

# FE Fee Policy

| Policy Details                |  |                       |                        |
|-------------------------------|--|-----------------------|------------------------|
| <b>Policy Owner</b>           | Head of Funding and Information                  |                       |                        |
| <b>CE Sponsor</b>             | Vice Principal: Student and Information Services |                       |                        |
| <b>Date created this year</b> | 2 May 2024                                       |                       |                        |
| <b>Version:</b>               | <b>Approved by:</b>                              | <b>Date approved:</b> | <b>To be reviewed:</b> |
| 1                             | College Executive                                | 14 May 2024           | April 2025             |
| 1                             | Finance and Resources Committee                  | 22 May 2024           | April 2025             |

## Equality Impact Assessment Tool

|   |   | Yes/No | Comments |
|---|---|--------|----------|
| 1 | <b>Does the policy/guidance affect one group less or more favorably than another on the basis of:</b>       |        |          |
|   | Race or ethnicity   | No     |          |
|   | Disability  | No     |          |
|   | Gender  | No     |          |
|   | Religion or belief  | No     |          |
|   | Sexual orientation  | No     |          |
|   | Age   | No     |          |
|   | Marriage and Civil Partnership  | No     |          |
|   | Maternity and Pregnancy   | No     |          |
|   | Gender Reassignment   | No     |          |
| 2 | <b>Is there any evidence that some groups are affected differently?</b>                                     | No     |          |
| 3 | <b>If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?</b> | N/A    |          |
| 4 | <b>Is the impact of the policy/guidance likely to be negative/</b>  | No     |          |
| 5 | <b>If so, can the impact be avoided?</b>  | N/A    |          |
| 6 | <b>What alternatives are there to achieving the policy/guidance without the impact?</b>                     | N/A    |          |
| 7 | <b>Can we reduce the impact by taking different action?</b>   | N/A    |          |

If you require assistance to read this Policy, or require it in a different format please contact Registry on **(01206) 712555**.

## 1. POLICY PURPOSE

This Fee Policy provides information on payment of and liability for tuition and other fees for provision delivered by Colchester Institute. The policy aims to give clear advice and guidance to students and staff regarding the costs of learning at Colchester Institute from 1st August 2024 to 31st July 2025.

Fees for Full-time, Part-time and Short Courses can be found on each individual course page on the website at <https://www.colchester.ac.uk/>.

Contact details for departments referred to in this Fee Policy are given at the end of the document.

## 2. FEES AND PAYMENTS

### Payment

Costs to the student for the programme of study will be identified as fully as possible and communicated to the student in a timely manner.

Enrolment should take place prior to the start of the course.

Fees will be due at the time of enrolment. Instalment options are available, see item 2.3.

When paying by credit/debit card the payment must be for the full amount.

The College accepts payment by credit and debit cards (excluding American Express and pre-paid cards).

Online payments are available for some courses, as indicated on the website by individual courses. These courses can be paid for through our online store at Colchester Institute [Tuition Payments | Colchester Institute Online Store](#)

Employers who are funding a student's fees must complete and sign an authorisation form which must be submitted either prior to or at enrolment. Please see Appendix 1 for the Employer Authorisation Form. Copies are also available at Registry or on the Colchester Institute website by searching for 'Employer Authorisation form'.

The College will pursue all unpaid debts and any additional charges incurred will be added to the debt.

Students who are unwilling to provide their date of birth or any other required data for the enrolment form will be unable to enrol.

Students with unpaid fees relating to Colchester Institute courses will not be allowed to enrol on any further courses until all outstanding amounts have been paid.

Fees quoted cover the duration of the course, including two-year courses with a single learning aim that spans both years.

A 'home' fees student is eligible to receive funding for their qualification (provided it is a course supported by Government funding), via the Education and Skills Funding Agency (ESFA). Students classified as 'home' fees will need to fulfil the residency requirements in [ESFA Adult Education Budget Funding Rules](#). If the residency criteria in this document is not met, the student will be classed as an 'overseas', see item 2.6.

Please contact **our Admissions Team on 01206 712777** for further information on residency eligibility before enrolling on a course.

If a student is identified as having claimed a fee waiver fraudulently then they will be invoiced for any outstanding amount, and may be referred to the appropriate authority.

Where applicable and to obtain a fee waiver, students must supply the evidence requested by Registry.

### **Student Age**

- Students aged 16-18 years on 31<sup>st</sup> August in the year they start their course will be categorised as 16-18 students.
- Students aged 19 or older on 31<sup>st</sup> August in the year they start their course will be categorised as over 19's.
- Students aged 19 or older on 31<sup>st</sup> August in the year they start their course and 23 years or less on the start date of their course will be categorised as 19-23 year olds.

### **Instalments**

Any student who pays their own programme fees is entitled to do so on a monthly payment plan basis to be paid over 6 months, providing they meet the eligibility criteria below:

### **Eligibility**

The programme concerned has total fees due of at least £200.

The student is over 19.

For 2-year courses of the same qualification aim where fees are under £2000, instalments must be paid over one year. Fees over £2000 can be spread over 2 years.

## Conditions

The student must sign the Instalment Payment Plan terms & conditions with Colchester Institute. See appendix 2 for details of the FE Student Instalment Payment Plan.

The student will be expected to pay 40% of the total cost to the College at the time of enrolment or £500, whichever is the lower

All instalments must be paid in full within 6 months of the start of the course, or if the course is less than 6 months in duration, by the planned end date of the course.

If the student fails to sign up to an instalment plan at enrolment all fees will become due for payment within 30 days.

The student's continued attendance on a programme is dependent on their payment of each instalment by the due date.

Where a student withdraw from their course and does not meet the refund criteria, detailed in section 4 of this Policy, they must continue to meet the terms of the instalment agreement.

Failure by a student to fulfil any of the terms & conditions of the instalment agreement will result in the student becoming immediately liable for the full outstanding balance. They may not be entitled to pay any future fees by instalments.

This facility is also available to employers or sponsors of students attending programmes who will also be expected to pay the initial deposit.

Please contact Registry via email [Registry@colchester.ac.uk](mailto:Registry@colchester.ac.uk) for further information.

## Tuition Fees

Tuition fees for courses that receive Government funding will be waived for all students aged 16-18 years on the 31st August in the academic year they start their programme of study. This allows for free tuition in any consecutive subsequent year of study where a student is progressing on the same learning aim. This applies to full-time and part-time students. Students aged 19 or older on 31st August in the academic year they start a new learning aim/programme may be liable for tuition fees.

Where courses are not supported by Government funding, a fee will be set to reflect the full cost of course delivery. No fee waivers are available on these courses.

Where an employer refers groups of students, special fees may apply.

## **Examination/Awarding Body Registration Fees**

Students aged over 19 on Government funded courses, will be expected to pay examination/registration fees unless they are eligible for a fee waiver.

If examination fees are required to be paid post-enrolment they will not be invoiced. Payment must be made via the online form.

There will be no additional fees for essential awarding body registrations or first attempt examination fees for Further Education students under 19 years of age.

The College reserves the right to charge students for examination resits.

Where late entries are accepted, the additional fees are to be paid by the student.

The College reserves the right to charge students for non-attendance at any examination where there is a cost involved.

## **Overseas and International Students**

Students who are not UK Nationals or do not meet government funding/residency criteria as being eligible for funding, will be charged tuition fees calculated on a full cost recovery basis.

Please contact the Admissions and Curriculum Support Team on (01206) 712777 for further information and to confirm fee status.

## **Additional Charges**

Many courses may carry an additional charge for specific vocational materials and/or visits. These are payable at enrolment although most visit payments will become due during the academic year. A facility to pay online for visits and other costs is available via our online store, [Tuition Payments | Colchester Institute Online Store](#).

Where a Disclosure and Barring Service (DBS) disclosure is required the relevant fee charged by the DBS may be passed on to the applicant/student. If an applicant does not subsequently obtain a place on their chosen course, the DBS fee is not refundable. This charge will become due when the DBS form is submitted.

## **Student Status Letters**

A fee of £15 is payable for student status letters provided by Registry to support student bank applications, gym membership etc.

### **3. FEE WAIVERS**

Students eligible for a fee waiver will not be charged for tuition, awarding body registration or examination fees. However, they will be expected to pay for other course related costs such as books, equipment, uniforms, educational visits and examination re-sit costs.

In line with the Education and Skills Funding Agency conditions of funding, students in the categories listed below may be eligible for a Fee Waiver if they can provide appropriate evidence or, where appropriate, complete a signed declaration.

Please note that students who are continuing a programme of study\* will continue to receive the fee waivers established in 2023/2024.

\*Continuing a programme of study means a second year of the same qualification aim. Please contact Registry for further details.

#### **Students under 16 years of age**

No student under 16 years of age on 31st August 2024 can be enrolled on a course without written permission from the Local Authority and confirmation that they (or the students' parent/guardian) will pay the full cost of the course. The only exception is the New Approach programme.

#### **Students aged 16-18 years of age**

In line with the Education and Skills Funding Agency (ESFA) conditions of funding, tuition and awarding body fees are not payable by students who are aged 16-18 years of age on or before the 31<sup>st</sup> August in the year in which they commence their programme of study.

#### **Students aged over 19 enrolling on English or Maths Courses**

Will not be required to pay fees for the following:

- GCSE English Language or Maths, where they do not currently have these qualifications at grade 4(C), or higher
- Functional Skills English or Maths from entry to L2
- Approved Stepping Stone English or Maths qualifications.

### **Students aged over 19 enrolling on Essential Digital Skills Qualifications**

Will not be required to pay fees for the following:

- Approved Essential Digital Skills qualification (EDSQ up to and including level 1)

### **Students aged over 19 with gross annual income below £25,000 Earnings Threshold**

Starting on learning aims up to and including Level 2 (excluding English, Maths) who are unemployed, employed or self-employed will not be required to pay fees.

Evidence of income including salary and benefits must be provided at enrolment or by no later than 2 weeks after the course start date. Benefit evidence must be on the appropriate benefit office form or headed paper, addressed to or in the name of the person claiming the waiver and be dated within three months of enrolment. If evidence is not available students may be asked to sign a declaration to confirm eligibility a fee waiver.

Evidence of salary income can include a wage slip, which must be dated within 3 months of the start of the course, or a current employment contract which states gross monthly/annual wages. This must be provided at enrolment or by no later than 2 weeks after the course start date. If evidence is not provided within the timelines specified, an invoice will be sent for full payment.

### **Students aged over 19 enrolling on a Level 3 Course as part of the Level 3 free courses for jobs offer (National Skills Fund)**

Students enrolling on a Level 3 Adult offer qualification included on the eligibility list as approved for funding, whose gross annual income is below the Earnings Threshold of £25,000 will not be required to pay a fee.

### **Students aged 19 to 23 years studying their first full level 2 qualification**

Will not be required to pay a fee for eligible courses.

### **Students aged 19 to 23 years studying a full level 3 qualification**

Will not be required to pay fees for eligible courses:

- Where the student has not previously achieved a full level 3 qualification, or
- Where the student's gross annual income is below £25,000.



## **Students not eligible for fee waivers**

For students aged over 19 that do not meet the criteria in sections 3.1 to 3.8 a fee may be payable. For students on courses at level 3 or above an advanced learner loan may be available. Please see the information on the College website ([www.colchester.ac.uk](http://www.colchester.ac.uk)) about **Advanced Learner Loans** or call **Admissions on (01206) 712777**.

If the loan has not been confirmed within 6 weeks of starting the course the fees become due as if there was no loan in place and contact must be made with the **Finance Department on 01206 712628 or 01206 712728 to arrange payment**.

Also refer to section 2.3 on Instalments which is available for students not taking out a loan and paying the fees themselves.

Students who have not paid fees in full or have taken out an Advanced Learner Loan and subsequently withdraw from the programme, may be liable for payment, please refer to section 4.2 Withdrawals.

In the case that loan payments have stopped, students will be invoiced for any balance at this point.

See section 2.3 on instalments which will be available in these circumstances.

## **Students aged over 19 years where courses are not funded and loans are not available due to their home postcode (fee waivers unavailable).**

Students resident in any of the devolved authority areas listed below cannot be funded by Colchester Institute:

- Greater London Authority (2019)
- Cambridgeshire and Peterborough combined Authority (2019)
- Greater Manchester combined Authority (2019)
- Liverpool City Region Combined Authority (2019)
- West of England Combined Authority (2019)
- West Midlands Combined Authority (2019)
- Tees Valley Combined Authority (2019)
- North of Tyne (2020)
- Sheffield City Region (2021)
- West Yorkshire Combined Authority (2021)

## **Students aged 19 years or over repeating a year (fee waivers unavailable)**

Students repeating the year to improve their grades will have to pay a full cost fee.

### **Staff Development**

Staff must gain formal authorisation for support from Staff Development prior to enrolment where the course is being funded by the College and in these circumstances an agreement to repay course fees if leaving within a certain time period will be required. Staff may be required to provide evidence of authorisation prior to or at enrolment. All core and hourly paid Colchester Institute employees are eligible for a reduction in tuition fees up to 35%. To be eligible for the reduction in fees, staff must be in employment with Colchester Institute on the first day of the course. All staff discounts are subject to annual review and are for the academic year in question and not the lifetime of the qualification. Discounts will not be available for Colchester Institute staff undertaking an apprenticeship. Where the course is designated a full cost course, a 10% reduction in fees will apply.

## **4. REFUNDS**

### **General**

If the course is cancelled by Colchester Institute a full refund will be made and no administration fee will be charged.

Fees are refundable when the enrolment is concluded off College premises or by means of distance communication (i.e. online or over the phone) and the student cancels within a 14-day cooling-off period (i.e. 14 days from the date of first attendance).

Where a student wishes to claim a refund on the grounds of quality, they must follow the Complaints Procedure for any such consideration:

[Colchester Institute - Concerns and Complaints](#)

Where a student completes a course early no refund of fees will be given. Where a student completes a course early but has outstanding instalments these will still be due to Colchester Institute.

For more information and to make a Requests for a refund visit the website:

[Help & Information | Colchester Institute Online Store](#)

Fees will not be refunded for any sessions that are cancelled due to fire, flood, pandemics, adverse weather conditions, industrial action or any circumstances outside of the College's control. We may in some of these circumstances need to change the delivery method of your course.

## Withdrawals

Where a student withdraws from a Further Education Programme before the end of the academic year, the fee will be recalculated as follows:

### Students enrolled onto courses with a duration 24 weeks or more

| Withdrawal Period | Proportion of Fee           |
|-------------------|-----------------------------|
| Term 1            | 33% of fee will be charged  |
| Term 2            | 66% of fee will be charged  |
| Term 3            | 100% of fee will be charged |

### Students enrolled onto a course with duration more than 2 weeks but less than 24 weeks

| Withdrawal Period                      | Proportion of Fee           |
|--|-----------------------------|
| First 2 weeks after the start date     | 0% of fee will be charged   |
| More than 2 weeks after the start date | 100% of fee will be charged |

This does not apply to Apprenticeships, leisure courses or courses paid for via an advanced learner loan. This is subject to the terms & conditions of your loan agreement.

No refunds will be made on courses **2 weeks or less** in duration, except where the course is cancelled by Colchester Institute

No refunds will be made on **full cost courses**, except where the course is cancelled by Colchester Institute. For part time leisure courses please refer to section 8.

## Transfers

Where a student chooses to transfer from one course to another at the College the following applies:

- Students transferring to a course with the same fees will not be charged any additional tuition fees.
- Students transferring to a course with higher fees will be charged the difference between the original course fee and the new course fee.
- Students transferring to a course with lower fees will be charged an adjusted fee based on time attended on each course.
- An additional fee to cover awarding body costs may be payable.

## **Break in Learning**

In exceptional circumstances and subject to the agreement of the College, students aged over 19 may be able to take a break in learning.

Fee payments will continue during the break in learning, except for Student Finance England loans (Advanced Learner Loans) which are suspended until the learner returns to study.

Students who do not recommence their course will be withdrawn from the last date of attendance on the course. Refer to section 4.2 Withdrawals.

No refunds will be considered for any break in learning.

## **Student Substitution**

This is normally only allowed on New Approach programmes.

Under certain circumstances, where employer sponsorship is involved, student substitution for fee purposes may be possible (where tutors consider it academically acceptable). Application must be made in writing to the Head of Funding and Information.

## **Deposit Transfers**

No deposit transfer between customers is permitted.

## **Awarding Body/Examination Fee Refunds**

Where examination fees have been paid separately

Prior to the entry being made by the College a refund may be available if the student is withdrawing from the course. To request a refund visit the website [Help & Information | Colchester Institute Online Store](#)

Only in very exceptional circumstances will refunds be made once the entry has been submitted to the award body. Applications must be made in writing to the Admissions, Examinations and Timetabling Manager.

## **Deposit or fees carried over from one academic year to the next**

Deposit carry over for overseas students. Please refer to the International Fee Policy.

Fee carry over is only considered in exceptional circumstances.

## **Payment of Refunds**

Refund payments will be made to the original payer using the original payment method.

## **Professional Membership Fees**

Students who become eligible to join a professional body linked to their profession will be liable for payment of their own membership fees.

## **5. NEW APPROACH**

The College's New Approach provision for discrete school's programme will be costed in line with the level of resources required and will cover all related costs. Fees will be as stated and are due for payment 30 days from invoice date unless alternative arrangements have been agreed in writing.

### **New Approach 'Taster' programme**

Fees for the 'taster' programme will be invoiced upon commencement of the programme.

### **New Approach 'Main' programme**

Upon successful completion of the 6 week 'taster' students will be enrolled on the 'main' programme. Fees invoices will be issued upon commencement of the programme. For more information contact the Admissions and Curriculum Support Team on (01206) 712777

All fees are payable at the start of the programme and refunds would only be made in line with our refunds policy.

## **6. HIGHER EDUCATION**

Please refer to the [Higher Education Fee Policy](#) for courses delivered through University Centre Colchester (UCC).

## **7. WORK BASED LEARNING AND APPRENTICESHIPS**

No tuition fees are charged to a student who undertakes an Apprenticeship. The exception is employers who choose to gain an additional professional qualification and/or membership which is not a mandatory part of the programme.

Fees for End-Point Assessment resits may be payable.

For information regarding employer contributions please refer to the Employer Co-Investment Policy for levy and non-levy paying employers, as the charges may vary according to the standard delivered.

## **8. PART TIME LEISURE COURSES**

Leisure courses are full cost and not supported by government funding so fees waivers and additional learning support are not available on these programmes. These courses are only available for individuals aged 18 or over when they start the course.

Payments must be made through the online store and we are unable to accept payment in any other format for this type of course.

We reserve the right to withdraw, change or cancel a leisure course if purchased places do not exceed the minimum number. If this happens we will inform you and an automatic refund will be issued for the full amount paid.

If cancelled by customer within 14-day cooling off period, a full refund of any monies paid.

If a customer cancels their booking after the 14-day cooling off period but more than 21 days before the course start date, the course fee less 10% will be refunded.

If a customer cancels their booking after the 14-day cooling off period but less than 21 days before the course start date, there will be no refund.

## **9. CI BUSINESS SOLUTIONS**

Payments must be made via the Online Store, BACs or PDQ.

We reserve the right to withdraw, change or cancel courses if purchased places do not exceed the minimum number.

All courses to be paid in full upon booking or secured by a 10% non-refundable, non-transferable deposit.

Any remaining fees must be paid within 14 days of the course start date.

All courses are subject to a 14-day cooling off period (from date of booking).

If cancelled by customer within 14-day cooling off period, a full refund of any monies paid will be made.

Deposits are non-refundable if the customer cancels their booking after the 14-day cooling off period.

If a customer cancels their booking after the 14-day cooling off period but more than 21 days before the course start date, the course fee less the 10% deposit will be refunded.

If a customer cancels their booking after the 14-day cooling off period but less than 21 days before the course start date, there will be no refund.

## 10. FINANCIAL SUPPORT

The College administers a Discretionary Student Support and Advanced Learner Loan Bursary fund for qualifying learners. Eligible support may be available for course fees (not available for Advanced learner Loans), equipment, travel, uniform and childcare costs. The fund has limited and finite resources. For more information, eligibility and how to apply please contact **Student Services on 01206 712435 or email [student.finance@colchester.ac.uk](mailto:student.finance@colchester.ac.uk)**

## 11. WHERE TO OBTAIN ASSISTANCE

- For support with finances, please contact Student Services on (01206) 712078 or email [student.finance@colchester.ac.uk](mailto:student.finance@colchester.ac.uk).
- For support/information on fee queries, enrolment, withdrawals and fee payments please contact Registry on (01206) 712555 or email [Registry@colchester.ac.uk](mailto:Registry@colchester.ac.uk).
- For further information on the Colchester Institute Instalment plan please contact the Finance Team on (01206) 583550 Option 4 or by emailing [finance.dept@colchester.ac.uk](mailto:finance.dept@colchester.ac.uk).
- For general information and advice on course availability for full and part-time courses and Apprenticeships please contact the Course Enquiry Line on (01206) 712777.
- For information on international fees and admission criteria please contact the International Admissions Officers on (01206) 712777.
- For information on Work Based Learning, Apprenticeship (01206) 712727.
- For information on professional full cost and bespoke employer courses and employer Apprenticeship enquiries please contact CI Business Solutions on (01206) 712727.
- Please refer to [www.colchester.ac.uk](http://www.colchester.ac.uk) for additional information.

## 12. EQUITY, DIVERSITY AND INCLUSION

Colchester Institute aims to provide a welcoming environment in which all students and employees are encouraged to realise their full potential, where every individual is valued and offered equal opportunity to progress.

The College will treat all employees and students with respect and dignity, and in an equivalent fashion, and will seek to provide a working and learning environment free from harassment, discrimination and victimisation.

The College will not tolerate any form of discriminatory behaviour from their employees, students or members of the public.

### **13. DISCLAIMER**

This information has been provided in good faith and we have tried to ensure its accuracy, however it is for guidance and does not form any part of a contract.

Any provision which falls outside the scope of this Policy will be referred to the Deputy Chief Executive.

Fees and additional costs which are amended prior to the commencement of the course and are outside the control of Colchester Institute will be passed on to the student.



Appendix 1

FE COURSES – Employer Authorisation Form

**Employer's Name:**

**Employer's address:**

**Employer's Email:**

*Invoices will be sent to the email address provided above.*

| Student's Name            | Course | Total Fee            |
|---------------------------|--------|----------------------|
|                           |        |                      |
|                           |        |                      |
|                           |        |                      |
| Total Students Supported: |        | Total Fees Payable £ |

Payments can be made by phone on 01206 583550 - option 4 or, via the Online Store using the link below:

[Course Fee Payment - Further Education \(FE\) | Colchester Institute Online Store](#)

Please quote the Student ID Number (or student name & date of birth) in all instances.

Method of payment, please select one of the below:

Payment of fees within 30 days on receipt of invoice.

Instalment payment plan. \*\*

\*\*This option is subject to completion of the **FE Employer Instalment Terms & Conditions** found on page 3 of this document. Once completed and returned the Finance Office will contact you to set up the plan.

## TERMS AND CONDITIONS

1. These terms and conditions, together with the FE Employer Instalment Plan Terms and Conditions and the FE Fee Policy 2024-25 which can be found on Colchester Institute's website at:  
<https://www.colchester.ac.uk/policies/#fee-policies>  
[www.colchester.ac.uk/adults/payment-options/](http://www.colchester.ac.uk/adults/payment-options/)  
represent the entire agreement between Colchester Institute, the Employer, and the student in relation to the provision of educational services to, and the payment by the Employer of the course fees of the students named overleaf. No variation in the terms and conditions will be effective unless agreed by all parties in writing.
2. Fees remain payable by the Employer in connection with courses provided by Colchester Institute to the students named overleaf, irrespective of whether any individual student completes the course for whatever reason, and irrespective of whether the student remains in the employment of the Employer throughout the duration of each relevant course.
3. If any payment is not paid in accordance with this FE Employer Authorisation Form or the FE Employer Instalment Terms & Conditions, Colchester Institute will pursue all unpaid debts and may inform debt collection agencies to recover the money owed from either the Employer. Additional costs may be incurred which will be payable by the Employer.

I, \_\_\_\_\_ (full name) agree on behalf of the named Employer that in consideration of Colchester Institute providing educational services for the named Course and named student(s), the Employer shall be responsible for all fees payable in accordance with the terms and conditions overleaf, the FE Employer Instalment Plan Terms & Conditions (see page 3) and the FE Fee Policy 2024-25 which can be found on Colchester Institute's website at:

<https://www.colchester.ac.uk/policies/#fee-policies>

Signed:

Print Name:

Position in Company:

Email:

# FE EMPLOYER - INSTALMENT PAYMENT PLAN

## Terms & Conditions

The Colchester Institute provides a payment platform called RCP (Recurring Card Payment) for Instalment Payment Plans. It uses your debit/credit card details NOT your bank details.

To use the Employer Instalment Payment Plan, you agree to the following Terms & Conditions:

1. We confirm the Employer Authorisation Form has been agreed, signed, and returned.
2. We confirm that the details as provided on the Employer Authorisation Form are accurate and agree for these to be used in the set of up the Employer Instalment Payment Plan.
3. We agree to set up the instalment payment plan within 2 weeks of the student(s) attendance.
4. We agree all fees will be paid within six months of the course start date. If the duration of the course is less than six months, all fees will be paid before the planned end date.
5. We understand that if we the Employer do not adhere to the payment schedule then we may be referred to a Debt Collection Agency and incur additional charges.
6. We agree as the Employer we will provide valid card details (in line with the Colchester Institute GDPR & PCIDSS policies) for the set up the payment plan.
7. We agree as the Employer we will update the Finance Office at the Colchester Institute with any changes to the Employer's card details.
8. We agree as the Employer I/we will be contacted by the College by email, telephone, mobile and SMS regarding the Employer Instalment Plan.
9. We understand that as the Employer we should contact the Finance Office immediately should a payment fail.
10. I confirm that I am authorised to sign on behalf of the Employer.

Signed:

Print Name:

Position in Company:

Date:

Email address:

For any queries please call: 01206 583550 Option 4 or email [finance.dept@colchester.ac.uk](mailto:finance.dept@colchester.ac.uk)

## **FE STUDENT – Instalment Payment Plan**

### **Terms and Conditions**

The Colchester Institute supplies a payment platform called RCP (Recurring Card Payment) for Instalment Payment Plans. It uses your debit/credit card details NOT your bank details.

To use the Instalment Payment Plan, you agree to the following Terms & Conditions:

1. I agree to pay 40% or £500, whichever is lower, of the course fee at the time of enrolment.
2. I agree to set up the instalment payment plan within 2 weeks of attendance.
3. I agree if I do not set up the instalment payment within 2 weeks of attendance, all fees will become due for payment within 14 days following the expiry of the 2-week period.
4. I agree all fees will be paid within six months of the course start date. If the course duration is less than six months, the fees will be paid before the planned end date.
5. I understand that if I do not adhere to the payment schedule, I may be referred to a Debt Collection Agency and incur added charges.
6. I will provide valid card details\*\* (in line with the Colchester Institute GDPR and PCIDSS Policies) for the set-up of the payment plan.
7. I confirm that my details as provided on the Enrolment Form are correct and agree for this information to be used in the set-up of the Instalment Payment Plan.
8. I agree to adhere to the payment schedule.
9. I agree to update the Finance Office at the Colchester Institute with any changes to my payment card.
10. I understand that I should contact the Colchester Institutes Finance Department at once should a payment fail.

Telephone: 01206 583550 – option four.

Email: [finance.dept@colchester.ac.uk](mailto:finance.dept@colchester.ac.uk)

Signed:

Print Name:

Email address:

Date: