

## Instalment Plans

Please note that a £25 administration fee will be charged for instalment arrangements, this is non-refundable.

Students paying their own fees can pay by up to 3 instalments providing that:

- Course fees are in excess of £100 and the duration of the course is more than 12 weeks
- With regards to Further Education (FE) programmes an initial payment equal to one third of the tuition fee plus any accreditation, examination, consumables, instalment arrangement and administration fees is paid on enrolment; the second instalment of one third of the tuition fee will be collected on the 5th of the 2nd month after the course start date (i.e. if the course starts in September, the 2nd payment will be collected on 5th November) and the final instalment of the last third of the tuition fee will be collected on the 5th of the 3rd month after the course start date (i.e. if the course starts in September, the 3rd payment will be collected on 5th December)
- With regards to Higher Education (HE) programmes, an initial payment equal to one third of the tuition fee plus any registration, accreditation, examination, consumables, instalment arrangement and administration fees is paid on enrolment; the second instalment of one third of the tuition fee will be collected on February 5th and the final instalment of one third of the tuition fee will be collected on April 5th of each year of the course

The student will need to supply:

- a completed instalment plan
- written confirmation of an approved student loan (HE)
- credit/debit card details or a cheque for the first payment
- two post-dated cheques will be acceptable for the second and third instalments, made payable to Peter Symonds College
- The student has no outstanding balance of fees from a previous year
- The student does not have, or is not in the process of, an Individual Voluntary Arrangement (IVA)
- The student has not defaulted on instalment / payment arrangements in a previous year

### **Paying by instalments is subject to the following terms and conditions:**

1. Students who withdraw from their programme remain liable for full course fees
2. Peter Symonds College charges an administration fee of £25 for instalment arrangements
3. Instalment arrangements are not available for: overseas students; sponsors or employers; or students without a UK bank account unless agreed by the Director of Adult & Higher Education
4. Fees will be collected on the agreed dates in the instalment plan
5. Fees charged will normally be for the current academic year only. For the majority of courses lasting more than 1 year, fees will be charged at the start of each year
6. Peter Symonds College reserves the right to withhold applications for certification for students with an outstanding balance of fees
7. If the college is unable to collect payment, the student's ID card will be deactivated and IT account suspended unless satisfactory payment arrangements are made
8. If the college is unable to collect an instalment payment from the student's bank account on more than one occasion, the student may be asked to leave their programme but will remain liable for payment of any outstanding fees
9. Peter Symonds College is prepared to take action where necessary through the County Court, to recover debts from students who do not adhere to payment arrangements and / or fail to respond to correspondence from Registry. This could result in a County Court Judgement against the student. NB: all County Court costs will be added to the balance due from the student
10. Any student with a change of address and / or credit card details must notify Registry immediately



Peter Symonds, Winchester

**Adult & Higher Education**

☎ 01962 886166

e [ahed@psc.ac.uk](mailto:ahed@psc.ac.uk)

w [www.psc.ac.uk/ahed](http://www.psc.ac.uk/ahed)

f [Facebook.com/petersymondsAHed](https://www.facebook.com/petersymondsAHed)