



PAYMENT PLAN - APPLICATION FOR PAYMENT BY INSTALMENTS

Please read College Policy on the payment of fees by instalments and our Terms and Conditions BEFORE completing this application.

| | | |
|---|---|-------------|
| Name: | Date Of Birth: | |
| Address: | Enrolment Number: EC | |
| | Course: | |
| | Course Fee: | £ |
| | *ITA Amount | £ |
| Contact Number: | *SAAS PTFG Amount: | £ |
| Email Address: | Deposit Paid: | £ |
| Academic Year: | Balance to pay by instalments: £ | |
| Please choose which date you wish your payments to come out of your account: | 1st | 15th |

Applications will be considered at the discretion of the Finance Department. **You may not be allowed to set up a payment plan if you have defaulted in previous years.**

STUDENT DECLARATION:

I agree to pay the fees for the above course of study as noted on the schedule below.

*I understand that if I am not awarded fees from ITA or SAAS PTFG I will be liable for the full fee.

I understand that I remain liable for the full fees, even if I subsequently withdraw from the course (unless there are exceptional circumstances) and that this could affect future studies at Edinburgh College.

I understand that failure to meet these payments may result in the withdrawal of the instalments facility and the outstanding fees being pursued by the College through its Credit Control procedures.

THE COLLEGE RESERVES THE RIGHT TO WITHDRAW STUDENTS FROM CLASSES SHOULD THEY FAIL TO MAKE PAYMENT OF FEES AS PER THE INSTALMENT AGREEMENT AND ANY OUTSTANDING FEES WILL BE PURSUED THROUGH THE COLLEGE CREDIT CONTROL PROCEDURES.

The payment plan will be as follows:

£250-£750 2 Consecutive months (*with the first paid prior to the start of your course*)

£751-£1007 3 Consecutive months (*with the first paid prior to the start of your course*)

£1008+ 6 Consecutive months (*with 25% as the first payment paid prior to the start of the course*)

The first instalment must be paid prior to starting your course. If this is not possible then the College will expect the first instalment to be paid at the point of setting up the plan.

For Finance use only:

| Date: | Amount |
|---------------------------|--------|
| 1 st Payment – | £ |
| 2 nd Payment – | £ |
| 3 rd Payment – | £ |
| 4 th Payment - | £ |
| 5 th Payment – | £ |
| 6 th Payment – | £ |

| Checklist | | | |
|---|---|-------------------------------------|--|
| Check for defaulted previous years. Approved / Declined | | Check enrolment (14 / DD / nominal) | |
| Added to Bank DD log / Sent to bank | | Email Student | |
| Agresso Number | C | Add to Instalment plan s/sheet | |
| | | Add to SR s/sheet | |
| ITA booking confirmed | | SAAS PTFG letter seen | |
| Initials / Date: | | | |

Please sign to confirm you have read the student declaration and you agree to pay the fees as per the schedule above and return the originals to the Finance Department.

Signature _____ **Date:** _____