



FINANCE POLICY AND PROCEDURES FRAMEWORK

Fee Instalment Policy and Procedures

1.0 Purpose

To provide an instalment policy to be applied to all students and adhered to by all members of staff who are involved in processing the payment of course fees.

2.0 Policy

Jewel & Esk College will provide an instalment policy to be applied to students and adhered to by all appropriate staff.

3.0 Scope

- 3.1 The College operates a policy whereby students are required to pay their course fees at the time of registration. Under specific circumstances, however, the student may pay by instalments.
- 3.2 The College will only accept payments by instalment where the student completes a direct debit mandate.
- 3.3 The option to pay by instalments is open only to students who are paying their own fees. It does not apply where an employer is paying the fees.
- 3.4 This policy should be read in conjunction with the College Equality Diversity & Inclusion Policy and its separate Disability, Race and Gender Equality Schemes.

4.0 Responsibility

- 4.1 The Director of Finance is responsible for managing this policy.
- 4.2 Appropriate members of Finance staff are responsible for the effective operation of the Policy and Procedures.

5.0 Procedures

5.1 General

The option to pay by instalments is open only where all of the following criteria are met:

- The course fees due for the current year are greater than £250. This includes the situation when a student enrolls for more than one course and the total course fees are greater than £250 (and at least one of the courses lasts more than one term.)
- The student completes a direct debit mandate.
- The student arranges payment terms within 2 weeks of the course commencing.
- Where these conditions are met, the course fees can be paid as follows:

<u>Total Course Fees Due</u>	<u>Number of Instalments</u>
Between £250 - £750	4
Between £751 -£1,250	5
£1,251 or greater	6

- The instalments will be paid each month on a date determined by the College and notified to the student when completing the direct debit mandate (normally the 1st or 15th of each month).

5.2 Evening Class Payment by Instalments

Evening class courses costing £125 or more can be paid by monthly instalments, but not for courses running less than 12 weeks in duration. An initial 30% deposit should be paid, and instalments will only be accepted by direct debit arrangements.

Total Course Fee Due	Duration (weeks)	No. of Instalments
£	12	
125– 250		2
251– 750		3

5.3 Change of Instalment Arrangements

Once a student has made instalment arrangements, the college will not normally consider changes to these details unless there are exceptional circumstances. These changes will be dealt with through the appeals

procedure. Any change to the College Instalment Policy would be considered exceptional for these purposes.

5.4 Failure to Adhere to the Instalment Arrangements

If a student makes arrangements to pay by instalments and then fails to do so, the College will require the student to immediately pay the full amount outstanding. Once any initial instalment arrangement has been breached, the student will not be permitted to rearrange further instalments.

5.5 Discretionary Arrangements

In exceptional circumstances, normally on the advice of the Student Services Co-ordinator, the instalment policy can be overridden at the discretion of the Principal.

5.6 Appeals

Students have the ability to appeal in accordance with the Student Appeals Policy and Procedures.

6.0 Review of Policy

This policy should be reviewed every 3 years.