

FE Fee Policy

Policy Details	
Policy Owner	Head of Funding and Information
CE Sponsor	Executive Vice Principal: Curriculum, Planning and Quality
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Approved by	Corporation Board
Date fully approved	27 July 2022
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Introduction

If you require assistance to read this Policy, or require it in a different format please contact Registry on (01206) 712555.

1. Policy Purpose

This Fee Policy provides you with information on payment of and liability for tuition and other fees for provision delivered by Colchester Institute. The aim of the policy is to give clear advice and guidance to students and staff regarding the costs of learning at Colchester Institute for the period 1st August 2022 to 31st July 2023.

Fees for Full-time, Part-time and Short Courses can be found on each individual course page on the website at www.colchester.ac.uk.

Contact details for departments referred to in this Fee Policy are given at the end of the document.

2. Fees

2.1. Payment

- 2.1.1. Costs to the student for the programme of study will be identified as fully as possible and communicated to the student in a timely manner.
- 2.1.2. Enrolment should take place prior to the start of the course.
- 2.1.3. Fees will be due at the time of enrolment. Instalment options are available, see item 2.3.
- 2.1.4. When paying by credit/debit card the payment must be for the exact amount.
- 2.1.5. The College accepts payment by credit and debit cards (excluding American Express).
- 2.1.6. Online payments are available for some courses, as indicated on the website by individual courses. These courses can be paid for through our online store at www.onlinestore.colchester.ac.uk.

- 2.1.7. Employers who are funding a student's fees must complete and sign an authorisation form which must be submitted either prior to or at enrolment together with an advance payment of 40% of the course fee or £500, whichever is lower. This can be paid via the online store at <https://onlinestore.colchester.ac.uk/product-catalogue/employer-deposits/employer-deposit/employer-deposit-fe-students>. If the advance payment is not made prior to or at Enrolment the student will not be eligible to attend college. Please see Appendix 1 for the Employer Authorisation Form. Copies are also available at Registry or on the Colchester Institute website by searching for 'Employer Authorisation form'.
- 2.1.8. The College will pursue all unpaid debts and any additional charges incurred will be added to the debt.
- 2.1.9. Students who are unwilling to provide their date of birth or any other required data for the enrolment form will be unable to enrol.
- 2.1.10. Students with unpaid fees relating to Colchester Institute courses will not be allowed to enrol on any further courses until all outstanding amounts have been paid.
- 2.1.11. Fees quoted are for one academic year, with the exception of fees for students on a level 3, 4, 5 or 6 further education programme eligible for Advanced Learner Loans.
- 2.1.12. Fees for subsequent years may vary.
- 2.1.13. A 'home' fees' student is eligible to receive funding for their Qualification (provided it is a course supported by Government funding), via the Education and Skills Funding Agency (ESFA). Students classified as 'home' fees will need to fulfil the residency requirements in one or more of the following categories:-
- 2.1.13.1.1. UK Nationals or other person with a right of abode (to live and work) in the UK and have been ordinarily resident in the UK or British Overseas Territories or Crown Dependencies (Channel Islands and Isle of Man) for at least the previous 3 years on the first day of learning.

- 2.1.13.1.2. UK Nationals in the European Economic Area (EEA) who were:-
- living in the EEA on or before 31 December 2020 and
 - have lived in the EEA only or the EEA and UK only for at least the previous 3 years on the first day of learning and
 - have lived continuously in the EEA only and/or the EEA and UK only between 31 December 2020 and the start of the course
- 2.1.13.1.3. EEA Nationals in the UK other than Irish Nationals, who have obtained either pre-settled or settled status under the EU Settlement Scheme and have lived continuously in the EEA, Gibraltar or UK for at least the previous 3 years on the first day of learning.
- 2.1.13.1.4. Other non-UK Nationals who have been ordinarily resident in the UK for at least the previous 3 years on the first day of learning and meet on or more of the following requirements:-
- A non-UK National who has permission granted by the UK government to live in the UK and such permission is not for educational purposes only.
- A non-UK National who is also a non-EEA national who has obtained pre-settled or settled status under the EU settlement scheme
 - An Irish National who is not a UK national.
- 2.1.13.1.5. Asylum Seeker status, have lived in the UK for 6 months or longer while your claim is being considered and no decision has been made or you are receiving local authority support, or are supporting yourself under section 4 of the immigration and asylum act.
- 2.1.13.1.6. You are a 'family member' (husband, wife, civil partner, child, grandchild, dependent parent or grandparent of a UK or EEA and have:-
- where required to do so, have obtained pre-settled or settled status under the EU Settlement Scheme and
 - have been ordinarily resident in the UK and/or EEA for at least the previous 3 years on the first day of learning.
- 2.1.13.1.7. You have been granted stateless leave under section 33 of the immigration Act 2016 and have been resident in the UK and Islands since leave was granted.

This is not an exhaustive list so please contact either Gemma White on 01206 712158 or Lucy Harling on 01206 712597 in our Admissions Team for further information on your residency eligibility before enrolling on a course.

2.1.14. If you do not meet any of the criteria in 2.1.13 you will be classed as an 'overseas' student, see item 3.

2.1.15. If a student is identified as having claimed fee reduction fraudulently then they will be invoiced for any outstanding amount, and may be referred to the appropriate authority.

2.1.16. Where applicable and to obtain a fee reduction, students must supply the evidence requested by Registry.

2.2. Tuition Fees

Tuition fees for courses that receive Government funding will be waived for all students aged 16-18 years on the 31st August in the year they start their programme of study. This allows for free tuition in any consecutive subsequent year of study where a student is progressing on the same learning aim. This applies to full-time and part-time students. Students aged 19+ on 31st August in the year they start a new learning aim/programme will be liable for tuition fees.

2.2.1. Where courses are not supported by Government funding, a fee will be set to reflect the full cost of course delivery. No reduced fees are available on these courses.

2.2.2. Where an employer refers groups of students, special fees may apply.

2.3. Instalments

Any student of the College who pays his/her own programme costs is entitled to do so on a monthly payment plan basis, providing they meet the eligibility criteria below:-

Eligibility

2.3.1. The programme concerned has total fees due of at least £200.

2.3.2. The student is aged 19 years, or over, on 31st August in the current academic year.

Conditions

- 2.3.3. The student must sign the Instalment Payment Plan terms and conditions with Colchester Institute. See appendix 2 for details of the FE Student Instalment Payment Plan. See appendix 3 for details of the FE Employer Instalment Payment Plan
- 2.3.4. The student will be expected to pay an initial amount of 40% of the total cost to the College at the time of enrolment or £500, whichever is the lower.
- 2.3.5. All instalments must be paid in full within 6 months of the start of the course, or if the course is less than 6 months in duration, by the planned end date of the course.
- 2.3.6. If the student fails to sign up to an instalment plan at enrolment all fees will become due for payment within 30 days.
- 2.3.7. The student's continued attendance on a programme is dependent on his/her payment of each instalment by the due date.
- 2.3.8. Should the student withdraw from their course and does not meet the refund criteria detailed in section 7 of this Policy, they should continue to meet the terms of the instalment agreement.
- 2.3.9. Failure by a student to fulfil any of the terms and conditions of an instalment agreement shall result in the student becoming immediately liable for the full outstanding balance and may not be entitled to pay any future fees by instalments.

This facility will also be available to employers or sponsors of students attending programmes who will also be expected to pay the initial deposit.

Please contact Registry via email Registry@colchester.ac.uk for further information.

2.4. Students under 16 years of age

No student under 16 years of age (except those on School Link courses) on 31st August 2022 can be enrolled on a course without written permission from the Local Authority and confirmation that they (or the students' parent/guardian) will pay the full cost of the course.

2.5. Students aged 16-18 years of age

In line with the Education and Skills Funding Agency (ESFA) conditions of funding, tuition and awarding body fees are not payable by students who are aged 16-18 years of age on or before the 31st August in the year in which they commence their programme of study.

2.6. Students aged 19 years or over eligible for Fee Reduction (Aged 19 years or over as at 31st August in the year commencing programme unless otherwise stated).

Fee reduction means you will not be charged for tuition, awarding body registration or examination fees. However, you will be expected to pay for other course related costs such as books, equipment, uniforms, educational visits and examination re-sit costs.

In line with the Education and Skills Funding Agency conditions of funding, providing students in the following categories can provide appropriate evidence or complete a signed declaration they will be eligible for Fee Reduction:-

2.6.1. Students aged 19 or older enrolling on English or Maths Courses:-

- starting GCSE English Language or Maths, where they do not currently have these qualifications at grade 4(C), or higher
- Functional Skills English or Maths from entry to L2
- Approved Stepping Stone English or Maths qualifications.

2.6.2. Students aged 19 or older enrolling on Essential Digital Skills Qualifications

- Approved Essential Digital Skills qualification (EDSQ up to and including level 1)

2.6.3. Students aged 19 or older enrolling on ESOL (English for Speakers Other Languages (Age applies on the start date of the learning aim)

- students who are 19 or older, unemployed or are on a low wage, who meet one or more of the criteria listed under 2.6.6 or 2.6.7

2.6.4 Students aged 19 or older enrolling on a Level 3 Course as part of the Level 3 free courses for jobs offer (National Skills Fund).

- Students enrolling on a Level 3 Adult offer qualification included on the eligibility list as approved for funding who do not already have a level 3 qualification or higher.
- Or, students who already have a level 3 qualification or higher, but earn below the National Living Wage annually (£18,525 from April 2022) or are unemployed who meet one or more of the criteria listed under 2.6.6 or 2.6.7.

2.6.5 Students aged 19 to 23 years (Age applies on the start date of the learning aim), Excluding English, Maths and Digital courses: -

- Courses up to and including Level 1 which support progression to a first full Level 2 qualification.
- An individual who is unemployed or on a low wage, who meet one or more of the criteria listed under 2.6.6 or 2.6.7, studying up to and including Level 2, who already have a Full Level 2 qualification prior attainment.
- An individual studying their first full level 2 qualification (if course is eligible).
- An individual studying their first full level 3 qualification (if course is eligible).

2.6.6 Students aged 24 or older on the day they start learning aims up to and including Level 2 (excluding English, Maths and ESOL) who are unemployed and one or more of the following apply:-

- receiving Jobseeker's Allowance (JSA), including those receiving National Insurance credits only
- receiving Employment and Support Allowance (ESA)
- receiving Universal Credit, and their take-home pay as recorded on their Universal Credit Statement (disregarding universal credit payments and other benefits) is less than £345 a month (learner is sole adult in their benefit claim) or £552 a month (learner has a joint benefit claim with their partner)
- An individual who is unemployed and receiving any state benefit not listed above, providing all of the following apply:-
 - o The learner is in receipt of other state benefits and their take-home pay (disregarding universal credit payments and other benefits) is less than £345 a month (learner is sole adult in their benefit claim) or £552 a month (learner has a joint benefit claim with their partner, and
 - o wants to be employed, or progress into more sustainable employment, and their take-home pay (disregarding universal credit payments and other benefits) is less than £345 a month (learner is sole adult in their benefit claim) or £552 a month (learner has a joint benefit claim with their partner), and we are satisfied that the learning is directly relevant to their employment prospects and the local labour market needs.

Evidence of the benefit applicable should be provided, where possible at enrolment. The evidence must be on the appropriate benefit office form or headed paper, addressed to or in the name of the person claiming the waiver and be dated within three months of enrolment. If evidence is not available you will be asked to sign a declaration to confirm eligibility for Fee Reductions.

2.6.7 Students in receipt of low wage

If enrolling on any of the following:-

- Age 24+ enrolling on a level 2 course (excluding English and maths) or courses to progress to level 2
- Age 19+ enrolling on English for Speakers of other Languages (ESOL) up to and including level 2
- Age 19+ courses up to and including level 2, where you have already achieved a first full level 2 or above.

and meeting the following criteria: -

- Eligible for co-funding and
- Earn less than £18,525 annual gross salary.

You will be asked to provide supporting evidence to support the fee reduction to our funding bodies, e.g. a wage slip or universal credit statement dated within 3 months of the start of the course or a current employment contract which states gross monthly/annual wages.

Please note that students who are continuing a programme of study* will continue to receive the fee reduction as established in 2021/2022.

*Continuing a programme of study means a second year of the same qualification aim. Please contact Registry for further details.

2.7 Students aged 19 years or older undertaking a level 3, 4, 5 or 6 qualification

2.7.1 Government funding is no longer available on further education programmes at level 3, or above, for students aged 19 years or over at the start of the course. The only exception being learners aged 19-23 studying their First Full Level 3 Qualification (see 2.6.2) and learners aged 19+ studying a course eligible for the Level 3 free courses for jobs offer (see 2.6.4). Fees may be higher for this group of students but Advanced Learner Loans are available. Please see the information on the College website (www.colchester.ac.uk) about Advanced Learner Loans or call Admissions on (01206) 712777.

- 2.7.2 If the loan has not been confirmed within 6 weeks of starting the course the fees become due as if there was no loan in place and contact must be made with the Finance Department on 01206 712632 or 01206 712728 to arrange payment.
- 2.7.3 Also refer to section 2.3 on Instalments which is available for students not taking out a loan and paying the fees themselves.
- 2.7.4 Students who have not paid fees in full or have taken out an Advanced Learner Loan and subsequently withdraw from the programme, are liable for the full fee for the year.

In the case that loan payments have stopped, students will be invoiced for any balance at this point.

See section 2.3 on instalments which will be available in these circumstances.

2.8 Students aged 19 years or older where courses are not funded and loans are not available.

- 2.8.1 Students resident in any of the devolved authority areas cannot be funded by Colchester Institute. Please check before enrolment if you are resident in any of the following areas :-
- Greater London Authority (2019)
 - Cambridgeshire and Peterborough combined Authority (2019)
 - Greater Manchester combined Authority (2019)
 - Liverpool City Region Combined Authority (2019)
 - West of England Combined Authority (2019)
 - West Midlands Combined Authority (2019)
 - Tees Valley Combined Authority (2019)
 - North of Tyne (2020)
 - Sheffield City Region (2021)
 - West Yorkshire Combined Authority (2021)

If you were enrolled on a funded course, started your learning with us before your authority's devolution date and have not completed your learning before the 31 July 2021 we can continue your funding until completion.

2.8.2 Students aged 19-23 that do not already hold a Full Level 2 Qualification

Students wishing to enrol on a level 2 or below course (not classified as a Full Level 2), which is not English, Maths, Essential Digital Skills Qualification or ESOL, will have to pay a full cost fee. Please enquire before enrolment if you are unsure.

2.9 New Approach (School Links provision)

The College's School Links provision for discrete schools' programme will be costed in line with the level of resources required and will cover all related costs. Fees will be as stated and are due for payment 30 days from invoice date unless alternative arrangements have been agreed in writing.

New Approach 'Taster' programme

Fees have been set at £1,028 for the 'taster' programme and will be invoiced upon commencement of the programme.

New Approach 'Main' programme

Upon successful completion of the 6 week 'taster' students will be enrolled on the 'main' programme. Fees are £5,138 per placement and invoices will be issued upon commencement of the programme.

All fees are payable at the start of the programme and refunds would only be made in line with 7.1.1 and 7.1.3 of our refunds policy.

2.10 Repeat Year

For students who are over the age of 19 and repeating the year to improve their grades, the full rate will apply.

2.11 Staff Development

Staff must gain formal authorisation for support from Staff Development prior to enrolment where the course is being funded by the College and in these circumstances an agreement to repay course fees if leaving within a certain time period will be required. Staff may be required to provide evidence of authorisation prior to or at enrolment. All Colchester Institute employees are eligible for a 35% reduction in fees only. Where the course is designated a full cost course or is a loan funded course, a 20% reduction in fees will apply. The staff member must be employed by Colchester Institute at the start of the course to qualify for this discount.

3 Overseas and International Students

Students who are not UK Nationals or do not meet government funding/residency criteria as being eligible for funding, will be charged tuition fees calculated on a full cost recovery basis.

Please contact the Admissions and Curriculum Support Team for further information and to confirm fee status.

4 Additional Charges

Many courses may carry an additional charge for specific vocational materials and/or visits. These are payable at enrolment although most visit payments will become due during the academic year. A facility to pay online for visits and other costs is available via our online store, www.onlinestore.colchester.ac.uk

Where a Disclosure and Barring Service (DBS) (formally CRB) disclosure is required the relevant fee charged by the DBS may be passed on to the applicant/student. If an applicant does not subsequently obtain a place on their chosen course, the DBS fee is not refundable. This charge will become due when the DBS form is submitted.

5 Examination/Award Body Registration Fees

- 5.1 Students aged 19 years and over on Government funded courses, will be expected to pay examination/registration fees unless they are eligible for reduced fees.
- 5.2 Examination fees to be paid post-enrolment will not be invoiced. Payment must be made at the time of submitting the examination entry form.
- 5.3 There will be no additional fees for essential award body registrations or first attempt examination fees for Further Education students under 19 years of age.
- 5.4 The College reserves the right to charge students for examination resits.
- 5.5 Where late entries are accepted, the additional fees are to be paid by the student.
- 5.6 The College reserves the right to charge students for non-attendance at any examination where there is a cost involved.

6 Refunds

6.1 General

Where a student decides to stop attending a course, regardless of the reason, the College does not refund (or cancel unpaid) tuition fees and the balance of the fee will remain due unless any of the circumstances below applies:

Refunds or cancellations will normally only be issued to students (or their sponsors) in the following circumstances:-

- 6.1.1 If the course is cancelled by Colchester Institute a full refund will be made and no administration fee will be charged.
- 6.1.2 Fees are refundable when the enrolment is concluded off College premises or by means of distance communication (i.e. online or over the phone) and the student cancels within a 14 day cooling-off period (i.e. 14 days from enrolment date (the date the booking is made)). Such refunds will be subject to a £50 administration fee.

- 6.1.3 If the student withdraws before the course starts a full refund, less a £50 administration fee, will be considered following a request in writing to the Head of Funding and Information. This request must be received at least five working days prior to the start date of the course.
- 6.1.4 Where a student wishes to claim a refund on the grounds of quality, they must follow the Complaints Procedure for any such consideration.
- 6.1.5 Where a student completes a course early no refund of fees will be given. Where a student completes a course early but has outstanding instalments these will still be due to Colchester Institute.
- 6.1.6 A pro-rata refund (based on time attended) will be considered where a student withdraws from a course within 42 days of the start date of the course or is forced to withdraw later due to ill health that will impact on their ability to complete the course and can provide a doctor's certificate evidencing this within two weeks of the final attendance.
- A £50 administration fee will be deducted from any refund approved.
 - Examination and Resource (e.g. books, materials) elements will only be refunded where no costs have been incurred by the College.
 - No refund would be made if withdrawal was in the final term of the course
- 6.1.7 Requests for refunds for visit payments must be made via the tutor.
- 6.1.8 Fees will not be refunded for any sessions that are cancelled due to fire, flood, pandemics, adverse weather conditions, industrial action or any circumstances outside of the College's control. We may in some of these circumstances need to change the delivery method of your course.
- 6.1.9 No refunds will be made on courses 12 weeks or less in duration, with the exception of 6.1.1, 6.1.2 and 6.1.3 above

6.1.10 No refunds will be made on full cost courses, with the exception of 6.1.1, 6.1.2 and 6.1.3 above. For part time leisure courses please refer to section 11.

6.1.11 Where a student withdraws from a programme where fees were being met through an Advanced Learner loan, the learner will be liable for the full fee and will be invoiced when loan payments stop.

Refunds will either be made by BACS payment direct to the payee's bank account or directly back to the card used if payment was via the online store.

Students whose refund applications are refused due to not meeting the criteria will be notified of this in writing by the Director of Funding and Information or his/her deputy and full payment of any outstanding fees will be due. Any appeals to this decision should be made via the Complaints Procedure.

6.2 Student Substitution

6.2.1 This is normally only allowed on certain School Link programmes.

6.2.2 Under certain circumstances, where employer sponsorship is involved, student substitution for fee purposes may be possible (where tutors consider it academically acceptable). Application must be made in writing to the Director of Funding and Information.

6.3 Deposit Transfers

No deposit transfer between customers is permitted.

6.4 Awarding Body/Examination Fee Refunds

Where examination fees have been paid separately

- 6.4.1 Prior to the entry being made by the College a refund may be available if the student is withdrawing from the course. Application must be made in writing to the Admissions, Examinations and Timetabling Manager.
- 6.4.2 Only in very exceptional circumstances will refunds be made once the entry has been submitted to the award body. Application must be made in writing to the Admissions, Examinations and Timetabling Manager.

6.5 Deposit or fees carry over from one academic year to the next

- 6.5.1 Deposit carry over for overseas students. Please refer to the International Fee Policy.
- 6.5.2 Fee carry over is only considered in exceptional circumstances.

6.6` Payment of Refunds

Refund payments will be made to the same person/institution that made the initial payment.

6.7 Professional Membership Fees

Students who become eligible to join a professional body linked to their profession will be liable for payment of their own membership fees.

The only exception to this rule is for apprentices where the professional membership is part of their apprenticeship standard. In these cases, the membership will be covered by the college for the 1st year only.

7 Level 5 Trinity CertTESOL Course Students

Students who are approved by the course leader to intermit during the academic year with the intention of completing the course as part of a subsequent cohort will be liable for the following:-

- Any outstanding fees will become payable immediately
- An additional fee of £150 to cover additional moderation costs when they re-enrol.

8 Higher Education

Please refer to the [Higher Education Fee Policy](#).

9 Work Based Learning and Apprenticeships

No fees are charged to a student who undertakes an Apprenticeship. The only exception to this is where students and/or employers chose to opt to gain an additional professional qualification and/or membership which is not a mandatory part of the programme.

For information regarding employer contributions please refer to the Employer Co-Investment Policy for levy and non-levy paying employers, as the charges may vary according to the framework/standard delivered.

10 Part Time Leisure Courses

Leisure courses are full cost and not supported by government funding so no reduced fees or additional learning support are available on these programmes. These courses are only available for individuals aged 18 or over.

- 10.1 Payments must be made through the online store and we are unable to accept payment in any other format for this type of course.
- 10.2 We reserve the right to withdraw, change or cancel a leisure course if purchased places do not exceed the minimum number. If this happens we will inform you and an automatic refund will be issued for the full amount paid.
- 10.3 Fees are refundable when the enrolment is concluded off College premises or by means of distance communication (i.e. online or over the phone) and the student cancels within the 14 day cooling-off period (i.e. 14 days from enrolment date (the date the booking is made)). Such refunds will be subject to a £50 administration fee.
- 10.4 Any cancellation must be received at least 10 days prior to the start date of the course. To cancel your place you must email your request to lucy.harling@colchester.ac.uk If approved your refund will have a £50 administration fee deducted and will be refunded onto the card used to make the original payment.
- 10.5 No partial refunds for will be made for any sessions that are cancelled due to fire, flood, pandemics, adverse weather conditions, industrial action or any circumstances outside of the college's control, or for delegates not attending the course. We may in some of these circumstances need to change the delivery method of your course.
- 10.6 In exceptional circumstances at our discretion, once a programme has started refunds or credit notes may be considered. All requests for refunds should be made within two weeks of your last attendance to your course tutor. Please note that programme fees include an administration charge of £50, which will not be refunded.

11 CI Business Solutions

Professional high quality, flexible and innovative training solutions are provided to employers across the region via the College's dedicated team within the Business Solutions Hub. Individuals and employers can book courses for the dates shown on our website or can discuss options with our Business Training

Advisors regarding organisation-specific needs. All courses have a 10% non-refundable deposit taken at the time of booking.

12 Financial Support

The College administers a Discretionary Student Support and Advanced Learner Loan Bursary fund for qualifying learners. Eligible support may be available for course fees (not available for Advanced learner Loans), equipment, travel, uniform and childcare costs. The fund has limited and finite resources. For more information, eligibility and how to apply please contact Student Services on 01206 712078 or email student.finance@colchester.ac.uk

13 Where to Obtain Assistance

- For support with finances, please contact Student Services on (01206) 712078 or email student.finance@colchester.ac.uk
- For support/information on fee queries, enrolment, withdrawals and fee payments please contact Registry on (01206) 712555 or email Registry@colchester.ac.uk.
- For further information on the Colchester Institute Instalment plan please contact the Finance Team on (01206) 712632 or (01206) 712728 or email finance.dept@colchester.ac.uk
- For general information and advice on course availability for full and part-time courses and Apprenticeships please contact the Course Enquiry Line on (01206) 712777.
- For information on international fees and admission criteria please contact the International Admissions Officers on (01206) 712158.
- For information on Work Based Learning, Apprenticeship (01206) 712727

- For information on professional full cost and bespoke employer courses and employer Apprenticeship enquiries please contact CI Business Solutions on (01206) 712727
- Please refer to www.colchester.ac.uk for additional information.

14 Equality and Diversity

Colchester Institute aims to provide a welcoming environment in which all students and employees are encouraged to realise their full potential, where every individual is valued and offered equal opportunity to progress.

The College will treat all employees and students with respect and dignity, and in an equivalent fashion, and will seek to provide a working and learning environment free from harassment, discrimination and victimisation.

The College will not tolerate any form of discriminatory behaviour from their employees, students or members of the public.

15 Disclaimer

This information has been provided in good faith and we have tried to ensure its accuracy, however it is for guidance and does not form any part of a contract.

Any provision which falls outside the scope of this Policy will be referred to the Executive Vice-Principal Finance and Corporate Development.

Fees and additional costs which are amended prior to the commencement of the course and are outside the control of Colchester Institute will be passed on to the student

16 Appendix 1

FE COURSES – Employer Authorisation Form



Purchase Order No.	
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Employer's name and address

Invoices will be sent to the email address supplied below. (Use Block Capitals)

_____ Tel: _____

Email: _____

Student's Name	Course	Total Fee
Total Students Supported:		Total Fees Payable £

In all cases, payment in advance of 40% or £500, whichever is lower, of the course fee is mandatory.

This can be paid by phone on 01206 712628 or 01206 712728 or via the online store using the link below:

<https://onlinestore.colchester.ac.uk/product-catalogue/employer-deposits/employer-deposit/employer-deposit-fe-students>

Please quote the Student ID Number (or student name & date of birth) in all instances.

If this payment is not received, the student will not be able to enrol, and will not be eligible to receive Colchester Institute Tuition.

To pay the balance, please select one of the below:

- Payment of balance within 30 days on receipt of invoice.
- Arrange an instalment payment plan using the Recurring Card Payment (RCP) platform used by the Colchester Institute. Please ensure you also sign the FE Employer Instalment Plan Terms and Conditions on page 3 of this document. Our Finance Office will contact you to set up the plan.

I, _____ (full name) agree on behalf of the above named Employer that in consideration of Colchester Institute providing educational services for the above Course and named student(s), the Employer shall be primarily responsible for all fees payable in accordance with the terms and conditions overleaf, the FE Employer Instalment Plan Terms & Conditions (see page 3) and the FE Fee Policy 2022-23 which can be found on Colchester Institute's website at <https://www.colchester.ac.uk/policies/#fee-policies>

Signed _____ Print Name _____

Position in Company _____ Date _____

Email _____

Purchase Order No.	
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I, _____ (full name of Student) agree that in the event that the Employer fails to make any payment in consideration of Colchester Institute providing educational services for the above Course, I shall be responsible for all fees payable in accordance with the terms and conditions and the FE Fee Policy 2022-23 which can be found on Colchester Institute's website at <https://www.colchester.ac.uk/policies/#fee-policies>

Signed: _____

Print Name: _____

Date: _____

Email: _____

TERMS AND CONDITIONS

1. These terms and conditions, together with the FE Employer Instalment Plan Terms & Conditions and the FE Fee Policy 2022-23 which can be found on Colchester Institute's website at <https://www.colchester.ac.uk/policies/#fee-policies> and www.colchester.ac.uk/adults/payment-options/ represent the entire agreement between Colchester Institute, the Employer and the student in relation to the provision of educational services to, and the payment by the Employer of the course fees of the students named overleaf. No variation in the terms and conditions will be effective unless agreed by all parties in writing.
2. Fees remain payable by the Employer in connection with courses provided by Colchester Institute to the students named overleaf, irrespective of whether or not any individual student completes the course for whatever reason, and irrespective of whether or not the student remains in the employment of the Employer throughout the duration of each relevant course.
3. In the event that the Employer fails to make any payment owing to Colchester Institute in accordance with this Employer Authorisation Form or the FE Employer Instalment Plan Terms & Conditions the student will be liable for the payment of all course fees in respect of any course on which they are enrolled, irrespective of whether or not they complete the course or remain in the employment of the Employer for the duration of the course.
4. If any payment is not paid in accordance with this Employer Authorisation Form or the FE Employer Instalment Terms & Conditions, Colchester Institute will pursue all unpaid debts and may inform debt collection agencies in order to recover the money owed from either the Employer or the student. Additional costs may be incurred which will be payable by either the Employer or the student.

Purchase Order No. _____

FE Employer Instalment Terms & Conditions

The Colchester Institute provides a payment platform called RCP (Recurring Card Payment) for Instalment Payment Plans. It uses your debit/credit card details NOT your bank details.

To use the Employer Instalment Payment Plan, you agree to the following Terms & Conditions:

1. I confirm payment of 40% or £500, whichever is lower, of the course fee has been paid in advance.
2. I confirm that the details as provided on the Employer Authorisation Form are accurate and agree for these to be used in the set up of the Employer Instalment Payment Plan account.
3. I agree as the Employer I/we will provide valid card details (in line with the Colchester Institute GDPR & PCIDSS policies) for the set up the payment plan.
4. I agree as the Employer I/we will ensure that all fees will be paid in full within 6 months of the start of the course, or if the course is less than 6 months in duration, by the planned end date of the course.
5. I understand that if I/we the Employer do not adhere to the payment schedule then I/we may be referred to a Debt Collection Agency and incur additional charges.
6. I agree as the Employer I/we will update the Finance Office at the Colchester Institute with any changes to the Employer's card details.
7. I agree as the Employer I/we will be contacted by the College by email, telephone, mobile and SMS regarding the Employer Instalment Plan.
8. I understand that as the Employer I/we should contact the Finance Office immediately should a payment fail.

Telephone: 01206 712628 or 01206 712728

Email: finance.dept@colchester.ac.uk

9. I confirm that I am authorised to sign on behalf of the Employer.

Signed _____ Print Name _____

Position in Company _____ Date _____

Email address _____

Purchase Order No.	
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PLEASE RETURN YOUR AUTHORISATION FORM, AND THE EMPLOYER INSTALMENT PLAN TERMS & CONDITIONS USING THE DETAILS BELOW:

Email: Registry@colchester.ac.uk

Registry
Colchester Institute
Sheepen Road
Colchester
Essex
CO3 3LL

Telephone: (01206) 712555

In compliance with current data protection law Colchester Institute will keep your personal information only as long as is necessary to fulfil the purpose for which it was collected and in accordance with our records retention schedule. Further details regarding our privacy notice can be found at:

<https://www.colchester.ac.uk/policies/website-privacy-policy-and-terms-and-conditions/>



Terms & Conditions

The Colchester Institute provides a payment platform called RCP (Recurring Card Payment) for Instalment Payment Plans. It uses your debit/credit card details NOT your bank details.

To use the Instalment Payment Plan, you agree to the following Terms & Conditions:

1. I agree to pay 40% or £500, whichever is lower, of the course fee at the time of enrolment.
2. I agree to set up the instalment payment plan on the day of enrolment.
3. I will provide valid card details (in line with the Colchester Institute GDPR & PCIDSS Policies) for the set-up of the payment plan.
4. I confirm that my details as provided on the Enrolment Form are accurate and agree for these to be used in the set-up of the Instalment Payment Plan.
5. I agree to ensure that all fees will be paid in full within 6 months of the start of the course, or if the course is less than 6 months in duration, by the planned end date of the course.
6. I understand that if I do not adhere to the payment schedule I may be referred to a Debt Collection Agency and incur additional charges.
7. I agree to update the Finance Office at the Colchester Institute with any changes to my payment card.
8. I understand that I should contact the Colchester Institutes Finance Department immediately should a payment fail.

Telephone: 01206 712628 or 01206 712728

Email: finance.dept@colchester.ac.uk

Signed _____ Print Name _____

Email address _____

Date _____

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