFG), are entitled to a SFC Fee Waiver, or their fees are to be paid by a third party sponsor e.g. employer. It is the student's responsibility to provide evidence of a successful application. If a student discovers they are ineligible for funding the student will become liable for unpaid fees.

Where students are self-financing, their course fees must be paid in full no later than 7 days prior to the course start date, unless an instalment plan has been agreed in accordance with this Policy.

Where course fees for Part-time students are to be paid by an employer, fees must be paid in full no later than 7 days prior to the course start date. If, for whatever reason, a sponsor fails to pay, the student will be liable for any fees unpaid and will be treated as self-financing.

In all cases where fees are not paid timeously the College will exclude the student from the course and seek to recover the outstanding debt through our established Debt Collection Process, utilising collection agents where necessary.

*The College reserves the right to reject or exclude any student who has an outstanding debt from current or prior years. This includes both unpaid fees and student support overpayment.*

## 2 SCOPE

This Procedure applies to all students who are self-financing their course fees.

## 3 REFERENCES

Admissions Policy  
Admissions Procedure  
Debt Collection Procedure

Information on College Website - [Funding](#)

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## 4 PAYMENT INSTALMENT PLANS

Where students are self-funding the course fee must be paid in full no later than 7 days prior to the course start date unless they select one of the following payment options: -

- Where any net fee (after any applicable grant) is £300 or less the fee is payable in full no later than 7 days prior to the course start date;
- Where any net fee is in excess of £300 up to £800 and the duration of the course exceeds 3 months - a 3-month instalment plan is available;
- Where any net fee is in excess of £800 and the duration of the course exceeds 6 months – a 5-month instalment plan is available;
- The 1<sup>st</sup> instalment is due no later than 7 days prior to the course start date with the remaining instalments payable on a monthly basis thereafter.

Any application to pay by instalments must be made to the Finance department (Tel 01387 734000) who have sole discretion on accepting any application for payment in this way.

*No Instalment option is available to a student who has previously defaulted on an instalment plan.*

## 5 CANCELLATIONS, WITHDRAWALS AND REFUNDS

Tuition fees are generally non-refundable once a student commences the course. If a student subsequently withdraws they will be liable to pay any balance of fee remaining unpaid.

- Refunds will be considered upon request only and must be notified within 28 days of last attendance or engagement (in case of distance learning);
- Student should email [salesledger@dumgal.ac.uk](mailto:salesledger@dumgal.ac.uk) with full details of their course and providing their student ID. Requests will ultimately be decided by the Head of Finance;
- Students enrolled on fulltime course who withdraw before 1 December may receive a full refund. No refunds will be made for withdrawals after that date;
- Students enrolled on a part time course who withdraw within 3 weeks of commencement of the course – 50% refund may be available. No refunds will be made for withdrawals after that date;

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- Where a course has been cancelled due to insufficient numbers – a full refund will be made.

A refund may be considered if a student considers that there has been some exceptional circumstances. In those cases, the student should e-mail salesledger@ dumgal.ac.uk with details of the circumstances, which will be considered on a case by case basis.

*An administration fee of 20% of the course fee (up to a maximum of £100) will be deducted from all pro rata refunds. If 75% of the course has been completed no refunds will be made.*

## 6 DISTRIBUTION

All Staff Members  
Quality Manual

Revision Log		
Date	Section	Description

THIS FORM TO BE UPDATED WHENEVER THERE IS A CHANGE IN ANY SYSTEM DOCUMENT			
Document Owner	Revision Number	Date if Issue	Date of Withdraw

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