Terms and conditions for the payment of tuition fees – guidance for students

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. 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, or for an Individual Training Account token (ITA) from Skills Development Scotland.

2. Students are responsible for providing correct information where their fees may be funded by Fee Waiver, SAAS, ITA, Employers or Sponsors. If incorrect or late information is provided, the student will be held personally liable for any outstanding fee payments.

3. There may be support for the payment of fees from government training schemes (ITA, Training for Work, Get Ready for Work and the Modern Apprenticeship Scheme). Please contact Student Services for further guidance.

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), Student Finance, Fee Waiver or ITA, it is the responsibility of the student to apply to ensure funding is in place before the start of the course and inform the College of their award. **If not awarded, then the student will be liable for 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 authorisation to the College before the start of the course. In the event of the Employer/Sponsor defaulting, **the student will be held personally liable for the fees.**

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. In the event of a refund, a 10% administration fee will be applied and depending on the date of withdrawal, a portion of the tuition fee will be payable.

10. In exceptional circumstances, a partial refund may be payable if a student has started a course. This will be subject to an administration fee outlined above.

11. Refunds are not granted in the following circumstances - where a student remains on a course but claims a refund on the basis of a change in circumstances, or where 2/3 of the course has been completed.

12. A full refund (100%) will be provided if a course does not run / is cancelled by the College.

13. Where a student withdraws or is withdrawn by the College (for non-attendance or non-submission of work) from a course prior to paying the fees in full, they will remain liable for any outstanding fees and will be pursued for payment.

14. Where a student has paid for course fees and does not attend, fees are non-refundable.

15. 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 £25.00, instructing legal action to recover debts, as well as removal from the course and withholding results. **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 telephone 01355 807302 or 01355 807610 or email finance at studentfees@slc.ac.uk