

FE Fee Policy

Policy Details	
Policy Owner	Head of Funding and Information
CE Sponsor	Executive Vice Principal: Curriculum, Planning and Quality
Date created	10 May 2023
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Approved by	Finance and Resources Committee
Date fully approved	July 2023
Date to be reviewed	June 2024

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 2023 to 31st July 2024.

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

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.

Enrolment should take place prior to the start of the course.

Fees will be due at the time of enrolment. Instalment options are available, see item 3.3.

When paying by credit/debit card the payment must be for the exact amount.

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

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 [Colchester Institute Online Store](#).

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 [Employer Deposit - FE students | Colchester Institute Online Store](#). 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'.

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

Students who are unwilling to provide their date of birth or any other required data for the enrolment form will be unable to enrol.

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.

Fees quoted are for one academic year, with the exception of fees for students on a level 3, 4, 5 or 6 further education programmes eligible for Advanced Learner Loans.

Fees for subsequent years may vary.

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 [ESFA Adult Education Budget Funding Rules](#). If you do not meet any of the residency criteria in the document, you will be classed as an 'overseas' student, see item 4.

Please contact **our Admissions Team on 01206 712158 or 01206 712597** for further information on your residency eligibility before enrolling on a course.

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.

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.

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.

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

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

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

Conditions

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 1 for details of the FE Employer Instalment Payment Plan

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.

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.

If the student fails to sign up to an instalment plan at enrolment all fees will become due for payment within 30 days.

The student's continued attendance on a programme is dependent on his/her payment of each instalment by the due date.

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.

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 2023 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: -

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.

Students aged 19 or older enrolling on Essential Digital Skills Qualifications

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

Students aged 19 or older enrolling on ESOL (English for Speakers of 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 below.

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 less than £20,319 annual gross salary or are unemployed who meet one or more of the criteria listed below.

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 below, 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).

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 £617 a month (learner is sole adult in their benefit claim) or £988 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 £617 a month (learner is sole adult in their benefit claim) or £988 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 £617 a month (learner is sole adult in their benefit claim) or £988 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 must be provided at enrolment or by no later than 2 weeks after the course start date. 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.

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 £20,319 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. 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

Please note that students who are continuing a programme of study* will continue to receive the fee reduction as established in 2022/2023.

*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

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 and learners aged 19+ studying a course eligible for the Level 3 free courses for jobs offer. 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.**

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 712628 or 01206 712728 to arrange payment.**

Also refer to section 3.3 on Instalments 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, 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 3.3 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.

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.

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

Students wishing to enrol on a level 2 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 school's 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 for the 'taster' programme 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 £5,500 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, a 10% 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, [Colchester Institute Online Store](#)

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: -

If the course is cancelled by Colchester Institute a full refund will be made and no administration fee will be charged.

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)).

Where a student wishes to claim a refund on the grounds of quality, they must follow the Complaints Procedure for any such consideration.

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.

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, unless it falls within the 14 day cooling off period.
- 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

Requests for refunds for visit payments must be made via the tutor.

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.

No refunds will be made on courses 12 weeks or less in duration, except where the course is cancelled by Colchester Institute

No refunds will be made on full cost courses, except where the course is cancelled by Colchester Institute. For part time leisure courses please refer to section 10.

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

This is normally only allowed on certain School Link programmes.

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

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.

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

Deposit carry over for overseas students. Please refer to the International Fee Policy.

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.

7. HIGHER EDUCATION

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

8. WORK BASED LEARNING AND APPRENTICESHIPS

No fees are charged to a student who undertakes an Apprenticeship. The only exception to this is where 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.

9. 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.

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

9.2 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.

9.3 If cancelled by customer within 14-day cooling off period, a full refund of any monies paid.

9.4 If a customer cancels their booking after the 14-day cooling off period but more than 21 days before the course start date, the course fee less 10% will be refunded.

9.5 If a customer cancels their booking after the 14-day cooling off period but less than 21 days before the course start date, there will be no refund.

10. CI BUSINESS SOLUTIONS

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

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

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

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

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

10.6 If cancelled by customer within 14-day cooling off period, a full refund of any monies paid will be made.

10.7 Deposits are non-refundable if the customer cancels their booking after the 14-day cooling off period.

10.8 If a customer cancels their booking after the 14-day cooling off period but more than 21 days before the course start date, the course fee less the 10% deposit will be refunded.

10.9 If a customer cancels their booking after the 14-day cooling off period but less than 21 days before the course start date, there will be no refund.

11. 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**

12. 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)

- Please refer to www.colchester.ac.uk for additional information.

13. 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.

14. 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'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:

[Online store - employer deposit payment](#)

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 Terms and Conditions on page 3 of this document. Our 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 2023-24 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 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 either 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 2023-24 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 _____

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. 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 up the Employer Instalment Payment Plan.
3. We confirm payment of 40% or £500 (whichever is lower) of the course fee has been paid in advance.
4. We agree to set up the instalment payment plan within 2 weeks of the student(s) attendance.
5. 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.
6. 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
7. 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.
8. We agree as the Employer we will update the Finance Office at the Colchester Institute with any changes to the Employer's card details.
9. We agree as the Employer I/we will be contacted by the College by email, telephone, mobile and SMS regarding the Employer Instalment Plan.
10. We understand that as the Employer we should contact the Finance Office immediately should a payment fail.
11. I confirm that I am authorised to sign on behalf of the Employer

Telephone: 01206 712628 or 01206 712728

Email: finance.dept@colchester.ac.uk

Signed:

Print Name:

Position in Company:

Date:

Email address:

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 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 within 2 weeks of attendance.
3. I agree if I fail to 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 duration of the course is less than six months all fees are to 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 additional 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 accurate and agree for these to be used in the set-up of the Instalment Payment Plan.
8. I agree to adhere to the payment schedule which will be determined by the end date of my course.
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 immediately should a payment fail.

Telephone: 01206 712728 or 01206 712632

Email: finance.dept@colchester.ac.uk

Signed:

Print Name:

Email address:

Date: