



North Highland College
University of the
Highlands and Islands



TUITION FEES



What are tuition fees?

These are the fees North Highland College UHI will charge to teach you.

Tuition fees are due to be paid in full at the time a student enrolls on a course.

Tuition fees are due for all courses run by North Highland College UHI.

Please check the cost of the course with North Highland College UHI and ensure you have funding in place before accepting a place. This leaflet is designed to help you source funding which may be available to pay your Tuition fees.

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) at the time of enrolment. By default the individual who signs the enrolment form or enrolls online will be the person charged the fees unless the College is satisfied that the fees will be paid by a third party.

Fees are due to be paid in full at time of enrolment. Students should ensure that they have funds available to pay these fees on the day they enrol. Listed next, are possible sources of funding which may be available to help towards the cost of tuition fees.

FULL TIME COURSES

SAAS Funding – Full Time HNC/HND & Degree Courses

Full-time Higher Education Scottish or EU domiciled students may be eligible for their tuition fees to be paid by SAAS. Students should apply for funding at the earliest opportunity by visiting SAAS website, (see over) for details. Students need to ensure that they have their SAAS funding in place before they enrol on the course. Failure to obtain SAAS funding will result in the student having to pay the fees.

Students classed as Rest of UK or International should check the UHI website for details of funding.

Full Time - NC/SVQ Level 1-3 or equivalent

Full Time Further Education Scottish or EU domiciled students may be eligible to have their fees waived if they satisfy the eligibility criteria, please contact the Finance Department at North Highland College UHI to check, (see contact details overleaf).

PART-TIME COURSES

SAAS Part Time Fee Grants - Part-time HNC/HND & Degree Courses

Students may qualify for funding to cover some or all of their Part-time HNC/HND or Degree course. Students should visit the

SAAS website to establish if they are eligible to apply. If successful, the student will receive an Award Letter from SAAS and a copy of this should be sent to the Finance Department. If ineligible for this funding students may qualify for a £200 ILA account, see below.

INDIVIDUAL LEARNING ACCOUNTS – SKILLS DEVELOPMENT SCOTLAND

Some part time courses and students are eligible for up to £200 towards the cost. Please contact Skills Development Scotland, details given below. Students need to ensure that they have their ILA in place before they enrol on the course. At enrolment students must provide a copy of their ILA letter stating that they have opened an account. The college Finance Department will book the course with ILA. ILA will then send a Learning Token to the student who must sign this token and return to the Finance Department, as soon as possible to enable the college to receive payment for their course. Failure to provide ILA information or tokens will result in the student having to pay the fee.

FEE WAIVER

A small minority of students will be classed as exempt depending on The Scottish Funding Council guidelines or by specific College agreement. To obtain a copy of the Fee Waiver Policy or to check if you are eligible please contact the Finance Department.

EMPLOYER/SPONSOR

If a student is sponsored by a third party, a letter confirming such sponsorship or a purchase order must be given at enrolment to ensure the sponsor is invoiced for the fees. If the sponsor fails to pay the fees the student will be liable.

INSTALMENTS

Students may take advantage of paying their course fees in instalments. These must be set up by Standing Order and failure to pay an instalment will result in the student having

to settle the remainder of the debt in full within 14 days. Please contact the Finance Department to arrange.

PAYMENT METHODS ACCEPTED:

- Internet Banking
- Most major Credit/Debit Card (except American Express)
- Cheque – made payable to “The North Highland College”
- Cash

NON PAYMENT OF FEES:

In all cases where fees are not paid either on enrolment or within 14 days of an invoice being sent, (unless finance is notified of any problems and has placed the account on hold) the College will not process the results for the student and they may be asked to stop attending classes until the debt is paid in full or a payment plan is agreed. In the case where the student has left the course we will seek to recover the outstanding debt via our Debt Collection Agency.

REFUNDS:

Students may be entitled to a refund in some circumstances. Please check with the Finance Department.

CONTACT INFORMATION

North Highland College UHI
Finance Department Room T1.14
Ormlie Road, Thurso, Caithness KW14 7EE
T: 01847 889228 **E:** nhcfinance@uhi.ac.uk
www.northhighland.uhi.ac.uk

University of the Highlands & Islands
www.uhi.ac.uk

Individual Learning Accounts £200
Skills Development Scotland
www.myworldofwork.co.uk
0800 917 8000

SAAS Tuition Fee Funding
www.saas.gov.uk • 0300 555 0505
SAAS Part Time Fee Grant • 0300 300 3137



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