

## Fee Instalment

WHC reserves the right to amend this policy at its discretion. The most up-to-date version can be downloaded from our website.



## Fee Instalment Policy

ELT manager	Director of Finance & Resources
Responsible officer	Director of Finance & Resources
Date first approved by BoM	June 2011
Date review approved by BoM	F&GP 13 Sept 2022 on behalf of Board
Next Review Date	July 2025
Equality impact assessment	July 2019
Further information (where relevant)	

Reviewer	Date	Review Action/Impact	BoM
GM/TH	30/9/14	No amendments	
MT	8/7/16	Changes to 3.2	
PL	30/7/19	Wording revised to make clear HE subject to UHI Policy & to take away the upper limit in 5.1 to incorporate the possibility of international fees being paid by instalments.	Oct 2019

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## Contents

<b>Fee Instalment Policy</b> .....	<b>1</b>
<b>Contents</b> .....	<b>2</b>
<b>Fee Instalment Policy</b> .....	<b>3</b>
1 Purpose .....	3
2 Scope .....	3
3 Responsibility .....	3
4 Policy.....	3
5 Appeals .....	5
6 Review of Policy .....	5

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# Fee Instalment Policy

## 1 Purpose

To provide an instalment policy to be applied to students studying all but Higher Education Courses and adhered to by all members of staff who are involved in processing the payment of appropriate course fees.

## 2 Scope

- 2.1 The College operates a policy whereby students are required to pay their course fees at the time of registration. Under specific circumstances however, the student may pay by instalments.
- 2.2 The College will only accept payments by instalment where the student completes a statement acknowledging the debt and detailing when repayments are to be made. See appendix (i)
- 2.3 The option to pay by instalments is open only to students who are paying their own fees. It does not apply where an employer is paying the fees.
- 2.4 This policy applies to students studying all but Higher Education Courses. Higher Education Students are covered by the UHI Fees Policy.
- 2.5 This policy should be read in conjunction with the College Equality Diversity & Inclusion Policy and its separate Disability, Race and Gender Equality Schemes.

## 3 Responsibility

- 3.1 The Director of Finance & Resources is responsible for managing this policy.
- 3.2 Appropriate members of Student Services and Finance staff are responsible for the effective operation of the Policy

## 4 Policy

### 4.1 General

The option to pay by instalments is only available where all of the following criteria are met:

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- The course fees due for the current year are greater than £250. This includes the situation when a student enrolls for more than one course and the total course fees are greater than £250 (and at least one of the courses lasts more than one term).
- The student completes a direct debit mandate and acknowledgement of debt form (appendix i).
- The student arranges payment terms within 2 weeks of the course commencement.
- Where these conditions are met, the course fees can be paid as follows:

<b>Total Course Fees Due</b>	<b>Number of Instalments</b>
Between £250 - £750	3
Between £751 - £1250	4
Above £1251	5

- The instalments will be paid each month on a date determined by the College and notified to the student when completing the direct debit mandate (normally the 1<sup>st</sup> or 15<sup>th</sup> of each month).

### 4.2 Evening Class Payment by Instalments

Evening class courses costing £125 or more can be paid by monthly instalments, but not for courses running less than 12 weeks in duration. An initial 30% deposit should be paid and instalments will only be accepted by direct debit arrangements.

<b>Total Course Fee Due</b>	<b>Duration (weeks)</b>	<b>No. of Instalments</b>
£125 - £250	12	2
£251 - £750	12	3

### 4.3 Change of Instalment Arrangements

Once a student has made instalment arrangements, the college will not normally consider changes to these details unless there are exceptional circumstances. These changes will be dealt with through the appeals procedure. Any change to the College Instalment Policy would be considered exceptional for these purposes.

### 4.4 Failure to Adhere to Instalment Arrangements

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If a student makes arrangements to pay by instalments and then fails to do so, the College will require the student to immediately pay the full amount outstanding. Once any initial instalment arrangement has been breached, the student will not be permitted to re-arrange further instalments.

### 4.5 Discretionary Arrangements

In exceptional circumstances, normally on the advice of the Head of Student Support, the instalment policy can be overridden at the discretion of the Principal.

## 5 Appeals

5.1 Students have the right of appeal in accordance with the Student Appeals Policy and Procedures.

## 6 Review of Policy

6.1 This policy will be reviewed every three years or as changes affecting it occur, whichever is earliest.

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### Appendix (i)

I, \_\_\_\_\_, hereby acknowledge that I have an outstanding debt of £ \_\_\_\_\_ relating to course fees for year \_\_\_\_\_.

I agree to pay this outstanding debt over the next \_\_\_\_\_ months at £ \_\_\_\_\_ per month commencing \_\_\_\_\_.

Signed

Approved