



Tuition Fee Instalment 2011 – 2012

1. Introduction

The University operates a policy whereby students are expected to pay their tuition fee in full at the time of registration. However the University recognises that not everyone can pay their full tuition fees in one instalment and therefore the University can offer an instalment plan that enable the student to spread the cost over part of the course.

The option to pay by instalments is open to students who are paying their own fees. It does not apply where an employer or sponsor is paying the fees.

2. Procedures

The option to pay by instalments is open only where the course fees due is greater than £250. This includes the situation when a student enrolls for more than one module and the total fees are greater than £250.

The course fees for **HOME and EU** students can be paid as follows:

Total Course Fees Due	Number of Instalments
Up to £250	1
Between £251 to £1,000	2
Over £1,001	3

The course fees for **Island and International (non EU)** students can be paid as follows:

Total Course Fees Due	Number of Instalments
Up to £3,000	1
Over £3,001	2

Instalment dates are as follows:

1st Instalment	2nd Instalment	Final Instalment
Payable by, or at registration:	Payable at start of Second Term	Payable at start of Third Term

3. Payment Matrix

Home and EU Students

Payment Amount	1 st Instalment By or at Registration	2 nd Instalment Start of 2 nd Term	3 rd Instalment Start of 3 rd Term
£0 to £250	100%		
£251 to £1,000	50%	50%	
£1001 +	34%	33%	33%

Island and International (non EU) students

Payment Amount	1 st Instalment By or at Registration	2 nd Instalment Start of 2 nd Term
£0 to £3,000	100%	
£3001 +	50%	50%

4. Failure to Adhere to the Instalment Arrangements

If a student makes arrangements to pay by instalments and then fails to comply, the University will require the student to immediately pay the full amount outstanding. Once any initial instalment arrangement has been breached, the student will not be permitted to rearrange further instalments.

If the agreed instalment payment is not honoured for whatever reason, the student may be liable for the sum of £25 to cover the administration charge.