



Student Payment & Collection Policy 2021 - 2023

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.

1. PURPOSE

1.1 The purpose of this policy is to 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.

2. DEFINITIONS

2.1 The word 'fees' shall be interpreted as:

"a sum of money due to the College in respect of educational services, to include tuition, assessment and examination fees, accommodation fees, transport fees, academic supervision, the provision of other academic services and facilities, the provision of pastoral and extracurricular services and the conferment of awards"

2.2 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.

2.3 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.

2.4 Accommodation fees are fees that relate to students residing in College accommodation.

2.5 Transport fees are fees that relate to students using College provided transport.

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3. PRINCIPLES

3.1 Payment Currency

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

3.2 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.

3.3 Fee Liability

A student shall be liable to pay in full, any fee due to the College. At enrolment students will be required to pay a 25% deposit for all fees (including tuition, exam and additional fees) and provide payment card details to set up a payment plan in accordance with the fee type specified in section 4.

For fees payable by a Sponsor please refer to clause 3.4.

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.

3.4 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 College's 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.

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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.

3.5 Charges

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

4. TUITION FEES

4.1 Fees Schedule

The College shall publish a separate schedule of fees annually.

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 each year.

4.2 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, subject to the exceptions listed in clauses 4.3 to 4.6 below:

- 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 8.1; 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 8.1 and set up a Recurring Card Payment arrangement through the College's online store to collect the remaining balance in eight equal consecutive instalments starting in October and the final collection being in May in accordance with Clause 8.2; or
- c) 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.**

4.3 Further Education (FE) Payment Terms

Students who are eligible to apply for an Advanced Learner Loan must 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 student's 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.

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4.4 Higher Education (HE) Payment Terms

- a) Students who are eligible to apply for a Higher Education tuition fee loan must 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 student's 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.
- b) Students studying Masters Courses will not be required to pay a deposit and will instead be asked to set up a payment plan over 3 equal termly instalments.

4.5 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.

4.6 Apprenticeship Payment Terms

Where fees have been identified on Schedule 1 of the Training Services Agreement, in signing the agreement, the employer has accepted liability for these costs and has entered into the following payment arrangements:

- a) Employers will be invoiced for Employer Apprenticeship Contributions as soon as possible after the start of the course and will pay in accordance with the College's standard terms of business (21 days from date of invoice).
- b) Where accommodation 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 this. **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.**

5. EXAMINATION FEES

- 5.1. The College reserves the right to charge an examination fee in the case of non-attendance where there is a cost involved.
- 5.2. Students will not be entered for their examinations until all fees have been paid.

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6. ACCOMMODATION FEES

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

6.1 Payment of the Security Deposit

Full payment of the security deposit of £300 is payable upon application. The deposit will be held by the College and returned minus any reasonable deductions 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.

6.2 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 **Error! Reference source not found.** or monthly by Recurring Card Payment arrangement through the College's online store [Askham Bryan College | Open \(askham-bryan.ac.uk\)](https://askham-bryan.ac.uk) 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.

Keys for accommodation will not be released unless payment has been arranged.

6.3 Payment of Damages/Fines

Damage charges and fines are payable in full on receipt of invoice.

7. TRANSPORT FEES

7.1 Transport fees are payable termly in advance via the online store.

7.2 Fees are based on zonal charges by route and students will be issued with a termly pass once payment has been received.

7.3 Students will not be permitted to travel on College transport without a valid pass.

8. PAYMENT METHOD

8.1 Credit or Debit Card and Bank Transfer

Payments will be accepted by credit card, debit card or bank transfer (bank details available on request).

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8.2 Recurring Card Payment – Credit or Debit card

The College offers instalment payments by Recurring Card Payment for credit and debit cards. Students who wish to pay their fees by this method must set up a payment plan at enrolment through the College's online store. Payments are collected monthly from October through to May.

Recurring Card Payment 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 card payments.

9. FAILURE TO PAY

9.1 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.

9.2 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 being withdrawn from the course and/or if staying in College accommodation requested to vacate their room. The student would still remain liable for any outstanding fees.

9.3 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
- The student may be prevented from attending awards ceremonies held by the College for presentation and celebration of success until all outstanding debts have been cleared
- The student will be not be permitted into accommodation at the College for future academic years until all debts have been paid

9.4 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.

10. REFUNDS

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

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

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11. SCOPE AND LIMITATIONS

11.1 This Policy applies across all sites and to all students.

12. RESPONSIBILITIES

12.1. The Chief Financial Officer will have overall responsibility for ensuring compliance with this policy.

12.2. The Chief Financial Officer will be assisted by the Financial Controller to ensure compliance with this policy.

13. MONITORING AND REVIEW

13.1 The Chief Financial Officer will maintain oversight of the effectiveness of these arrangements. This policy and the implementation arrangements which underpin it will be reviewed bi-annually by the Financial Controller.

14. SUPPORTING/RELATED DOCUMENTS

- Tuition Fees policy
- Academic Fee Refund policy
- Residential Accommodation policy

15. REGULATIONS

15.1 In all aspects of this policy the College will comply with the following legislation:

- Consumer Credit Acts 1974 and 2006
- Consumer Rights Act 2015

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