

How to pay your fees - guidance for students

The payment of tuition fees is the responsibility of the student. If your fees are to be funded by SAAS (including part-time fee grant), Student Finance or by Individual Training Account (ITA), please ensure you apply for funding before the start of your course (please refer to the student 'Funding Information 2018/19' guidance on the website).

If you are paying for your fees yourself you must do so in full before you can enrol (unless you set up a payment plan – see thresholds below).

For On-line applications (part time courses only):

When you accept your offer on the course you will be directed to confirm payment.

- i. Paying on-line. Payment is made via the college's secure on-line payments system. All major credit and debit cards are accepted. You can do this even if you are only part paying (with the balance paid by ITA, SAAS or your employer).
- ii. Payment Plan. The College operates a policy where students are required to pay course fees in advance of the start of their course. However, for fees over £250, a student can apply to pay fees by instalments (this option is not available to international students – see Tuition Fee Policy for further guidance).

A payment plan must be arranged as per the schedule below. Please follow the payment plan link and print, complete, sign and return the **original** forms to the Finance Department (any campus). The Finance Department will email you confirming if the payment plan has been approved or declined. If approved the email will confirm the amounts and dates due (1st or 15th of each month).

Total Fees Due	No of Instalments
£250 - £750	2 (with the first paid prior to the start of your course)
£751 - £1007	3 (with the first paid prior to the start of your course)
£1008+	6 (with 25% as the first payment paid prior to the start of the course)

Fees Paid by Your Employer: if your employer has agreed to pay for your course fees they must supply either a letter on Company headed paper or a Purchase Order number (PO) with your name, course and the amount they are paying towards your course fees. If your employer operates a PO system then a PO **must** be supplied. This can be accepted by e-mail to: finance@edinburghcollege.ac.uk. On receipt of the letter or PO from your employer an invoice will be issued in due course. If you bring a cheque from your employer it should be made payable to Edinburgh College with your student name, ID number (for returning students) or application number and date of birth written on the back of the cheque.

For students that do not apply online (only). You can pay:

- i. In person at any campus cash office. The offices are generally open from 9am to 4pm
- ii. By debit or credit card; payments by phone are accepted at any of the following campus cash offices:

Granton campus	0131 297 8713
Milton Road campus	0131 297 9157
Midlothian campus	0131 297 9156
Sighthill campus	0131 297 8187
- iii. By cheque: payable to Edinburgh College. Please write your name, student ID number, course and campus on the back of your cheque. If you do not yet have an ID number, please also include your address, date of birth.

For any enquiry or help regarding a payment please visit or call a campus cash office as above or e-mail Cashiers@edinburghcollege.ac.uk