



South  
Lanarkshire  
College  

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East Kilbride

# Paying Tuition Fees

A guide to Tuition fee payment

Version Number: 1.0

## Document Information

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## Version History

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1.0	26 August 2024	Assistant Finance Manager	Student advice for payment of fees – Website upload
2.0	08 July 2025	Assistant Finance Manager	Student advice for payment of fees – Website upload

## Quick Links

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Please take time to read this information which will assist you with your enrolment. Please bring all necessary documentation (specified below) with you before you come to enrol.

## Self-Financing

Tuition fees should be **paid at, or before, time of online enrolment**.

Fees can be paid in the following ways:

- **Online.** Students must complete an online application, before having access to their online account. Login to your account on the Student Portal. If you have enrolled on a course, the menu on the left will have an option to pay Tuition fees. This will direct you to Paypal or payment by credit or debit card.
- Payment can be made directly to the college bank; you shall need to use your online facility available with your bank account. As a reference, you should state your name and student number and course if possible. The college bank details to transfer the payment to are:  
South Lanarkshire College  
Sort Code : **83-28-13**  
Account no : **16207233**
- Standing Order option available for tuition fees **over £350.00**. An initial non-refundable deposit of 20% should be paid, and a standing order agreement to pay the balance by the end of March. Standing Order mandates should be signed by the Account Holder and returned to the Finance Department, South Lanarkshire College, College Way, East Kilbride, G75 0NE
- Cheque, made payable to South Lanarkshire College, post to the Finance Department, South Lanarkshire College, College Way, East Kilbride, G75 0NE

Please email [studentfees@slc.ac.uk](mailto:studentfees@slc.ac.uk) with any tuition fee enquiries.

## Sponsor or Employer Funded

If your employer is paying for the course (partially or fully), a letter from them on company headed paper is required, or an email sent from the employer, to [studentfees@slc.ac.uk](mailto:studentfees@slc.ac.uk). The email or letter should quote the student's name, the course and the amount that the employer shall pay. The invoicing address must be clearly visible on the letter, or email.

For legal reasons we must have your employers' confirmation that they will pay all/part of your course costs before we can invoice them.

Please email [studentfees@slc.ac.uk](mailto:studentfees@slc.ac.uk) with any tuition fee enquiries.

## Part Time Fee Grant (PTFG)

Students are eligible to apply to SAAS for a PTFG, if they:

- meet SAAS residence conditions
- earn less than £25,000 per year in gross income (before tax and National Insurance) in the tax year ending 5 April 2025, including bonuses, benefits and overtime
- have left full-time compulsory education, such as high school

Only SAAS approved courses are approved to receive a PTFG. These courses must be:

- an eligible higher education course
- a continuing Professional Development with an eligible training provider in Scotland at levels 7 to 10 of the [Scottish Credit and Qualifications Framework \(SCQF\)](#).
- a minimum 30 to 119 SCQF credits in each year of your course.

Applicants should go to SAAS website <https://www.saas.gov.uk/part-time/undergraduate-funding> to register for a SAAS Account and to apply for funding.

## Student Awards Agency for Scotland (SAAS)

Students who are on a **full time** HNC, HND, degree or equivalent course should apply to SAAS for funding and for payment of their tuition fees.

Visit the SAAS website at <https://www.saas.gov.uk/full-time/funding-information-undergraduate> to apply for you SAAS Account and funding, or to get more information about student funding. If you need a version of this guide in a format that suits your needs (for example, in large print or Braille), please contact SAAS on 0300 555 0505.

## Fee Waiver

**Part-time, evening or day release courses:** If a student is in receipt of certain benefits, they **may** be eligible for a fee waiver, depending on the course of study. Please refer to the Part-Time Fee Waiver Policy, available from the South Lanarkshire College website.

<https://www.slc.ac.uk/applicants/funding/College Fee Waiver grant policy>

At the time of completing your online enrolment, the relevant Fee Waiver funding source **must be selected**. Evidence can be shown to your lecturer, who will verify the evidence, or email [studentfees@slc.ac.uk](mailto:studentfees@slc.ac.uk) with the required evidence. Until evidence of eligibility is received, the student is liable for the cost of the tuition fee.

See Fee Waiver Policy for acceptable forms of evidence.

<https://www.slc.ac.uk/applicants/funding/College Fee Waiver grant policy>

## International Students

Funding is provided for Scottish-domiciled or 'home fee' students, refugees and asylum seekers who have been properly enrolled, and whose learning is being supported and individual educational requirements are being met by the college.

For international students with no funding, **all fees must be paid in full prior to enrolment** on the course. International students will not be permitted to pay their fees by instalments.

## Money Advice

Money Advice Scotland is Scotland's money charity. Money Advice Scotland exist to help people in debt, support money advisers, and influence policy. Their mission is to be the driving force towards financial wellbeing for the people of Scotland. There is a separate section on **Resources for students**. These resources are aimed to help students as they enter the world of work and develop their financial skills as they transition from education to employment.

### [Student Money Guide](#)

Provides useful information about student bank accounts, checking benefit entitlement, budgeting, managing household bills, as well as signposting to practical resources and further support.

### [Bank Accounts](#)

Provides useful information on bank accounts and online banking. It covers the types of accounts available and understanding banking jargon.

### [Credit File Guide](#)

Helps students understand what a credit report is, why it is important and what factors influence your credit score.

### [Starting a New Job](#)

An introduction to the world of work even if this is a part-time role or starting your career. This guide looks at wage slips, salary deductions and possible expenses to consider. This resource has also been updated for 2023.

### [Buy Now Pay Later FAQs](#)

This FAQ resource provides useful information on using BNPL, explaining how this form of credit works, some of the benefits and risks to be aware of, and highlights some of the changes coming to BNPL.

### [Understanding Tax](#)

Each year, an updated resource looks at income tax and other types of tax you may encounter. This guide also discusses how tax is calculated as well as understanding tax codes.

Visit: <https://www.moneyadvicescotland.org.uk/for-students>

## **Conditions of Non-Payment**

Until Tuition fees have been paid in full; or

- a) A 20% deposit and a completed standing order agreement have been received: or
- b) A PTFG application has been processed; or
- c) Fee waiver evidence supplied; or
- d) A copy of an Employer Letter or email advising that the employer will pay the tuition fees has been received,

then, South Lanarkshire College will only enrol a student on the course provisionally. This will be reviewed after 14 days from enrolment.

In the situation where fees have not been paid, South Lanarkshire College reserves the right to withdraw students from the course and/or to withhold Certificates and results for non-payment of fees by the end of the academic session.

The account shall also be passed to a Debt Collection Agency with an additional charge of £25.00 added.

It is, therefore, imperative that students make the appropriate arrangements to pay for tuition fees.

The payment of tuition fees is the responsibility of the student. If the fees are to be funded by SAAS (including the PTFG (part-time fee grant), or by Fee Waiver, it is the students' responsibility to ensure that they apply for funding and submit all relevant proof where required.

If students are paying their own fees they must do so in full, or arrange to pay before, or at the time of enrolment.

Please email [studentfees@slc.ac.uk](mailto:studentfees@slc.ac.uk) with any tuition fee enquiries.



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