

WAYS TO PAY



To register for a course you will be asked to complete an enrolment form, this forms part of your contract with the college and confirms the amount of tuition fees you will be charged for the academic year based on the course you are registered on. A payment method needs to be agreed at the time of enrolling as otherwise your enrolment will not be able to take place. As the student you are personally liable for the full tuition fee upon enrolment with the exception if you are taking out a loan, an employer is paying your fees or you have evidence of entitlement to fee remission. All courses must be paid in full before the end of the academic year (January and April starts will be given until November and January, respectively) as this may affect your future enrolments.

If you have a query relating to your tuition fee or making payment please raise this before completing an enrolment form or contact our Customer Services Team as soon as possible.

HOW TO MAKE A PAYMENT

Payment in full – can be made at enrolment

Payment Plans - A member of the Customer Services Team can put you through to Finance to set up a Recurring Card Payment plan at the time of enrolling.

You may be able to spread the cost of your course by credit/debit card instalments.

If your course fees are less than £250, payment will be required in full at enrolment.

If your course fees are £250 or more, we can split those up into four payments with the first payment being a third of the cost payable on enrolment.

The remaining amount will be split into three further payments which are to be collected in November, January and March. Some exceptions will apply, please contact us on the details below to clarify.

ESOL students – fees can be paid in two payments, with the first being payable at enrolment. The balance must be cleared before the 8th November of each academic year.

I have an Advanced Learner Loan - If you have an approved Advanced Learner Loan to cover the cost of your tuition fees please provide your loan award notice.

Student Finance England is paying my fees - Please bring your 'University or College Payment Advice' page of your award notification confirming your tuition fees are being funded.

My employer is paying my fees - If your employer is paying for your course, you will need to provide a confirmation letter from them on company letterhead, or an email which includes the company address details and a contact email at the company. This letter needs to state your name, the course and the amount they are prepared to fund, together with details of where the invoice should be sent to and any purchase order number if required. This letter/email must be given in at enrolment and we accept 14 days credit terms.

If you have any queries regarding any of the above please contact the following:

**Credit Control, Finance Department,
Redditch Campus, Peakman Street, Redditch B98 8DW**

debtors@howcollege.ac.uk

01905 743 573

