

Students Fee Instalment Payment Policy

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Purpose

The purpose of this policy is to set out the circumstances in which UCOL students are permitted to make payment of UCOL Student Fees on a semesterised instalment basis when enrolling in UCOL courses.

The policy is designed to assist Eligible Students to access UCOL's educational opportunities in a manner which minimises the fiscal impact of direct student payment of UCOL's Tuition Fees.

Scope

This policy applies to all Eligible Students who are self-funded.

Responsibility

Registry Manager and Registry Finance Staff are responsible for the implementation and operation of this policy.

Policy Statements

- 1.1 A student is an Eligible Student for the purposes of this policy if:
 - 1.1.1 The student is enrolled for a UCOL course that is at least two semesters long; **and**
 - 1.1.2 The student is a domestic student who pays directly their UCOL Tuition Fee in respect of any UCOL course to UCOL without utilising:
 - (i) Student loan account;
 - (ii) Training Incentive Allowance;
 - (iii) Any UCOL or other scholarship;
 - (iv) Assisted Student Status.
 - 1.1.3 The Student is a foreign student and:
 - (i) The UCOL Registry Debt Controller has approved the students payment of course fees on a semesterised basis; and
 - (ii) The student or their Agent pays UCOL directly and not through any scholarship, government or private sector subsidy rebate or discount, howsoever described.
- 1.2 For the avoidance of any doubt:
 - (i) Students enrolling in UCOL courses of a single semester duration *are not* Eligible Students;

(ii) Tuition Fees excludes course costs.

2.1 All Eligible Students are entitled to **apply** to the Registry Debt Controller to pay their Tuition Fees on a semesterised basis.

3. **Status of Enrolment Agreement**

3.1 The terms and conditions of enrolment at UCOL as outlined in the UCOL Admission & Enrolment Guide and UCOL Admission & Enrolment Form (Domestic), Application for Admission and Provisional Enrolment (International Students) remain in full force and effect.

3.2 Where Eligible Students apply to the UCOL Registry Debt Controller to pay Tuition Fees by instalments and UCOL grants written approval to do so then the enrolment contract is varied only as to the payment date of the Tuition Fees.

3.3 For the avoidance of any doubt, any student who has UCOL approval to pay on a semesterised basis and subsequently withdraws from their programme of study outside of the period in which a withdrawal with refund of fees is permitted, remains liable for payment of the subsequent semesters fees, and the payment of all other monies due under their Enrolment Agreement.

3.4 A student who fails to make any payment when due, is to be dealt with via UCOL's Student Debtors Accounts Receivable procedure and Collection procedure.

Relevant Legislation

Immigration Act 1987 and amendments

Education Act 1989 and amendments

Related Documentation

- [UCOL Admission & Enrolment Guide and Form \(Domestic\)](#)
- Application for Enrolment (International Students)
- Student Debtors Accounts Receivable Procedure and Collection Procedure (Student Registry documents)