

Tuition Fee Payment Policy

| | |
|--------------------------|-------------------------|
| Date approved: | 28.06.24 |
| Approved by: | SMT |
| Responsible Manager (s): | Head of Registry |
| Executive Lead: | Chief Operating Officer |

| | |
|--|-----|
| Applicable to staff: | No |
| Applicable to students: | Yes |
| Accessible to students: | Yes |
| Accessible to general public: (including clients) | Yes |

Consultation

Consultation undertaken with:

- | | |
|--------|----------|
| • SMT | 28.06.24 |
| • AMT | 16.04.24 |
| • CCMT | 08.05.24 |

Policy review frequency: Every two years

Contents

1. Scope and purpose
2. Policy statement
3. Accountability
4. Student involvement
5. Linked Policies
6. Linked Procedures
7. Equality Impact Assessment

1. Scope and purpose of policy

This policy relates to methods of payment other than Student Loans and applies to home status students that are required to pay tuition fees.

2. Policy statement

Blackpool and The Fylde College (B&FC) is committed to ensuring that;

- all tuition fee payments are taken when they are due and for the correct amount
- all students are given the correct tuition fee payment guidance at enrolment
- all students payments are managed consistently across all incomes streams at B&FC

This ensures that B&FC can invoice students appropriately and collect any debt owed.

2.1. Instalment plans may be available for students and employers for specific courses as detailed in the tables below, provided the last payment can be made at least one month before the course end date.

| STUDENTS : FURTHER AND HIGHER EDUCATION COURSES | | |
|---|--|--|
| Annual Fee Amount | Number of Direct Debits | Payment Start Dates |
| Under £200 | Not Applicable | All fees to be paid in full at enrolment |
| £200 - £499 | Deposit & 2 direct debits (total of 3 payments) | Fees taken by Direct Debit will be paid as follows: <u>Enrolments during Aug/Sept:</u> Tuition fee deposit: paid at enrolment Remaining payments: From 1 November <u>Enrolments from October:</u> Tuition fee deposit: paid at enrolment Remaining payments: 1 st day of following month <ul style="list-style-type: none"> • If enrolment takes place after 10th please add one further month to allow for processing <i>All Direct Debits MUST be scheduled to be fully paid at least one month BEFORE the course is completed</i> |
| £500 - £799 | Deposit & 3 direct debits (total of 4 payments) | |
| £800 - £999 | Deposit & 4 direct debits (total of 5 payments) | |
| £1000 - £2999 | Deposit & 5 direct debits (total of 6 payments) | |
| £3000 - £4999 | Deposit & 6 direct debits (total of 7 payments) | |
| Over £5000 | Deposit & 7 direct debits (total of 8 payments) | |

| STUDENTS: FE ADVANCED LEARNER LOAN APPLICANTS ONLY | | |
|---|-------------------------|---|
| This direct debit plan is available to students who: <ul style="list-style-type: none"> • have applied for an Advanced Learner Loan and the loan is not yet approved by the SLC • are intending to apply for a loan, but have not yet submitted an application to the SLC | | |
| Annual Fee Amount | Number of Direct Debits | Payment Start Dates |
| Under £300 | Not Applicable | Loans only available for values of £300 and more |
| £300 - £499 | 3 direct debits | No deposit, fees taken by Direct Debit will be paid as follows: Enrolments during Aug to 10 Sept: Payments: From 1 October Enrolments from 11 September: Payments: 1st day of following month <ul style="list-style-type: none"> • If enrolment takes place after 10 please add one further month to allow for processing <p>All Direct Debits MUST be scheduled to be fully paid at least one month BEFORE the course is completed</p> |
| £500 - £799 | 4 direct debits | |
| £800 - £999 | 5 direct debits | |
| £1000 - £2999 | 6 direct debits | |
| £3000 - £4999 | 7 direct debits | |
| Over £5000 | 8 direct debits | |

| EMPLOYERS: FOR APPRENTICESHIPS ONLY | | |
|-------------------------------------|--|--|
| Course Fee Amount | Number of Direct Debits | Payment Start Dates |
| Any amount | Only with approval from Vice Principal Finance, Planning & Facilities or Financial Controller | If Approved: Payments: 1 st day of following month <ul style="list-style-type: none"> • If enrolment takes place after 10th please add one further month to allow for processing |

- 2.2. B&FC will charge £25 for each failed direct debit payment. Students/employers who default on payments may no longer be eligible for instalment plans and will be required to pay any balance of their current fees in full. Instalment facilities will no longer be available, and any subsequent enrolments must be paid for in full at the time of enrolment.
- 2.3. Where an instalment plan is to be set up, the account holder must be present with:
- a valid form of photo ID (e.g. Driving Licence or Passport)
 - proof that they are the account holder (e.g. bank statement or signed debit card containing account number and sort code)
- 2.4. B&FC accepts debit and credit card payments however, there may be an additional charge of 2% for payments made by international credit card.
- 2.5. There is a cash payment limit of £300 on all courses except those based at Fleetwood Nautical Campus (FNC) where cash payments are not accepted.

2.6. Students booking or enrolling onto commercial courses must pay all fees in full at booking or enrolment stage. Students on multiyear courses must pay each year's fees upfront prior to the start of the course.

2.7. Companies / Sponsors paying fees:

Students studying at Fleetwood Nautical Campus (FNC)

- Students whose employers have an account with B&FC must complete a booking form to provide invoicing information which must include full company details, contact information and purchase order number
- Students whose employers do not have an account with B&FC are required to pay in full at the time of their initial booking.
- Companies intending to use B&FC on a regular basis may request account facilities and on receipt of a successful credit check an account will be created.

All other students

- Companies who have an approved contract in place with B&FC will be automatically invoiced the full fees once the student has enrolled onto the relevant course. Students attending courses on a contract are not required to evidence sponsorship at the point of enrolment.
- Students whose employers are paying any part of their fees and do not have a contract with B&FC must bring a letter on employer's letter headed paper from their employer to confirm what is being paid for including course and value and provide a purchase order where required by a sponsoring employer. A template letter is available to download from www.blackpool.ac.uk.

2.8. BACS payments are available for specific courses by arrangement only.

2.9. For international / overseas students please refer to the International Fees Policy.

2.10. Any non-payment of fees or debts owed will result in B&FC operating Debt Management procedures, this will be carried out by telephone call, email and letter, and where necessary legal action will be taken in pursuit of payments. No response will usually result in:

- a referral to an external legal specialist prior to referral to County Court
- the likely withdrawal of B&FCs services and may result in withdrawal from the course
- the removal of credit account facilities where applicable
- a restriction on the ability to apply for courses in the future until the debt is settled

3. Accountability

3.1. Employees enrolling students are accountable for collecting and receipting all tuition fee and associated fee payments in line with B&FC and departmental financial policies and procedures.

- 3.2. Employees providing information, advice and guidance (IAG) to prospective students are accountable for ensuring that the student is accurately advised about any fees and other costs they will be liable for.
- 3.3. The Head of Registry is accountable for ensuring the policy is maintained and that any employees enrolling or providing IAG are appropriately trained to perform fee payment and waiver activities.
- 3.4. The Vice Principal Finance, Planning & Facilities may consider any payment plans for students who face financial difficulty following consultation.

4. Student involvement

Students must ensure that they have an acceptable method of payment, and adequate funds available to pay their fees. If for any reason a student is unable to honour their payment obligations, they must contact the sales ledger team in finance as soon as possible.

5. Linked policies

- Fees Policy
- Refund Policy
- Higher Education Compensation Policy
- Terms and Conditions
- B&FC Financial Regulations, Policies & Procedures
- International Fees Policy
- Home Office UKVI International Student Policy

6. Linked procedures

- Student Administration Operational Finance & Banking Procedures
- Operational Debt Management Procedures
- International Student Fees Procedure

7. Equality Impact assessment

| | | | |
|---|------------------------|----|---|
| Impact Assessment for the 4 strands of Equality, Safeguarding, Health and safety and Sustainability | | | |
| Initial Form to be completed with Risk Assessments or as part of a proposal or change to a policy, plan or new way of working | | | |
| Title of Activity: Tuition Fee Payment Policy Name and title of proposer: Will Jerram – Head of Registry | | | <input type="checkbox"/> New or <input checked="" type="checkbox"/> Revision (tick as appropriate) |
| Equality and Diversity. Are there students, apprentices, other customers, community/stakeholders, and/or colleague concerns that the proposed policy, project or change may be discriminatory or have an adverse impact on people with protected characteristics? | | | |
| A | Students/Apps/Customer | No | If so, how many individuals / which groups of are likely to be affected? |
| B | Community/stakeholders | No | |
| C | Colleague | No | |

| Equality group | Positive impact High Low None | Negative impact High Low None | Reason / comments for positive impact why it could benefit any /all of the equality groups | Reason /comments for negative impact /what could disadvantage any/ all of the equality groups |
|--|---|---|--|--|
| Sex | None | None | | |
| Gender reassignment (Male/female/Non-binary/Transgender) | None | None | | |
| Age | None | None | | |
| Race or ethnicity | None | None | | |
| (Disability) Learning difference | None | None | | |
| (Disability) Physical and/or sensory | None | None | | |
| (Disability) Mental health need | None | None | | |
| Sexual Orientation | None | None | | |
| Religion and Belief | None | None | | |
| Marriage and civil partnership | None | None | | |
| Pregnancy and maternity | None | None | | |
| Carers/care experienced | None | None | | |
| Socio Economic deprivation indicators | None | None | | |
| What changes or actions do you recommend to improve the service, project, policy, or change to eradicate or minimise the negative impacts identified? Who will be responsible for monitoring these actions? | | | | |
| Have students, apprentices/other customers, communities and/or colleagues been consulted in the review / proposed change? | | | | |
| A | Students/Apps/Customers | <i>No</i> | | |
| B | Community | <i>No</i> | | |
| C | Colleague | <i>Yes</i> | | |
| | If yes, who and how many have you involved and how have they been involved? | Managers and Heads via CCMT and AMT. Members of Exec and Directors via SMT | | |
| Safeguarding: Are there any aspects of this proposal which could cause a Student/member of staff/visitor to feel unsafe? If yes, how has this been considered? What are the risks? What are the benefits? | | | | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Health and Safety: Have any risks been identified? If yes, how has this been considered? What are the risks? What are the benefits? | | | | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Sustainability: Are there expected benefits or impacts on sustainability issues? If yes, how have these been considered? | | | | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Evidence: What evidence do you have for your conclusions and expectations for these conclusions? How will this impact be monitored for all these considerations? | | | | Review of complaints or refund appeals |
| Is this policy of a high/medium or low risk?: | | | | <input type="checkbox"/> High <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Low |