FE Fee Policy

Policy Details			
Policy Owner	Head of Funding and Information		
CE Sponsor	Vice Principal: Curriculum Innovation and Business Transformation		
Date created this year	30 March 2026		
Version:	**Approved by:**	**Date approved:**	**To be reviewed:**
1	College Executive	6 May 2026	March 2027
1	Finance and Resources Committee	12 May 2026	March 2027

Version Control (changes in this version)	
1.	• Amendments to wording in sections 2, 3 and 4 to improve clarity. • Added tables to sections 8 and 9 setting out refund policy for part-time and commercial courses. • Currently awaiting adult funding rules and updated appendices and links following changes to the Finance system.

Equality Impact Assessment Tool

		Yes/No	Comments
1	**Does the policy/guidance affect one group less or more favorably than another on the basis of:**		
	Race or ethnicity	No	
	Disability	No	
	Gender	No	
	Religion or belief	No	
	Sexual orientation	No	
	Age	No	
	Marriage and Civil Partnership	No	
	Maternity and Pregnancy	No	
	Gender Reassignment	No	
2	**Is there any evidence that some groups are affected differently?**	No	
3	**If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?**	N/A	
4	**Is the impact of the policy/guidance likely to be negative/**	No	
5	**If so, can the impact be avoided?**	N/A	
6	**What alternatives are there to achieving the policy/guidance without the impact?**	N/A	
7	**Can we reduce the impact by taking different action?**	N/A	

1. POLICY PURPOSE

This Fee Policy provides information on payment of and liability for tuition and other fees for provision delivered by Colchester Institute. The policy aims to give clear advice and guidance to students and staff regarding the costs of learning at Colchester Institute from 1st August 2026 to 31st July 2027.

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

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

2. FEES

Course fees will be clearly outlined and communicated to the student as promptly as possible.

The College will pursue all unpaid debts, and any additional charges incurred will be added to the debt.

Students who are unwilling to provide proof of identification to confirm their legal name, and date of birth including any other required data for the enrolment form will be unable to enrol.

Students with unpaid fees will not be allowed to enrol on any further courses until all outstanding amounts have been paid.
Course fees published by Colchester Institute cover the entire duration of the course, including two-year programmes with a single learning aim that span both years.

A 'home' fees student is eligible to receive funding for their qualification (provided it is a course supported by Government funding), via the Department for Education. Students classified as 'home' fees will need to fulfil the residency requirements in Adult Skills Fund Funding Rules. If the residency criteria in this document is not met, the student will be classed as an 'overseas' student and will be expected to pay the full-cost fee for their course.
Please contact **our Admissions Team on 01206 712777** for further information on residency eligibility before enrolling on a course.

If a student is identified as having claimed a fee waiver fraudulently then they will be invoiced for their course fee and may be referred to the appropriate authority.

To confirm eligibility for a fee reduction, students must supply the evidence requested by Registry.

Student Age

- Students aged 16-18 years on 31st August in the year they start their course will be categorised as 16-18 students.
- Students aged 19 and over on 31st August in the year they start their course will be categorised as aged over 19.
- Students studying a Full Level 2 or 3 course aged between 19-23 years on 31st August in the year they start their course will be categorised as 19–23-year-old students.

Students aged over 19 on Government funded courses, will be expected to pay **tuition fees**, **awarding body fees** and any associated **material costs**, unless they are eligible for a fee waiver.

Tuition Fees

Tuition fees for Government-funded courses will be waived for students aged 16-18 on 31st August of the academic year they begin their program. This covers free tuition in any subsequent year of study if the student continues on the same learning aim. This applies to both full-time and part-time students. Students aged 19 or older on 31st August of the academic year they start a new learning

aim/program may be required to pay tuition fees.

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

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

Examination/Awarding Body Registration Fees
For students under 19 years old, there will be no additional fees for essential awarding body registrations or first attempt exam fees.

The College reserves the right to charge students for additional examination resits.

Where late entries are accepted, the additional fees are to be paid by the student.

The College reserves the right to charge students for non-attendance at any examination where there is a cost involved.

Overseas and International Students
Students who are not UK nationals and do not meet the government funding residency criteria for eligibility will be charged tuition fees based on full cost delivery basis.

Please contact the Admissions and Curriculum Support Team on (01206) 712777 for further information and to confirm fee status.

Additional Charges
Many courses may carry an additional charge for specific vocational materials and/or visits. A facility to pay online for visits and other costs is available via our online store, Tuition Payments | Colchester Institute Online Store.

Where a Disclosure and Barring Service (DBS) 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.

3. PAYMENT OPTIONS

Payment in full in advance
Fee paying students will be expected to pay for their course in full by the end of their course. Instalment options are available to students where their tuition fees exceed £200, see 'Instalments' below.

The College accepts payment by credit and debit cards (excluding American Express and pre-paid cards).

Online payments are offered for certain courses, as specified on the website. These courses can be paid via our online store at Colchester Institute Tuition Payments | Colchester Institute Online Store

Employers who are funding a student must complete and sign an Employer Authorisation Form. Please see Appendix 1 for the Employer Authorisation Form. Copies are also available at Registry or on the Colchester Institute website.

Instalments
If your total course fees exceed £200 you may choose to pay your fees on a monthly payment plan

basis. You must sign an official agreement with Colchester Institute to arrange a monthly payment plan, with a clearly stipulated timetable ensuring all fees are paid in full within six months of the start of your course. If the duration of the course is less than six months all fees are to be paid prior to the planned end date.

In order to set up a monthly payment plan, you will be required to pay 40% of the course fee at the time of enrolment or £500, whichever is lower. The monthly instalment payments will also be set up at the point of enrolment. Failure to fulfil any terms and conditions of an instalment agreement shall result in you becoming immediately liable for the full outstanding balance and you may not be entitled to pay any future fees by instalments.
Please contact Registry via email **Registry@colchester.ac.uk** for further information.

Employer paying
If your Employer is paying your course fees, 40% of the fee or £500 (whichever is lower) will be payable at enrolment, or prior to enrolment via the Online Store. This can be paid by clicking on the following link and selecting Employer Deposit. Please note that your employer will be required to enter your student number (which can be found on your enrolment information letter) or your name and date of birth. www.colchester.ac.uk/online-payments/

4. FEE WAIVERS

Students eligible for a fee waiver will not be charged for tuition, awarding body registration or examination fees. However, they 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 Department for Education conditions of funding, students in the categories listed below may be eligible for a fee waiver if they can provide appropriate evidence or, where appropriate, complete a signed declaration.

Please note that students who are continuing a programme of study* will continue to receive the fee waivers established in 2025/2026.

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

Students aged 16-18 years of age
In line with Department for Education 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.

Students aged over 19 enrolling on English or Maths Courses
Will not be required to pay fees for the following:

- 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.

Students aged over 19 enrolling on Essential Digital Skills Qualifications
Will not be required to pay fees for the following:

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

Students aged over 19 with gross annual income below £25,750 Earnings Threshold
Starting on learning aims up to and including Level 2 (excluding English, Maths) who are unemployed, employed or self-employed will not be required to pay fees.

Evidence of income including salary and benefits must be provided at enrolment or by no later than

2 weeks after the course start date. Universal Credit Statements used to evidence earnings 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 prior to the start date of the course. Students will also be required to sign a 'Request For Fee Reduction' declaration form to confirm eligibility.

Evidence of salary income can include a wage slip, which must be dated within 3 months of the start of the course, or a current employment contract which states gross monthly/annual wages. This must be provided at enrolment or by no later than 2 weeks after the course start date. If evidence is not provided within the timelines specified, an invoice will be sent for full payment.

Students aged over 19 enrolling on a Level 3 Course as part of the Level 3 free courses for jobs offer
Students enrolling in a Level 3 Free Course for Jobs Offer Qualification, with a gross annual income of less than £25,750, will receive full funding.

Students aged 19 to 23 years studying their first full level 2 qualification
Will not be required to pay a fee for eligible courses.

Students aged 19 to 23 years studying a full level 3 qualification
Will not be required to pay fees for eligible courses:

- Where the student has not previously achieved a full level 3 qualification, or
- Where the student's gross annual income is below £25,750.

Students not eligible for fee waivers
For students aged over 19 that do not meet the eligibility criteria for a fee waiver, a fee may be payable. For students on courses at level 3 or above an advanced learner loan may be available. More information can be found on the Colchester Institute website **or by calling Registry on (01206) 712555.**

If the loan has not been confirmed within 6 weeks of starting the course the fees become due and contact must be made with the **Finance Department on 01206 712628 or 01206 712728 to arrange payment.**

Also refer to 'Instalments' in section 2 which is available for students not taking out a loan and paying the fees themselves.

Students who have not paid fees in full or have taken out an Advanced Learner Loan and subsequently withdraw from the programme, may be liable for payment, please refer to 'Withdrawals' in section 4.

Students aged 19+ residing in any of the devolved authority areas listed below cannot be funded:

- Greater London Authority
- Cambridgeshire and Peterborough combined Authority
- Devon and Torbay Combined County Authority
- East Midlands Combined County Authority
- Greater Lincolnshire Combined County Authority
- Greater Manchester combined Authority
- Hull and East Yorkshire Combined Authority
- Lancashire Combined County Authority
- Liverpool City Region Combined Authority
- North East Combined Authority
- South Yorkshire Mayoral Combined Authority
- Tees Valley Combined Authority

- West of England Combined Authority
- West Midlands Combined Authority
- West Yorkshire Combined Authority
- York and North Yorkshire Combined Authority

If a student has completed any prior learning that has been previously accredited by an awarding organisation or could be formally recognised and count towards the course additional Full Cost Fees may be incurred.

Staff Development
Where a course is being funded by the College, staff must gain formal authorisation for support prior to enrolment from the 'Learning and Development' team in People and Culture at the following email address: learninganddevelopment@colchester.ac.uk

In these circumstances an agreement to repay course fees if leaving within a specified timeframe will be required. Staff may be required to provide evidence of authorisation prior to or at enrolment. All core and hourly paid Colchester Institute employees are eligible for a reduction in tuition fees up to 35%. Where the course is designated a full cost course, a 10% reduction in fees will apply. To be eligible for the reduction in fees, staff must be in employment with Colchester Institute on the first day of the course. There will be a qualifying period of 6 months employment with probation satisfactorily passed for the discount to be applied, unless the course is essential to support the role. All staff discounts are subject to annual review and are for the academic year in question and not the lifetime of the qualification. Discounts will not be available for Colchester Institute staff undertaking an apprenticeship.

5. REFUNDS

General
If the course is cancelled by Colchester Institute a full refund will be made.

Fees are refundable when the student cancels within a 14-day cooling-off period (i.e. 14 days from the date of first attendance).

Where a student wishes to claim a refund on the grounds of quality, they must follow the Complaints Procedure for any such consideration:
Colchester Institute - Concerns and Complaints

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 continue to be paid in accordance with the agreed Terms and Conditions. See Instalment section for further details.

For more information and to make a Requests for a refund visit the website: Help & Information | Colchester Institute Online Store

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.

Withdrawals
Where a student withdraws from a Further Education Programme before the end of the academic year, the fee will be recalculated as follows:

Students enrolled onto courses with a duration 24 weeks or more

Withdrawal Period	Proportion of Fee
Term 1	33% of fee will be charged
Term 2	66% of fee will be charged
Term 3	100% of fee will be charged

Students enrolled onto a course with duration more than 2 weeks but less than 24 weeks

Withdrawal Period	Proportion of Fee
First 2 weeks after the start date	0% of fee will be charged
More than 2 weeks after the start date	100% of fee will be charged

This does not apply to Apprenticeships, full-cost, leisure courses or courses paid for via an advanced learner loan except where the course is cancelled by Colchester Institute.

No refunds will be made on courses **2 weeks or less** in duration, except where the course is cancelled by Colchester Institute

For part time leisure courses please refer to section 8.

Transfers
Where a paying student chooses to transfer from one course to another at the College the following applies:

- Students transferring to a course with the same fees may not be charged any additional tuition fees.
- Students transferring to a course with a different fee will be charged an adjusted fee based on time attended on each course. If you are entitled to a refund, the Registry Team will contact you to complete a 'Refund Request Form'.
- An additional fee to cover awarding body costs may be payable.

Break in Learning
In exceptional circumstances and subject to the agreement of the College, students aged over 19 may be able to take a break in learning.

Fee payments will continue during the break in learning, except for Student Finance England loans (Advanced Learner Loans) which are suspended until the learner returns to study.

Students who do not recommence their course will be withdrawn from the last date of attendance on the course. Refer to ‘Withdrawals’ in section 5.

No refunds will be considered for any break in learning.

Deposit Transfers
No deposit transfer between customers is permitted.

Awarding Body/Examination Fee Refunds
Awarding Body/ Examination Fee Refunds are only available when examination fees have been paid separately for resits.

Prior to the entry being made by the College a refund may be available if the student is withdrawing from the course. To request a refund visit the website
Help & Information | Colchester Institute Online Store

Only in very exceptional circumstances will refunds be made once the entry has been submitted to the award body. Applications must be made in writing to the Admissions, Examinations and Timetabling Manager.

Deposit or fees carried over from one academic year to the next
Deposit carry over for overseas students. Please refer to the International Fee Policy. Fee carry over is only considered in exceptional circumstances.

Payment of Refunds
Refund payments will be made to the original payer using the original payment method.

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.

6. HIGHER EDUCATION

Please refer to the Higher Education Fee Policy for courses delivered through University Centre Colchester (UCC).

7. WORK BASED LEARNING AND APPRENTICESHIPS

No tuition fees are charged to a student who undertakes an Apprenticeship. The exception is employers who choose to gain an additional professional qualification and/or membership which is not a mandatory part of the programme.

Fees for End-Point Assessment resits may be payable.

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 standard delivered.

8. PART TIME LEISURE COURSES

Leisure courses are full cost and not supported by government funding so fees reductions and additional learning support are not available on these programmes. These courses are only available for individuals aged 18 or over at the start of the course.

Payments must be made through the online store and we are unable to accept payment in any other format for this type of course.

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.

Courses cancelled by customer
Where a customer cancels their booking, the following refunds apply:

Cancellation Period	**Refund**
Within 14-day cooling-off period	Full refund
After the 14-day cooling-off period and more than 21 days before the start date	Refund of course fee **minus 10%**
After the 14-day cooling-off period and less than 21	No refund

days before the start date	

9. COMMERCIAL COURSES

Payments must be made via the Online Store, BACs or PDQ.

We reserve the right to withdraw, change or cancel courses if purchased places do not exceed the minimum number.

All courses to be paid in full upon booking or secured by a 10% non-refundable, non- transferable deposit.

Any remaining fees must be paid within 14 days of the course start date.

All courses are subject to a 14-day cooling off period (from date of booking).

Courses cancelled by customer

Where a customer cancels their booking, the following refunds apply:

Cancellation Period	**Refund**
Within 14-day cooling-off period	Full refund
After the 14-day cooling-off period and more than 21 days before the start date	Refund of course fee **minus 10% deposit**
After the 14-day cooling-off period and less than 21 days before the start date	No refund

10. FINANCIAL SUPPORT

The College administers a Discretionary Learner Support and an Advanced Learner Loan Bursary fund for qualifying learners. Eligible support may be available for equipment, travel, uniform and childcare costs. In exceptional circumstances, the Discretionary Learner Support Fund may be able to assist with a contribution towards course fees. The fund has limited and finite resources. Bursary funds cannot assist with course fees for courses that are eligible for an Advanced Learn Loan. For more information, eligibility and how to apply please contact Student Services on 01206 712435 or email student.finance@colchester.ac.uk.

11. WHERE TO OBTAIN ASSISTANCE

- For support with finances, please contact Student Services on (01206) 712435 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) 583550 Option 4 or by emailing 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) 712777.

- 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.

12. EQUITY, DIVERSITY AND INCLUSION

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.

13. 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 Deputy Chief Executive.

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.

Appendix 1

FE COURSES – Employer Authorisation Form

Employer Name:

Employer Address:

Employer phone number:

Employer Email:

Invoices will be sent to the email address provided above.

Student Name	**Course**	**Total Fee**
Total Students Supported:	Total Fees Payable £	

Payments can be made by phone on 01206 583550 - option 4 or, via the Online Store using the link below:

Course Fee Payment - Further Education (FE) | Colchester Institute Online Store

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

Method of payment, please select one of the below:

☐ Payment of fees within 30 days on receipt of invoice.

☐ Instalment payment plan. **

This option is subject to completion of the **FE Employer Instalment Terms & Conditions found on page 3 of this document. Once completed and returned the Finance Office will contact you to set up the plan.

TERMS AND CONDITIONS

1. These terms and conditions, together with the FE Employer Instalment Plan Terms & Conditions and the FE Fee Policy 2026-27 which can be found on Colchester Institute's website at:

   https://www.colchester.ac.uk/policies/#fee-policies 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 any individual student completes the course for whatever reason, and irrespective of whether the student remains in the employment of the Employer throughout the duration of each relevant course.

3. If any payment is not paid in accordance with this FE Employer Authorisation Form or the FE Employer Instalment Terms & Conditions, Colchester Institute will pursue all unpaid debts and may inform debt collection agencies to recover the money owed from the Employer. Additional costs may be incurred which will be payable by the Employer.

I,_____(full name) agree on behalf of the named Employer that in consideration of Colchester Institute providing educational services for the named Course and named student(s), the Employer shall be 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 2026-27 which can be found on Colchester Institute's website at: https://www.colchester.ac.uk/policies/#fee-policies

Signed: Print Name:

Position in Company:

Email:

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/

FE EMPLOYER - INSTALMENT PAYMENT PLAN
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. We confirm the Employer Authorisation Form has been agreed, signed, and returned.

2. We confirm that the details as provided on the Employer Authorisation Form are accurate and agree for these to be used in the set of up the Employer Instalment Payment Plan.

3. We agree to set up the instalment payment plan within 2 weeks of the student(s) attendance.

4. We agree all fees will be paid within six months of the course start date. If the duration of the course is less than six months, all fees will be paid before the planned end date.

5. We understand that if we the Employer do not adhere to the payment schedule then we may be referred to a Debt Collection Agency and incur additional charges.

6. We agree as the Employer we will provide valid card details (in line with the Colchester Institute GDPR & PCIDSS policies) for the set up the payment plan.

7. We agree as the Employer we will update the Finance Office at the Colchester Institute with any changes to the Employer's card details.

8. We agree as the Employer I/we will be contacted by the College by email, telephone, mobile and SMS regarding the Employer Instalment Plan.

9. We understand that as the Employer we should contact the Finance Office immediately should a payment fail.

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

Signed: Print Name:

Position in Company: Date:

Email address:

For any queries please call: 01206 583550 Option 4 or email ***finance.dept@colchester.ac.uk***

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/

Appendix 2
FE STUDENT – Instalment Payment Plan

Terms & Conditions

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

For 2-year courses with the same qualification aim, if the fees are under £2000, they must be paid in full within one academic year. Fees exceeding £2000 can be spread over two academic years 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 within 2 weeks of attendance.

3. I agree if I do not set up the instalment payment within 2 weeks of attendance, all fees will become due for payment within 14 days following the expiry of the 2-week period.

4. I agree all fees will be paid within six months of the course start date. If the course duration is less than six months, the fees will be paid before the planned end date.

5. I understand that if I do not adhere to the payment schedule, I may be referred to a Debt Collection Agency and incur added charges.

6. I will provide valid card details** (in line with the Colchester Institute GDPR & PCIDSS Policies) for the set-up of the payment plan.

7. I confirm that my details as provided on the Enrolment Form are correct and agree for this information to be used in the set-up of the Instalment Payment Plan.

8. I agree to adhere to the payment schedule.

9. I agree to update the Finance Office at the Colchester Institute with any changes to my payment card.

10. I understand that I should contact the Colchester Institutes Finance Department at once should a payment fail.

    Telephone: 01206 583550 – option four.

    Email: finance.dept@colchester.ac.uk

Signed: Print Name:

Email address:

Date:

**American Express and Prepaid cards not accepted.