



South
Lanarkshire
College

East Kilbride

TERMS & CONDITIONS FOR PAYMENT OF TUITION FEES

STUDENT GUIDANCE

1. The South Lanarkshire College Tuition Fee Policy states that all fees are payable in advance, unless funded by the Student Awards Agency for Scotland (SAAS) or Student Finance (England, Northern Ireland and Wales) and are non-returnable except in exceptional circumstances and subject to annual revision.
2. The College will waive the fees of any student entitled to support under the Scottish Funding Council (SFC) National Fee Waiver Grant Policy when studying on an eligible course. Other part time students may be eligible for a part-time fee grant from SAAS towards the cost of tuition fees
3. Students are responsible for providing correct information where their fees may be funded by either a Fee Waiver, SAAS (incl. Part Time Fee Waiver), an Employer or Sponsor. If incorrect or late information is provided, the student will be held personally liable for any outstanding fee payments.
4. Students starting programmes of study lasting over one year, should be aware that tuition fees may increase year on year.
5. The payment of fees is the responsibility of the student. If fees are to be funded by SAAS (including the part-time fee grant), or by Fee Waiver, then it is the responsibility of the student to apply to ensure funding is in place before the start of the course, and to provide evidence to the College of their award. If not awarded, or fee waiver evidence not provided, then the student will be liable to pay the fees, even if the student then decides to withdraw.
6. Where a student's Employer or Sponsor is paying fees, it is the responsibility of the student to arrange for them to provide written or email authorisation to the College before the start of the course. In the event of the students' Employer/Sponsor defaulting, the student will be held personally liable for the fees. Please email authorisation to studentfees@slc.ac.uk.
7. If self-funding students have not paid in full or do not have an approved payment plan in place by the start of their course, they will not be allowed to commence their studies.
8. Failure to adhere to a payment plan may result in the withdrawal of the instalments facility and full payment will become due.
9. Tuition fees are non-refundable unless a written request is received for exceptional circumstances, or if the student did not start the course. Please refer to South Lanarkshire College Refund Policy. In the event of a refund, a £40.00 administration fee will be applied and depending on the date of withdrawal, a portion of the tuition fee will be payable.

10. Where fees are not paid according to the College Policy, credit control measures will be implemented which will include, issuing reminder letters, final demands, and passing outstanding fees to a debt recovery company with an additional charge added of £40.00. This may result in instructing legal action to recover debts, as well as removal from the course.
South Lanarkshire College reserve the right to limit access to the Student Portal and to withhold student results until payment in full has been received.

11. Where a student has an unpaid fee outstanding, they will not be allowed to commence a further course of study at the College, until a payment, or an agreed payment plan, has been made.

For any enquiry or help regarding a payment please email studentfees@slc.ac.uk