

Tuition Fee Payment Policy 2019-2020

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Date approved: 26 April 2019
 Approved by: SMT
 Responsible Manager (s): Head of Student Administration and Achievements
 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:		Date:
• SMT	Yes	April 2018
• AMT	Yes	April 2018
• CCMT	Yes	April 2018
• Students	No	

** please delete as appropriate*

Policy review frequency, annually
(Please delete as appropriate)

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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.

*The definition of a home status student is as follows:

“They are a citizen of a country within the European Economic Area (EEA) or EU Single Market, or have the Right of Abode in the UK. And they have been ordinarily resident in the EEA for at least the previous three years on the first day of learning.

An individual having the right to live or work in England does not necessarily make that person eligible for state funding (Home Status) for education and training. Individual immigration categories and visa types are assessed on an individual basis in line with Home Office and funding guidance.”

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 2019:</u> Tuition Fee Deposit: Paid at enrolment Remaining payments: From 1 November 2019
£500 - £799	Deposit & 3 direct debits (total of 4 payments)	<u>Enrolments from October 2019:</u> Tuition Fee Deposit: Paid at enrolment Remaining payments: 1 st day of following month
£800 - £999	Deposit & 4 direct debits (total of 5 payments)	• If enrolment takes place after 10 th please add one further month to allow for processing
Over £1000	Deposit & 5 direct debits (total of 6 payments)	<i>All Direct Debits MUST be scheduled to be fully paid at least one month BEFORE the course is completed</i>

STUDENTS: FE ADVANCED LEARNER LOAN APPLICANTS ONLY <i>Applied for loan and not approved / finalised at point of enrolment</i>		
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: <u>Enrolments during Aug 2019 to 14 Sept 2019:</u> Payments: From 1 October 2019 <u>Enrolments from 16 September 2019:</u> 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 <i>All Direct Debits MUST be scheduled to be fully paid at least one month BEFORE the course is completed</i>
£500 - £799	4 direct debits	
£800 - £999	5 direct debits	
Over £1000	6 direct debits	

EMPLOYERS: FOR APPRENTICESHIPS ONLY		
Course Fee Amount	Number of Direct Debits	Payment Start Dates
Any amount	Only with approval from Chief Operating Officer 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 is a charge of 2% for payments made by international credit card.
- 2.5. There is a cash payment limit of £600 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 Student Administration and Achievements 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 Chief Operating Officer 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

- B&FC Financial Regulations, Policies & Procedures
- Fees Policy 2019-2020
- Refund Policy 2019-2020
- Higher Education Compensation Policy 2019-2020
- Student Learning Agreement / Contract
- International Fees Policy
- Home Office UKVI Tier 4 Policy

6. Linked procedures

- Student Administration Operational Finance & Banking Procedures
- Operational Debt Management Procedures

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	
<p>Title of Activity: Payment of fees for courses by students</p> <p>Author and Date: Head of Student Administration & Achievements April 2019</p>	<p><input type="checkbox"/> New or <input checked="" type="checkbox"/> Revision Please tick as appropriate</p> <p>Expected Implementation Date: Aug 2019</p> <p>What is the review date? May 2020</p>
<p>Equality and Diversity.</p> <p>Which of the characteristics maybe impacted upon?</p> <p>And, if yes, how has this been considered?</p> <p>What are the risks? What are the benefits?</p>	<p>Socio-Economic</p> <p>Flexibility with availability of instalment plans for fees for FE, HE and Apprenticeship courses.</p>
<p>Safeguarding:</p> <p>Are there any aspects of this proposal which could cause a learner/member of staff/visitor to feel unsafe?</p> <p>If yes, how has this been considered?</p> <p>What are the risks? What are the benefits?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>Health and Safety:</p> <p>Have any risks been identified?</p> <p>If yes, how has this been considered?</p> <p>What are the risks? What are the benefits?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>Sustainability:</p> <p>Are there expected benefits or impacts on sustainability issues?</p> <p>If yes, how have these been considered?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>Evidence:</p> <p>What evidence do you have for your conclusions and expectations for these conclusions?</p> <p>How will this impact be monitored for all these considerations?</p>	
<p>Is this policy of a high/medium or low risk? :</p>	<p><input type="checkbox"/> High <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Low</p>