**Ashton on Mersey SCITT**

**Tuition Fee Policy**

**Author: S Buckley Date written/amended 10th January 2018**

 **Date of next review: 10th January 2019**

Ashton on Mersey SCITT tuition fee for both primary and secondary programmes is £9000. Depending on whether you are funding your fees using a student loan from Student Finance England or funding your fees from your own funds. The administration team at the SCITT can give you help and advice about paying your tuition fees.

**Ways to pay**

1. Direct to Ashton on Mersey SCITT

Students who wish to pay their fees directly to the SCITT must sign and return a tuition fee payment contract (Appendix 1). Tuition Fees can be paid in the following ways to the SCITT:

* Debit or credit card (No handling fees are charged for paying by debit or credit card)
* Standing orders from your bank account

We do not offer a direct debit facility.

If you are choosing to pay directly then you must either pay in full before or on the day of registration, or set up an instalment plan, agreed by the SCITT.

The tuition fees are payable in six monthly instalments:

|  |  |
| --- | --- |
| **Month** | **Amount due** |
| Oct  | £3,000 |
| Nov | £1,200 |
| Dec | £1,200 |
| Jan | £1,200 |
| Feb | £1,200 |
| Mar | £1,200 |

*\*Each payment is due on the first of the month*

If a student defaults on any instalment this will result in the remaining balance becoming due immediately. If you do not bring your account immediately up to date, you risk being withdrawn from your programme.

1. Student Loan Company

Students who wish to pay their fees through Student Loan Company must apply directly to Student Finance England. Ashton on Mersey SCITT can track your application online, once approved the SCITT will receive three instalments directly.

Student Loan Company instalment plan

* One third payable on the first of the month 2 months after start date
(November 1 2016 for September starters)
* One third payable on the first of the month 5 months after start date
(February 1 2017 for September starters)
* One third payable on the first of the month 8 months after start date
(May 1 2017 for September starters)

**Withdrawal from the programme**

Students withdrawing from the programme will be liable for tuition fees in accordance with the following schedule:

|  |  |
| --- | --- |
| Withdrawal Date | Fee payable |
| Between 1st September and 30th September | 20% |
| Between 1st October and 31st October | 30% |
| Between 1st November and 30th November | 40% |
| Between 1st December and 31st December | 50% |
| Between 1st January and 31st January | 60% |
| Between 1st February and 28th/29th February | 70% |
| Between 1st March and 31st March | 80% |
| Between 1st April and 30th April | 90% |
| Between 1st May and 31st July | 100% |

Payments already made up to the point of withdrawal will be deducted and any remaining balance will become due immediately.