



## Methods of Payment

### Course/Exam/Materials Fees - Methods of Payment

This brochure sets out the different methods of paying any fees for your course. As we receive some funding from Government and other agencies for some courses, it can get rather complicated as to who needs to pay fees and to what level. Don't worry though, we can support you every step of the way by calling 03333 222 444.

#### Cheque / Debit or Credit Card

You will need to bring a minimum of 33% deposit which can be paid via debit or credit card (which includes tuition, exam and any material costs). Please see the range of instalments available below.

Amount	Paying by Direct Debit	Paying by Recurring Card Payment
	Direct Debit instalment plans are monthly only. Collection dates are the 1 <sup>st</sup> and 15 <sup>th</sup> of the month	Card payment instalment plans are either Weekly, Fortnightly or Monthly. Payments can be taken on any calendar day
Fees up to £300	50% to be paid at enrolment 50% to be paid approximately one month from enrolment	50% to be paid at enrolment 50% to be paid approximately one month from enrolment
Fees between £301 to £1000 <b>All fees need to be paid prior to course end date of May at the latest</b>	33% to be paid at enrolment 67% Maximum of 6 monthly instalments. Minimum instalment amount is £100	33% to be paid at enrolment 67% - Instalments Weekly / Fortnightly or Monthly The plan will span a maximum of 6 months Minimum instalment amount is £100
Fees over £1001 <b>All fees need to be paid prior to course end date of May at the latest</b>	33% to be paid at enrolment 67% Maximum of 8 monthly instalments Minimum instalment amount is £100	33% to be paid at enrolment Instalments need to be Weekly / Fortnightly or Monthly The plan will span a maximum of 8 months

- **Full Level 2 qualifications (aged 19-23)**

**If you do not have a full Level 2 qualification (for example: five GCSEs grades A to C, or 4 -9)** and the course is a full Level 2 funded course, you may be eligible for free tuition fees. We can tell you whether your course is full level 2 funded course by calling us on XXX

- **Full Level 3 (aged 19-23)**

**If you do not have a full Level 3 (for example: two A Levels or more (or equivalent) is a full Level 3)** and the course is a full Level 3 funded course, you may be eligible for free tuition fees. . We can tell you whether your course is full level 3 funded course by calling us on XXX

- **Level 3 and above (aged 19+ at the start of your course)**

If you are aged 19+ and studying at Level 3 and above, and already have a full Level 3 or above qualification, you will have to meet all course fees yourself. You can apply for an Advanced Learning Loan through Student Finance England (SFE).

SFE will process your application and contact you if any information is missing or incorrect. Following assessment, SFE will write to you to tell you if your application has been successful.

- If you want more advice on your future skills, careers, work and life choices you can contact the National Careers Service at [www.nationalcareersservice.direct.gov.uk](http://www.nationalcareersservice.direct.gov.uk) or call an advisor on 0800 100 900.
- It is important you consider your own circumstances and all options. You can access free independent financial advice from The Money Advice Service at
  - [www.moneyadviceservice.org.uk](http://www.moneyadviceservice.org.uk)
- Alternatively, contact us on 03333 222 444

➤ **If your employer has agreed to pay some or all your fee, then we need a letter from employer or sponsor**

Please note, your letter **must** be on letter headed paper, showing your name and signed by the Employer and state that they are funding the entire course fee, including exam and material fees (if applicable). Any remaining shortfall between the full course fee and what your employer has agreed to pay (which includes tuition, exam and any material costs) **must** be met by yourself and will be payable at enrolment.

➤ **Means-tested benefits may mean you do not have to pay a fee**

If you are claiming any of the following means-tested benefits, you will need to bring evidence of these at enrolment. Any evidence brought **must** be dated within the last 6 months

- Job Seekers' Allowance
- Employment Support Allowance (work-based activity group)
- Universal Credit
- Other state benefit and earns less than £338 a month and wants to be employed (or progress into more sustainable employment)

➤ **Some courses are known as Full Cost Recovery courses as these do not receive any funding or support from the Government/other agencies**

Regardless of your financial circumstances, the full course fee is payable for these courses, , including any exam or materials fees, will be payable at enrolment.  
(See section Course/Exam/Material fees - Methods of Payments)

➤ **Proof of status**

If you are UK/EU national and you have **not** been resident in the UK/EU for the last 3 years, you will need to provide evidence of your residency:

- Passport
- Home Office documents
- Asylum / refugee status
- ARC Card
- Proof of EU status for the last 3 years, prior to the 31st August 2017

➤ **If you earn less than £17,550 then you may have your course fees paid for in full. To apply for this you will need to provide us with:**

- 3 months' recent wage slips
- P60