ASKHAM BRYAN COLLEGE

Student Payment and Collections Policy 2026 - 2027

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. POLICY STATEMENT

1.1 Askham Bryan College recognises the importance of setting out its payment terms and method by which the College ensures all sums owed to the college are collected.

2. PURPOSE

2.1 The purpose of this Policy is to set out the College's approach, so 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.

3. SCOPE AND LIMITATIONS

3.1 This Policy applies across all sites, to all staff, students, students sponsors and any other persons paying a fee to the College.

4. RESPONSIBILITIES

4.1. The Chief Financial Officer will have overall responsibility for ensuring compliance with this Policy. The Chief Financial Officer will be assisted by the Head of Finance to ensure compliance with this Policy.

5. DEFINITIONS

5.1 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".

5.2 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.

5.3 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.

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

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

6. PAYMENT CURRENCY

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

7. RESPONSIBILITY FOR ACCURACY

7.1 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.

7.2 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.

8. FEE LIABILITY

8.1 Students are ultimately responsible for ensuring that their fees are paid, even when the fees are being paid by a third party, such as a sponsor or a loan obtained through the Student Loan Company intends to pay on their behalf.

Any student liable to pay any fees to the college will be asked to set up a payment plan in accordance with section 21.2

8.2 For fees payable by a Sponsor please refer to section 9.

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

8.4 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 in full.

9. SPONSOR

9.1 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).

9.2 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.

9.3 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.

10. CHARGES

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

11. TUITION FEES

Fees Schedule

11.1 The College shall publish a separate schedule of fees annually.

11.2 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.

12. PAYMENT TERMS

12.1 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 sections 13 - 16 below:

12.2 Fees of up to £500 or where the duration of the course is less than four calendar months are to be paid in full at enrolment in accordance with para 21.1; or

12.3 Fees of £501 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 para 21.2; or

12.4 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.

13. FURTHER EDUCATION (FE) PAYMENT TERMS

13.1 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 Leaner 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.

13.2 Where a student fails to obtain a loan for their fees by the autumn half term, the student will be expected to make a payment to cover the fees due and set up payments in accordance with section 21.2. Once the loan has been approved the College will refund any payment that has been made by the student.

14. HIGHER EDUCATION (HE) PAYMENT TERMS

14.1 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.

14.2 Where a student fails to obtain a loan for their fees by the autumn half term, the student will be expected to make a payment to cover the fees due and set up payments in accordance with section 21.2. Once the loan has been approved the Colllege will refund any payment that has been made by the student.

14.3 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.

15. INTERNATIONAL STUDENTS' PAYMENT TERMS

15.1 All international students will be required to pay their fees in 3 equal instalments during the year they attend the College. These payments will be made no later than 31st October 31st January and 30th April.

16. APPRENTISHIPS PAYMENT TERMS

16.1 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:

16.2 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).

16.3 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.

17. EXAMINATION FEES

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

17.2 Where exam fees are included in tuition fees being paid, students may not be entered for their examinations if they payments are not up to date until all fees have been paid.

17.3 Exam fees charged / invoiced for resit exams must be paid in full before the exam is attended.

18. ACCOMMODATION FEES

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

18.2 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.

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

18.4 Payment of Accommodation Fees - Payment of accommodation fees will be split into equal instalments, the first instalment will be due by the date specified by the Accommodation team in the August prior to enrolment in accordance with the Accommodation Agreement. The remaining balance, if not paying in full, will automatically be set up as a Recurring Card Payment (RCP) collecting the remaining balance in nine equal consecutive instalments starting in September, the final collection being in May in accordance with the Accommodation Agreement.

18.5 Students Paying in 9 instalments, who fail to make a payment for 3 consecutive months could be denied access to their room until payments are up to date, this is in accordance with the terms and conditions agreed to prior to enrolment.

HE students who receive their maintenance loan in three instalments and use these funds to pay their accommodation fees must ensure payments are made promptly following each instalment. If a scheduled payment has not been made, the student will have 21 days to bring their account up to date. Failure to do so may result in access to their accommodation being suspended until all outstanding payments are settled.

18.6 Keys for accommodation will not be released unless payment has been arranged and the security deposit has been paid.

18.7 If a student chooses to leave their accommodation during the year, whether they are remaining at college to study or not, will be expected to clear any remaining accommodation amounts due, within 21 days of handing back the keys for the room. The amount to be paid is dependent on the point in the year they choose to leave and is set out in the accommodation terms and conditions.

19. PAYMENT OF DAMAGES/FINES

19.1 Where a fine or charge has been made to reclaim costs for damage caused to College Property, the Damage charges and fines are payable immediately, in full on receipt of invoice and do not fall under the normal payment terms of an invoice. This is because the College is likely to have incurred immediate costs to repair, replace or put right the damage caused. A payment plan may be agreed but is at the discretion of the Head of Finance on a case-by-case basis.

20. TRANSPORT FEES

20.1 Transport fees are payable in advance via the link to the ShuttleID platform on our website https://www.askham-bryan.ac.uk/booking-transport/

20.2 Fees are based on zonal charges by route and may be purchased as an annual ticket, or as flexible ticket for a limited number of journeys.

20.3 Students will not be permitted to travel on college transport without a valid pass.

20.4 If an annual pass is purchased, fees will be payable for the whole year, even if a student decides to stop using the transport to travel to and from the college.

21. PAYMENT OF TRANSPORT FEES

21.1 Payments will be accepted by credit card or Debit card at the time of booking on the ShuttleID platform.

Recurring Card Payment – Credit or Debit card

21.2 The College offers instalment payments by Recurring Card Payment (RCP) for credit and debit cards. Students must set up a payment plan at enrolment through the College's Payment system. Payments are collected monthly from October through to May.

21.3 Recurring Card Payment agreements cancelled by the student without prior notice will result in all outstanding fees becoming payable immediately.

21.4 The College reserves the right to charge a fee for failed card payments.

22. FAILURE TO PAY

22.1 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.

22.2 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 remain liable for

any outstanding fees.

22.3 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 will not be permitted into accommodation at the College for future academic years until all debts have been paid

22.4 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. If escalated and additional interest and charges are incurred, any interest and charges applied to the balance will also be payable by the student.

23. REFUNDS

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

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

23.3 Transports, if paid annually in one payment will not be refunded, in part or in full, even if a student leaves college or decides not to use transport part the way through the academic year, this is in accordance with the terms agreed at the time of purchase on ShuttleID platform.

23.4 Transport fees for annual tickets being paid monthly, remain payable even if a student leaves college or decides not to use transport part the way through the academic year. This is in accordance with the terms agreed at the time of purchase on ShuttleID platform.

23.5 Transport and accommodation reserve the right to refund any transport costs in exceptional circumstances, and this will be at the discretion of the Head of Transport and Accommodation.

23.6 The college reserves the right to make a deduction for any charges incurred when refunding amounts to students. These are typically when using third party platforms where the college is charged a fee for these transactions.

24. MONITORING AND REVIEW

24.1 The Chief Finance Officer will maintain oversight of the effectiveness of these arrangements. This Policy and the implementation arrangements which underpin it will be reviewed annually by the Head of Finance.

25. SUPPORTING/RELATED DOCUMENTS

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

26. RELEVANT LEGISLATION

26.1 In all aspects of this Policy the College will comply with the following legislation:

Consumer Credit Acts 1974 and 2006

27. DOCUMENT HISTORY

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SLT Owner: Chief Finance Officer
Author: Head Of Finance
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