

## How to pay your fees - guidance for students

The payment of tuition fees is the responsibility of the student. If your fees are to be funded by SAAS (including part-time fee grant), Student Finance or by Individual Training Account (ITA), please ensure you apply for funding **before the start of your course** (please refer to the [Student Funding and Fees](#) information on the website).

Fees must be paid in full before you can enrol (unless you set up a payment plan – see thresholds below).

### **For On-line applications (part time courses only):**

When you accept your offer on the course you will be directed to make a payment (in full or by payment plan). Please follow the relevant instructions provided on the email issued to you from Student Records Team.

- i. Paying on-line. All major credit and debit cards are accepted. You can do this even if you are only part paying (with the balance paid by ITA, SAAS or your employer).
- ii. Payment Plan. For fees over £250, a student can apply to pay fees by instalments as per the schedule below (this option is not available to international students – see Tuition Fee Policy for further guidance).

Total Fees Due	No of Instalments
£250 - £750	2 (with the first paid prior to the start of your course)
£751 - £1007	3 (with the first paid prior to the start of your course)
£1008+	6 (with 25% as the first payment paid prior to the start of the course)

To pay your initial instalment please follow the payment link provided on your email from Student Records Team.

Also, you must please complete and sign the Payment Plan form and Direct Debt instruction and scan it to [finance@edinburghcollege.ac.uk](mailto:finance@edinburghcollege.ac.uk) Please also send the completed, signed **original** forms to the Finance Department (Sighthill Campus).

The Finance Department will email you confirming if the payment plan has been approved or declined. If approved the email will confirm the amounts and dates due (1<sup>st</sup> or 15<sup>th</sup> of each month).

**Fees Paid by Your Employer:** if your employer has agreed to pay for your course fees they must supply either a letter on Company headed paper or a Purchase Order number (PO) with your name, course and the amount they are paying towards your course fees. If your employer operates a PO system then a PO **must** be supplied. This can be accepted by e-mail to: [finance@edinburghcollege.ac.uk](mailto:finance@edinburghcollege.ac.uk). On receipt of the letter or PO from your employer an invoice will be issued in due course.

### **For NON On-line applications (part time courses only):**

Please contact us to discuss alternative payment methods including bank transfers.

To discuss other payment options please email [cashiers@edinburghcollege.ac.uk](mailto:cashiers@edinburghcollege.ac.uk) or call one of the undernoted numbers to discuss.