

Advice for Students Liable for Full or Part of their Tuition Fees

If you are not eligible for any funding to support the payment of your tuition fees or if you are liable for part of your tuition fees, payment is due from you in advance of commencing your course.

Non-payment of Fees will mean you will be unable to attend and access College materials.

Fife College Payment Plan Option

To support the payment of fees the College offers the following Payment Plan options:

Course Fee is £200 or less, or courses with less than 60 days duration

The full fee must be paid prior to the course start date if the fee is £200 or less, or the course duration is less than 60 calendar days.

As a concession for higher value courses over £200, the College will accept an arrangement where the fee can be paid by instalments* as follows: -

Course Fee between £201 - £500

Maximum of 3 instalments via cash, debit/credit card, standing order or online payment.

Payment that you will be required to make:

- 50% at enrolment.
- 25% 30 calendar days after enrolment.
- 25% 60 calendar days after enrolment.

Course Fee is Greater than £500

- Minimum £250 payment at enrolment.
- Balance payable over a maximum of 5 monthly instalments depending on when the course finishes.

For an Instalment plan to be accepted by Finance, this must be set up via Standing Order through your bank.

** A payment plan is accepted at the discretion of the Finance Department. Please note that to be eligible you must meet the following criteria:*

- *You have no outstanding debt with the College or a debt that you have recently paid*
- *A prior instalment plan with the College that was not adhered to*

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Full payment for all courses must be made prior to the end date of the course.

If you are paying by instalments, then the amount payable on enrolment is the personal contribution after deduction of funding from other sources e.g. ITAs/part-time fee grant.

Please note that a Part-Time fee grant will not cover the full cost of your fees, and you will have a balance to pay.

How to pay

- **Online banking to the following details:**

Fife College

83-33-00

00762939

Royal Bank of Scotland

Reference: Student ID Number

- **In person by cash, cheque, debit/credit card**
at any College Campus reception located in Dunfermline, Rosyth, Kirkcaldy, Glenrothes, or Leven

- **By debit or credit card**

Phone: 0344 248 0115 Finance Department during opening hours on to pay.

Where a student withdraws prior to the end of their course, they remain liable for the full fee and they should refer to the College Refund Policy.

Contact Information

Any queries should be directed to finance@fife.ac.uk

The Finance Department are able to help with queries in regards to payment of your fees, but will be unable to help with any course related queries. These should be directed to your Tutor in the first instance.