

1 Title

TUITION FEE PROCEDURE 2020-2021

2 Purpose

To provide guidance to staff and students on Tuition Fees.

3 Scope

This procedure will apply to all students at all campuses of The North Highland College. It will be implemented in conjunction with the UHI Higher Education Fee Policy 2020-21

4 Responsibility

Responsibility for Tuition Fees lies with the Finance Manager and the Director of Corporate Services & Finance

5 Procedure

Tuition fees are due for all courses delivered by The North Highland College. 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 The North Highland College.

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).

5.1 Payment of Fees

All students are required to pay tuition fees in full at enrolment, unless otherwise agreed in advance – see section 5.6 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.

5.2 Fee setting

Higher Education Fees are defined by the UHI Higher Education Fee Policy. Further Education Fees and Commercial Fees are set by North Highland College Senior Management Team. Annual increases in fees will be approved by the NHC Board of Management.

5.3 Further Education:

5.3.1 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**.

5.3.2 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.

5.4 Higher Education:

5.4.1 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.

5.4.2 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.

5.5 Commercial Course

5.5.1 The Business Development Unit is responsible for all Commercial Courses. Details of Fees & Refunds will be available via Eventbrite at the time of booking.

5.6 Instalments

5.6.1 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. Failure to pay the agreed plan may result in the student being withdrawn from the course.

5.7 Early Withdrawal from a Course

5.7.1 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 st November	£100 Administration Charge
	Between 1 st 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

5.7.2 Higher Education Students refer to the Higher Education Fees Policy

5.8 Non-Payment of Fees

5.8.1 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. The North Highland College will withhold the final certificate for an award until any outstanding tuition fee debt has been cleared.

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.

6 Definitions

7 References

NHC Fee Waiver Policy 2020-21
UHI Higher Education Fee Policy 2020-21

8 Appendices

None