Finance Information for Students

The following information is for students who are liable to pay their own tuition fees. This document should provide all relevant information to assist you. If you require further information, please refer to our website page Fife College Tuition Fees, or contact the Finance Team via email coursefees@fife.ac.uk.

Please note, if you are not paying your own tuition fees and will be applying for funding this must be actioned as soon as possible otherwise you will be issued an Invoice by the Finance team.

How can I make payment for my fees?

The following options are available to arrange payment:

- Online banking to the following details:
  Fife College
  83-33-00
  00762939
  Royal Bank of Scotland
  Reference: Student ID Number
- Over the phone by debit or credit card
  Phone: 0344 248 0115 to speak to the Finance Department during opening hours

If I cannot pay my fees in full, can I set up a payment plan to pay my fees?

Yes, the Finance Department can set up a payment provided you are not an international student and had no prior debt with the College. The following options are available:

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 the course duration is less than 60 days

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

- 25% at enrolment
- Balance equally over 3 consecutive months

Fife College

Course Fee is Greater than £500

- 25% due at enrolment
- Balance equally over 4 consecutive months

Course Fee is Greater than £800

- 30% at enrolment
- Balance equally over 5 consecutive months

The deposit payment should be made at the time of enrolment with the instalments set up as a Standing Order directly with your bank. This can be done using mobile banking, online banking or visiting your branch.

The course fee must be paid in full at least one month prior to the course end date. If a payment plan is requested at a later date during the course, a payment plan may be refused or the number of instalments offered will be reduced. If a payment plan is not adhered to the Finance Department reserves the right to withdraw the agreement and the full balance will be due for payment.

A payment plan is accepted at the discretion of the Finance Department. Please note the following eligibility criteria prior to making a request for a payment plan:

- For an Instalment plan to be accepted by Finance this must be set up via Standing Order through your bank.
- You will not be eligible to set up a payment plan if you have defaulted in previous years.
- You will not be eligible to set up a payment plan if you had any prior instances of unpaid debt with the College or the College debt collection agency.

I am an international/overseas student, can I set up a payment plan to pay my fees?

No. All students who are required to pay the overseas course fee rate are required to pay their fees in full prior to the course start date. Your application will be held by the Admissions team until Finance receive payment in full.

If I decide to withdraw from my course, does this cancel my fees?

No, there are no refunds for withdrawal from a course. As per the College Refund Policy where a student withdraws prior to the end of their course they remain liable for the full fee unless they meet the eligible criteria.

If you proceed with withdrawal from your course please contact coursefees@fife.ac.uk to clarify any outstanding fee value that may still be due.

If I do not pay my fees, what process will Finance follow?

You will be contacted regarding payment of your fees by various methods, these will include phone call, SMS, email and official College Reminder Letters.

Reminder Letters will be issued monthly with each letter an escalation of the previous letter, a maximum of three can be issued:

- **First Reminder** - Payment required within 7 days to bring the account up to date
- **Second Reminder -** Payment required within 7 days to prevent withdrawal from your course
- **Final Reminder** – Payment required within 7 days to prevent the outstanding balance from being passed to the College debt collection agency

If a second reminder is issued Finance will review your account after 7 days and if no payment has been received the Finance team will contact your course Tutor/Lecturer requesting withdrawal from your course.

If you are withdrawn for non-payment of fees, you will be:

- Excluded on the College system preventing access to College materials.
- Unable to enrol on a new course until the outstanding debt is cleared. Payment will be required in advance of enrolment to any new course where you are self-financing.

If I want to defer until another academic year, is this allowed?

If you cannot continue with your course in the current academic year, then you should discuss with your tutor who can arrange withdrawal from your course, you would need to re-apply when you wish to return. Finance will not defer any payments that have been made to another academic year. If any refund is due then this would be arranged in line with the College Refund Policy.

I am unhappy with my course, can staff offer me a refund or a cancellation of my fees?

No. Only the Finance Department can approve a refund or cancellation of fees dependent on the circumstances. Any course issues should be discussed with your Lecturer/Assessor in the first instance and if this does not resolve the dispute then a formal complaint can be raised via the College website.

A refund will only be approved by the Head of Finance where an official complaint is upheld. The College Refund Policy is available on the College website.

Further Information

Please refer to our Tuition Fees page on the College website for further information, including a Frequently Asked Questions section: Fife College Tuition Fees