



## **ADVANCED LEARNER LOANS FEES POLICY 2017-18**

Adult 19+ students (except for those on short courses) self-funding their own study are required to pay using one of the following options:

- Pay the full fee on enrolment
- Qualify for an Advanced Learner Loan funded by the Student Loan Company
- Pay on an instalment plan (further details below) with the first payment due on enrolment and all future payments subject to direct debit on a monthly basis.

### ***In addition the following points should be noted:***

- Payment by instalments are subject to students completing a direct debit mandate.
- All students should provide credit/debit card details to facilitate collection of fees should they default on their direct debit. It is accepted that some students will not hold such a card and ideally an alternative named guarantor should be identified.
- Students on short courses will be required to pay the fee in advance.
- Students on longer courses will be expected to pay the final direct debit payment before the student completes the course/takes final exam/submits final assignment.
- Students on evening (not Adult Community Learning) and part-time courses will be given a direct debit mandate and credit card slip to complete with the enrolment form.

For students that fail to pay the full fee or the first term's fee the enrolment/registration process will be delayed until the fee is paid. For students that fail to pay their second, third etc. instalments on time the debt chasing process will commence and students will be asked to leave if they do not bring their account up-to-date within 4 weeks.

For students funded through an Advanced Learner Loan; payments from the Student Loan Company will apply for their programme of study immediately upon enrolment. If a student withdraws part way through the programme the fees for their time on the course will still apply and they are not entitled to a refund of fees for their time whilst on the programme.

### **Payment of Fees by Instalments**

The following additional restrictions apply to payment of course fees by instalments:

- It is restricted to programmes with a minimum length of one academic year.
- Payment of fees by instalment for courses with a duration of less than one academic year will only be offered where the fees are high or payment in one instalment would cause hardship (subject to the first instalment being paid in advance).
- Instalments will be spread over a maximum of three terms of the academic year being studied.
- The first term's payment must be paid in advance from the student on enrolment.
- Enrolment/registration will be delayed until the first payment is received. All future payments will be subject to Direct Debit.