



## TUITION FEE PROCEDURE

PR/CS/2021/006

Lead Officer	Assistant Principal – Finance & Audit
Review Officer	Finance Manager
Date first approved by EMT	June 2021
First Review Date	June 2022
Date review approved by EMT	
Next Review Date	June 2022
Equality impact assessment	JUNE 2021
Further information (where relevant)	This procedure covers academic year 2021-22

Reviewer	Date	Review Action/Impact
Finance Manager	June 2021	New procedure created and approved by EMT.

Name:	Tuition Fee Procedure
Purpose:	To provide guidance to staff and students on Tuition Fees. This procedure will apply to all students at all campuses of Inverness College UHI. It will be implemented in conjunction with the UHI Higher Education Fee Policy 2021-22
Resources:	▪ N/A
Users:	▪ All students.
	▪ All staff, specifically Finance Staff.
	▪ Responsibility for Tuition Fees lies with the Finance Manager and the Assistant Principal – Finance & Audit

## 1. Introduction

Tuition fees are due for all courses delivered by Inverness College UHI. Some students will be classed as exempt depending on funding council guidelines or by specific College agreement, however fees will be required for all other students enrolled at Inverness College UHI.

Fees due may be received from different sources and it is the student's responsibility to accurately advise the College as to who will be paying their fees (and provide appropriate documentary evidence as required). By default, the individual who signs the enrolment form/enrols online will be the person liable for the fees unless the College is satisfied that the fees will be paid by a third party (this may be in the form of an official sponsor confirmation document).

Finance Staff can be contacted by emailing [Credit.Control.ic@uhi.ac.uk](mailto:Credit.Control.ic@uhi.ac.uk) or telephone 01463 273 344. Alternatively, please discuss any concerns with your Personal Development Advisor (PDA) or Personal Academic Tutor (PAT).

## 2. Payment of Fees

2.1. All students are required to pay tuition fees in full at enrolment, unless otherwise agreed in advance – see section 7

2.2. Instalments. Students studying on a part-time module/unit basis must make payment for their 1st module/unit on enrolment and on starting further module/units must pay on commencement of that module/unit or within 14 days of receiving an invoice.

## 3. Fee setting

3.1. Higher Education Fees are defined by the UHI Higher Education Fee Policy.

3.2. Further Education Fees and Commercial Fees are set by Inverness College Executive Management Team.

3.3. An annual review of fees will be approved by the Inverness College Board of Management.

#### **4. Further Education**

4.1. Full Time Students may have their fees covered by a Fee Waiver Grant (subject to satisfying residency requirements). Please see the current Fee Waiver Policy. Those who do not satisfy the above will be expected to pay their full year's fees at enrolment.

4.2. Part Time Students. Students enrolled onto Part Time courses will be due fees unless they qualify for a Fee Waiver Grant, please see current policy or obtain alternative funding e.g. employer etc. It is the student's responsibility to submit appropriate evidence of their eligibility. Failing to produce documentary evidence will result in the student being liable for the fees. Students failing eligibility criteria will be liable for the fees.

4.3. International Students are required to pay fees in full prior to the start of each academic year.

#### **5. Higher Education**

5.1. Full Time Students on Higher Education courses may apply to SAAS (Student's Awards Agency for Scotland) or Student Loans Company (SLC) to pay their fees. Students should apply for funding prior to enrolling on their course. Those who are ineligible for funding will be expected to pay their full year's fees at enrolment.

5.2. Part Time Students will be due fees unless they obtain alternative funding e.g. employer or SAAS Part Time Fee Grant etc. It is the student's responsibility to submit appropriate evidence of their eligibility. Failing to produce documentary evidence will result in the student being liable for the fees. Students failing eligibility criteria will be liable for the fees.

5.3. International Students are required to pay fees in full prior to the start of each academic year. Please refer to the UHI Higher Education Fee Policy 2021-22 for further information

#### **6. Commercial Courses**

6.1. The Business Solutions Department is responsible for all Commercial Courses. Details of Fees & Refunds will be available at the time of booking.

#### **7. Instalments**

7.1. Students have the option to pay fees by instalments. Payment Plans can be arranged by the Finance Department and depending on the length/type of course can be between 3 and 9 instalments including an initial deposit. Instalments must be set up by as Standing Orders with the Student's Bank. Full

payment of the course fees must be received before the end of the course. Failure to pay the agreed plan may result in the student being withdrawn from the course. This does not apply to International Students see section 6 above.

## 8. Early Withdrawal from a course

8.1. **Further Education Courses** - students who withdraw early will be subject to pay the following fees and/or Administration Charge

Date of Commencement of Course	Termination of Study Date	Fees Due
Full Time & Part Time Courses Commencing in August/September	Before 1 <sup>st</sup> November	£100 Administration Charge
	Between 1 <sup>st</sup> November & 01 February	50% of the Full Year's Fee & £100 Administration Charge
	After 01 February	Full Fee Due
Courses commencing at other dates	Within 8 weeks of the date of commencement of the course (excluding non-teaching weeks)	£100 Administration Charge
	Between 8 and 12 weeks of the date of commencement of the course (excluding non-teaching weeks)	50% of the Full Year's Fee & £100 Administration Charge
	After 12 weeks of the date of commencement of the course (excluding non-teaching weeks)	Full Fee Due

8.2. **Higher Education Students** - students who withdraw early will be subject to pay the fees and/or Administration Charge please refer to the Higher Education Fees Policy for these charges.

## 9. Non-payment of Fees

9.1. Where tuition fees are not paid by the due dates as agreed a debt collection process will be initiated, this could include the use of professional and reputable debt collection agents, together with interaction with government agencies as

required to collect outstanding sums. This may result in the student incurring additional charges associated with the collection of the debt.

9.2. Where students are not engaging with Finance, their PDA or PAT to reach an agreement to pay fees, Inverness College UHI will withhold the final certificate for an award and students may be asked to stop attending classes until any outstanding tuition fee debt has been cleared.

## **10. Debt Collection Process**

10.1. Invoices are due for payment within 14 days. All invoices are now emailed to students/customers using the contact information provided at enrolment. The collection of Fees is detailed in the steps below:-

- Invoice emailed
- After 14 days if the invoice remains unpaid a Reminder Email is sent
- After 28 days if the invoice remains unpaid an Overdue Email is sent
- After 42 days if the invoice remains unpaid a Final Reminder Email is sent. This email advises that unless debt is cleared within 7 days the account will be transferred to our Debt Collection Agency and a charge of 10% of the outstanding balance or £10 whichever is the greater amount will be added to the invoice and that you can no longer attend classes or receive teaching until the debt is paid.
- After 49 days if the invoice remains unpaid an Email is sent to advise the debt has been transferred to the Debit Collection Agency
- After 49 days the Debt Collection Agency will be advised of outstanding debt and will pursue it on the College's behalf

10.2. Where an applicant has previously studied within the University of the Highlands & Islands partnership (at FE or HE level) and has an outstanding debt to the University or any academic partner, they will not be admitted (or re-admitted after a formal break in studies) to any programme until that outstanding debt is cleared. For clarity applicants may be made an offer for a subsequent course in line with the College's admissions policy and practices, but will be required to clear any outstanding debt or have a payment plan in place before enrolling on the subsequent programme. For continuing students, any outstanding debt should normally be cleared prior to enrolment in each academic year.

## **11. References**

- 11.1. Inverness College Fee Waiver Policy 2021-22
- 11.2. UHI Higher Education Fee Policy 2021-22