

Name of Policy	HIGHER EDUCATION FEE PAYMENT POLICY AND PROCEDURE		
Purposes	To identify the policy and procedure for paying Higher Education tuition fees		
Author / Job Title	Head of Academic and Higher Studies		
Equality Assessment By Whom		Date	
Version	4	Date of next review (month & year)	4/2017
Approved by			Date
	Senior Manager		
	SMT	20/06/16	
	Corporation		
Related policies or procedures or parent policy if applicable	Fees Policy (for current year)		
Groups/bodies consulted in the development of the policy	Higher Education Cheshire (Consortium)		
To be published on College website	YES		

HIGHER EDUCATION FEE PAYMENT POLICY AND PROCEDURE

1 HE Fees

Tuition Fees for Higher Education programmes at the College are reviewed on an annual basis. Higher Education programmes include part time and full time Higher National Certificates and Diplomas, Foundation Degrees, and PGCE/Cert Ed.

The Tuition Fees for Higher Nationals and Foundation Degree programmes are per year fees. Where a student plans to complete a Higher National Diploma or Foundation degree programme over a period greater than two years, or a Higher National Certificate over a period of more than one year, a pro rata tuition fee will be agreed in consultation with the Head of Cross College Curriculum. Fees for the current year can be found in Appendix 1. Where a full time¹ course is delivered in substantially less contact hours than the standard (13 hours per week for 33 weeks per year) in exceptional cases fees may be reduced in consultation with the Head of Academic and Higher Studies.

Fees for the second year of a 2 year course will be the same as the first year so long as the years are consecutive and the duration of study between full time and part time has not altered.

Fees for second year or third year entry year to Top-up Degrees at a College or University other than Macclesfield College are not within the control of Macclesfield College and not included in this policy.

2 Fee Payment

Enrolment as a student at Macclesfield College is subject to the full payment of all fees due to the College.

At enrolment students must either:

- pay tuition fees themselves
- provide a letter from a sponsor agreeing to pay the fees
- provide evidence they have applied for a tuition fee loan.

3 Methods of payment

Preferred methods of payment are as follows:

- cheque (cheques should be made payable to Macclesfield College)
- standing order (standing order payment scheme, the standing order mandate form is available from Customer Services)
- most major debit cards
- most major credit cards
- invoice to employer or other agreed sponsor
- direct payment from Student Loans Company.

The bank details of the College are as follows:

Bank: Royal Bank of Scotland

Address: 51-53 Park Green, Macclesfield, Cheshire, SK11 7NH

Sort Code: 16-32-32

¹ A full time course is where a minimum of 120 credits are studied within one year

Account No: 12305581

4 Queries

Any queries relating to payment of College fees should be addressed to the College Finance Office via email to finance@macclesfield.ac.uk, or by telephone 01625 410020

Any queries relating to student funding or applying for student loans or grants should be addressed to Student Services via email to guidance@macclesfield.ac.uk or by telephone to 01625 410018.

5 Non Payment of fees due to the College

- The College reserves the right not to re-enrol any student who has outstanding debt to the College from a previous academic year, this includes year 1 of 2 year Higher Education course.
- The College reserves the right to suspend a student from attending classes during an academic year for the non-payment of tuition fees.
- Where the College has not received confirmation of Student Loan support or received a payment from the student or their sponsor by 1st November the student will be notified by letter by Finance, in consultation with The Head of Academic and Higher Studies, that proceedings will start that will result in suspension of studies from 31 December unless confirmation from the Student Loan Company or sponsor, or payment has been received meanwhile. Suspension of studies will remain until confirmation or payment is received. (see Appendix 2)
- A student with outstanding fees due to the College may be excluded by the College from:
 - i his/her examinations and/or have their qualification, results or award withheld and/or be prohibited from attending his/her graduation ceremony; and/or
 - ii the College's premises and/or its educational services, including without limitation, its IT services (including the Virtual learning Environment and access to the internet via the College's IT facilities) and Library facilities, until the outstanding debt has been paid in full.

In addition, the College will employ the services of debt collection agencies to collect any outstanding fees and/or to collect any monies left outstanding following withdrawal by a student from the College. Where the College employs the services of debt collection agencies to collect any outstanding tuition fees and/or other associated fees, the relevant student shall be responsible for paying the costs which the College incurs in doing so.

- Any fee payment which is subsequently dishonoured shall be deemed to be non-payment by the relevant student and paragraph 5(a) shall apply. A charge of £25 shall be added to the amount due from the relevant student to cover the College administration costs. If a student defaults on an agreed payment plan (including cancelling a Standing Order mandate without prior agreement) there will be a £25 administration fee.
- The College reserves the right, without notice to the student concerned, to deduct from any sums due or becoming due to that student from the College, all sums due from that student to the College.

- Any student experiencing difficulty paying his/her College fees should immediately contact the Student Services by either email guidance@macclesfield.ac.uk or, by telephoning 01625 410018, so that appropriate arrangements can be put in place to assist him/her in meeting his/her payment obligations.

6 Variation of fees

- Tuition fees are set annually, see appendix 1 for the current maximum fee. Up to date details relating to individual course tuition fees may be obtained from Customer Services. The College reserves the right without prior notice to amend any of its fees.

7 Payment of fees

7.1 Tuition Fees (and any other associated fees)

- a Self-paying students - all students are required to pay their tuition (and any other associated) fees in full before enrolling or to join the College instalment scheme. Alternatively a student may provide evidence (written confirmation) that fees will be paid by a College approved sponsor for example an employer.

Self-paying students who have applied to their bank for a career development loan to pay all or part of their tuition fees are advised to contact the Customer Services to arrange an instalment plan.

- b Where students are having their fees paid by a third party they must provide a letter on headed paper from a College approved employer/sponsor which acknowledges that tuition fees and any other associated fees shall be paid. Payment should be made within 30 days of receipt of a Macclesfield College invoice.

Where the undertakings given by the sponsor are not honoured by the sponsor, the relevant student shall remain personally liable for the total amount of fees outstanding.

Funded students - Student Finance England letter should be taken to the enrolment session if applicable. When applying for Tuition Fee Loan students must ensure that they have indicated that they are studying at Macclesfield College. Please note that if the College does not receive payment from the above, the student will be responsible for paying the fee.

- c To entitle a student to enter into the College instalment scheme any self paying student is required to complete the College instalment documentation and agree to pay 25% of fee on enrolment followed by 3 equal instalments.

7.2 Payments to external bodies

Any monies collected by the College and which are paid to external bodies are non-refundable.

7.3 Resit Examination Charges

Where students are required to resit coursework assessments or examinations, the College reserves the right to make a charge of £90.00 per unit/module to cover costs incurred.

8 Refund of fees

- a After the start of the academic year tuition fees will not normally be refunded although a credit note may be issued where the Management Accountant considers this appropriate. Requests for refunds relating to personal circumstances must be made in writing, to the Management Accountant, stating clearly the reason for the request.
- b The College will only process a claim for a refund of College fees when all other debts owed by the relevant student or on behalf of the relevant student to the College have been cleared.
- c All refund requests must be made **in writing**, detailing the reason for the refund request and stating how the original payment was made. Any payment of a refund approved by the College will be made as follows in accordance with the original method of payment by the relevant student:
 - credit/debit card including on-line payment – approved refunds will be made directly back to the card from which it was paid
 - cheque
 - cash – approved refunds will be made by cheque.
- d Please note, all refunds requested are subject to further investigation by the College and a student may be contacted to provide further documentation should the above not be acceptable to the College.
- e This does not affect the consumer's statutory rights to change their mind about a fees payment and a refund requested within 7 days of payment will be made as long as the course start date is not within this period.

9 Withdrawal / suspension from a course at the College

Deciding to leave College is a very serious decision. Before students do so they should contact their Course Leader and Student Services to make sure this is an informed decision and in their best interest and they follow all the relevant procedures. Not doing so could have serious financial repercussions.

NB: Students who leave their course but who intend to return to the College at a later date are classed as '*suspensions*' and not '*withdrawals*'. The suspension must be approved with an agreed date of return with the Course Leader and the Head of Academic and Higher Studies and communicated to Student Services prior to the student leaving the course. It is the students' responsibility to initiate this communication.

The liabilities and guidelines in the event of withdrawal/suspension are as follows:

- a **Withdrawals:** Students must notify their Course Leader and the Head of Academic and Higher Studies and confirm in writing their intention to withdraw. **The date of withdrawal will be taken from the date the official letter of notification is received from the student and not the last date of attendance.** The Course Leader will complete the appropriate documentation and notify the Finance Department, Student Services and MIS.

Irrespective of the Tuition Fee Loan payment dates the percentage of tuition owed will be as follows:

September starts

- Withdrawal prior to the end of September - Nil
- Withdrawal between 1 October and 31 December - 50%

- Withdrawal after 1 January - 100%

January starts

- Withdrawal prior to the end of January - Nil
- Withdrawal between 1 February and 30 April - 50%
- Withdrawal after 1 May - 100%

- b **Suspensions:** Students must notify and agree their intention to suspend their studies with their Course Leader and the Head of Academic and Higher Studies prior to leaving the course. The Course Leader can then complete the appropriate documentation for processing by the Finance Department, Student Services and MIS.

NB: It is not normally possible to agree suspension of studies retrospectively. Fees already paid will not be refunded on suspension, however additional fees will not be charged for the same period of study in the following year. Students choosing to return from a period of suspension earlier than the agreed date will be charged a pro rata fee for additional tuition, this fee to be paid prior to recommencement of study.

9.1 Payment of Tuition Fee Loans by Student Loans Company.

- a Student Loans Company has cut-off dates which determine the liability to pay tuition fees in the event of a student withdrawing or suspending from a course. The following liability dates apply:

1 st Day for Autumn Term	25% fee liability
1 st Day of Spring Term	50% fee liability
1 st Day of Summer Term	100% fee liability

- b Agreed suspension of studies relating to SLC funded students: students who apply to suspend their programme of study in one academic session, and who have the suspension approved by their Course Leader and the Head of Academic and Higher Studies, may return at the **same point** in the course the following academic session. The College reserves the right to charge an administration fee to cover additional costs incurred.
- c **Fee liability will be calculated from the date the written notification of withdrawal or suspension is received from the student to the Head of Academic and Higher Studies and not by the last date of attendance.**
- d Any student wanting to transfer to/from Macclesfield College to/from another higher education provider is advised to discuss the financial implications with both institutions prior to requesting the transfer.

Maximum fee for a full time course, per year

2013 - 2014	£5,000
2014 - 2015	£5,000
2015 - 2016	£5,700
2016 – 2017	£5,700
2017 – 2018	£5,800

Letter of notification of non-payment of HE tuition Fees to be sent November 1st

Dear (student)

As a student on a Higher Education course you were made aware that it is your responsibility to make arrangements at the start of your course for payment of your tuition fees either through the Student Loan Company or by direct payment from yourself or sponsor in one payment or by instalments. Our records show these arrangements have not been confirmed and no payment has been received.

You must contact the finance office on 01625 410020 to confirm payment arrangements before the end of November failure to do so may result in you being suspended from the course.

The College can offer guidance if you require assistance to complete an application to the Student Loan Company.

If you are applying to the Student Loan Company and your application is not successful I must remind you that you will be responsible for paying your tuition fees for the course.

Raja Toqeer
raja.toqeer@macclesfield.ac.uk
Head of Higher Education

Reminder of non-payment of HE tuition Fees and suspension of studies to be sent December 1st

Dear (student)

The College has previously written to you regarding none payment of Higher Education tuition fees and our records show these arrangements have still not been confirmed and no payment has been received.

This is a final notice that your studies will be suspended as from December 31st unless confirmation of payment arrangements, or payment, is received before then.

You must contact the finance office on 01625 410020, or myself, as a matter of urgency.

The College can offer guidance if you require assistance to complete an application to the Student Loan Company.

If you are applying to the Student Loan Company and your application is not successful I must remind you that you will be responsible for paying your tuition fees for the course.

Raja Toqeer
raja.toqeer@macclesfield.ac.uk
Head of Higher Education