

Guidance on how and when to pay Fees 2013/14 (excluding International students)

Terms and Conditions

- All fees are payable in advance (unless funded by another source*), and are **non-refundable** except in exceptional circumstances. Students starting programmes of study should be aware that tuition fees may increase year on year.
- The payment of fees is the responsibility of the student (unless funded by another source*). In the event of an employer/sponsor defaulting the student will be held personally liable for full payment of fees.
- If self-funding students have not paid in full or do not have an approved payment plan in place by the start of their course they will not be allowed to commence their studies.
- Tuition fees are **non-refundable** unless in exceptional circumstances. All requests must be made in writing to the relevant campus – see contact details attached. Exceptional circumstances would include for example ill-health reasons if supported by a GP letter. A 10% administration fee will be levied, with a minimum charge of £50 being applicable.
- A full refund (100%) will be offered if a course is cancelled by the College.
- Refunds are not granted where a student remains on a course but claims a refund on the basis of a change in circumstances.
- Where fees are not paid according to the College policy then the College will implement their credit control measures which may include, but are not limited to: issuing statements, reminder letters, final demands, passing outstanding fees to debt recovery agencies, instructing legal action to recover debts, as well as removal from the course and withholding certificates. This may also affect any future studies at the College.

* Sources of funding for example: SAAS (Student Awards Agency Scotland) for HNC/D or BA level courses, Student Finance England, Wales or Northern Ireland, or an employer sponsoring the student.

Full Time Courses: Funding Options

1. If a course is a full-time **non-advanced** course (e.g. NC, SVQ, BTEC, NQ) and you are normally **resident in Scotland**, the cost of your fees may be met by the Scottish Funding Council (SFC). If not then you will be liable for these fees personally.
2. If a course is full-time HNC/HND/Ba **and** you normally live in **Scotland or another EU country**, (not England, Northern Ireland or Wales) the full fee may be paid on your behalf by SAAS.

HNC/HND/Ba students: In order to get your fees paid, **you MUST apply to SAAS** by applying on-line: www.saas.gov.uk. For further info call: 0300 555 0505

Applications to SAAS can take 6-8 weeks, so you should apply as soon as possible.

PLEASE NOTE- If you have had previous funding on a full-time higher education course at HNC, HND, degree or equivalent level, you will not normally be eligible for funding from

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SAAS. Therefore, fees should be paid in full prior to the start of your course– see ‘How to Pay’ section.

You **MUST** bring your Award Notice to enrolment (or as soon as it is received) to your relevant campus. If this confirms the award of your fees then you will not be asked to settle them with the College. If your award is rejected you will be asked to settle the fees by the start of your course.

3. If a course is full-time HNC/HND/Ba, and you normally live in the UK but **NOT in Scotland**, you should apply to the relevant country’s Student Finance (England/NI/Wales) for means-tested assistance towards payment of fees. Student Finance will inform you of how much they will pay and how much you are due to pay the College. The contribution due by the student must be paid immediately. Please provide a copy of your award letter at enrolment or to the Finance Department at the start of your course – see contact details attached.

Part Time Courses: Funding Options (day release, evening, online learning & outreach courses)

IN GENERAL

- Fees should be paid in full prior to the start of your course
 - Payment plans are available under specific circumstances – see ‘How to pay’ below
 - You *may* be eligible for one of the funding methods outlined below, depending on your circumstances and your level of study
1. **Part Time Non-Advanced Courses:** Skills Development Scotland (SDS) Individual Learning Account (ILA)
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 - If you are studying a part time course below HNC level, you could get up to £200 towards the fee via SDS ILA, but not everyone is eligible. Before you apply, check that you meet the criteria: <http://www.myworldofwork.co.uk/content/ila-eligibility-checklist> or call 0800 917 8000.
 - **You MUST apply for ILA before the start of the course. You cannot use your ILA for a course you have already started.**
 - To set up your ILA account, please contact Skills Development Scotland (SDS): <http://www.myworldofwork.co.uk/section/funding>
 - You will receive a Learning Token from SDS and you must sign and date this before handing it into your relevant campus – see contact details attached. If this is not received by the College prior to the token’s expiry date, you will become personally liable for the fees due.
 - **PLEASE NOTE:** If the total fee for your course is not fully covered by your ILA funding you **MUST** pay the balance prior to starting the course- please see “How to Pay” section.
 - SDS states that if you do not pay your personal contribution your ILA funding will be withdrawn and you will become liable for the full fee.
 3. **Part Time HNC or HND courses:** SAAS Part-Time Fee Grant (PTFG)

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- The Part-Time Fee Grant from SAAS can help towards the cost of your fees if you are studying at HNC level or above. The level of tuition fee SAAS can pay will depend on the number of credits you do and the qualification you are studying.
- To qualify for support, you will need to meet the eligibility criteria on income, courses and qualifications, other funding, course providers and residence as per the SAAS rules. Please see www.saas.gov.uk/part_time or call 0300 300 3137 for full details and conditions.
- **Your application MUST be with SAAS no later than one month after your course starts.**
- You may be eligible to apply for tuition fee support through a fee waiver scheme (see Guidance on Fee Waivers). If you are, you must apply for Fee Waiver rather than PTFG. **You cannot receive Fee Waiver and PTFG for the same course.**
- There is no online application, you can only apply by downloading a copy of the Part-Time Fee Grant application from the forms & guides section on the SAAS website: www.saas.gov.uk/part_time
- You must complete the form then bring the form into the relevant campus – see contact details attached to be have the Provider section completed. **PLEASE NOTE: It is your responsibility to then send the form to SAAS.**
- You **MUST** hand in a copy of your Award Notice to the relevant campus (see contact details attached) at or before enrolment of your course. If this confirms the grant then you will only be asked to settle any excess with the College. If your award is rejected you will be asked to settle the fees in full by the start of your course.
- **PLEASE NOTE:** If the total fee for your course is not fully covered by your SAAS funding you **MUST** pay the balance prior to starting the course- please see “How to Pay” section.

Fee Waiver

(day release, evening, online learning & outreach courses)

- All Colleges in Scotland operate a fee exemption scheme, guided by the Scottish Funding Council Fee Waiver Grant Policy, where students who are ordinarily resident in Scotland and on part time courses are not charged fees under certain circumstances.
- **Generally** this will be if you or your family are in receipt of certain benefits
- For full details, please refer to the **Guidance on Fee Waiver 2013/14: Part Time, Evening, Online Learning & Outreach courses**
- Students who have applied for fee waiver with appropriate evidence and who have been approved, will not have to pay fees for their approved course for 2013/14.
- If the application for fee waiver is submitted without the appropriate evidence, this will be returned to you and you may be invoiced for your course.
- If the College rejects your application you will be informed of the reason and payment is then due immediately.

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- Please note that you cannot claim Fee Waiver if you are claiming ILA200 or Part-Time Fee Grant.

How to pay

- **By cheque** – payable to **Edinburgh's Telford College**. The student's name and ID number and Campus should be written on the back of the cheque. For students who do not yet have an ID number, their full name, address, date of birth and Campus should be written on the back of the cheque.
- **By debit or credit card** -
Payments by phone are accepted on:
 - **Granton:** 0131 559 4026 or 0131 559 4029.
 - **Milton:** 0131 344 7151
 - **Midlothian:** 0131 344 7157
 - **Sighthill:** 0131 535 4600 ext 1049
- **In person** at the relevant Campus Finance Department (Student Payments)– see contact details attached.
- **On Line payments- Evening class online applications only** – When applying online for an evening class payment can be made via the College's secure online payments system. Payments can be made via all major credit/debit cards
- **Instalment and Payment Plans**
The College operates a policy whereby students are required to pay course fees upfront. Under specific circumstances, a student may be offered the option to pay fees by instalment using a Direct Debit arrangement.
This option is open only to Home and rest of UK students, and is not available to International students who must pay all fees upfront.

Payment by your Employer

- If your employer has agreed to pay for your course, please include the relevant details on the Application form. **You MUST include a purchase order or a letter from your Employer confirming that they will pay for your course.** If you do not provide this, it will result in you being invoiced for your course. In the event of your employer defaulting you will be held personally liable for payment.
- If you are including a cheque from your Employer it should be made payable to **Edinburgh College**. The student's name and ID number should be written on the back of the cheque. For students who do not yet have an ID number, their full name, address and date of birth should be written on the back of the cheque.

If you would like any help or advice with this guidance, please contact the applicable campus (see the Edinburgh College contact details sheet).