

## APPENDIX B – Instalment Plans

The instalments will be paid monthly by standing order mandate.

Total Course Fees Due	Number of Instalments
Less than £200	Due in full at time of enrolment
Between £201 - £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

### Example of Full Time HNC/D Tuition Fees by Instalments

**Full Fee: £1,285**

Payment Dates	Amount
25% deposit due by 30 September	£325.00 (rounded up)
October Instalment	£160.00
November Instalment	£160.00
December Instalment	£160.00
January Instalment	£160.00
February Instalment	£160.00
March Instalment	£160.00

### Single Day and Short Commercial Courses

All single day and short commercial courses must be paid in full prior to the start date to secure enrolment.

## APPENDIX C – Refunds and Withdrawals

<b>Full/Part-time Courses over Full Academic Year</b>				
<b>Course Level</b>	<b>Student Category</b>	<b>Refund due if withdrawal before:</b>	<b>Refund due if withdrawal after:</b>	<b>Refund if withdrawn after:</b>
		<b>End of semester 1 - Aug start courses</b>	<b>31 January - Aug start courses</b>	<b>1 March – Aug start courses</b>
		<b>Start of Easter break - Jan start courses</b>	<b>End of Easter break - Jan start courses</b>	<b>1 May – Jan start courses</b>
FE Full-Time (NC, NQ)	Home/RUK/EU settled.	In full	50% of Fee	No refund due
	International	N/A	N/A	No refund due
FE Part-Time (NC, NQ)	Home/RUK/EU settled.	In full	50% of Fee	No refund due
	International	N/A	N/A	No refund due
FE Part-Time (Highers National 4 & 5)	All	In full	50% of Fee	No refund due
HE Full-Time (HNC HND, Degree)	Home/RUK/EU settled.	In full	50% of Fee	No refund due
	International	No refund due	No refund due	No refund due

For SVQ courses which start outwith the normal academic cycle and span across academic years, refunds will be agreed on an individual basis.

Refunds will be granted in the following circumstances at the following rates for other courses:

<b>Single Day Courses</b>	
<b>Cancellation</b>	<b>Refund</b>
College cancels the course.	Full refund or alternative date offered
Student/Client does not attend and has not given at least 1 week notice.	No refund
Student/Client does not attend but has given at least 1 week notice.	Full refund
In exceptional circumstances, the Head of Curriculum will have discretion to award a refund, even if the student/client has not attended.	
For all refunds, the Head of Curriculum must approve the documentation to be provided to Finance.	

<b>Short Commercial &gt; 1 Day</b>	
<b>Cancellation</b>	<b>Refund</b>
College cancels the course	Full refund, or alternative date offered
Student/Client does not attend and has not given at least 10 working days' notice	No refund
Student/Client does not attend but has given at least 10 working days' notice	Full refund
Student/Client attended only part of the course and decided they do not want to continue	Student/Client offered a pro-rata refund per discussion with Senior Leadership Team.