

## **Ayrshire College Terms & Conditions**

### **Course Fees, Withdrawals and Refunds**

#### **Instalment Plans**

The College recognises that not all students are in a position to make immediate and full payment in respect of amounts owed to the College for Tuition Fees. The College therefore offers students the option of paying fees over £150.00 by instalments. Such instalment agreements are usually specific to the student, their circumstances and the amount/course involved. Our Instalment Plans are available as follows:

Total Course Fees Due	Number of Instalments
Between £150 -- £500	25% deposit at enrolment then 3 monthly instalments
Between £501 -- £750	25% deposit at enrolment then 4 monthly instalments
Between £751 -- £1,000	25% deposit at enrolment then 5 monthly instalments
£1,001 or greater	25% deposit at enrolment then 6 monthly instalments

#### **Refunds and Withdrawals**

College courses can be cancelled for a number of reasons and students may withdraw part way through a course.

The table below sets out the refunds that students are eligible to receive in the event of a course being cancelled or a student withdrawing from a course. In overall terms the refund reduces, with no refund being given if the student has attended at least 50% of the course.

Example	Refund
Course cancelled or withdrawal at least 2 weeks before course starts.	Full refund.
Student withdraws before attending >10% of the course.	Full refund less the administration fee* and less any non-refundable costs (e.g. SQA assessment fees).
Student withdraws after attending between 10% and 30% of the course.	75% refund less the administration fee*.
Student withdraws after attending between 30% and 50% of the course.	50% refund less the administration fee*.
Student withdraws after attending more than 50% of the course.	No refund granted.

Where a student withdraws from a course prior to paying the fees due, the revised fees due are calculated as follows:--

Example	Refund
Student withdraws at least 2 weeks before course starts.	Full refund.
Student withdraws before attending >10% of the course.	100% of fees less the administration fee* and any non-refundable costs due.
Student withdraws after attending between 10% and 30% of the course.	75% of fees less the administration fee*.
Student withdraws after attending between 30% and 50% of the course.	50% of fees less the administration fee*.
Student withdraws after attending more than 50% of the course.	No refund granted.

\* The administration fee will be £20 where the total course fees are £100 or greater and £10 where the total course fees are less than £100.