

Finance Information for Students

The following information is for students who are liable to pay their own tuition fees. This should provide all relevant information to assist you, if you require further information, please contact the Finance Team via email finance@fife.ac.uk.

Please note, if you are not paying your own tuition fees and will be applying for funding this must be actioned as soon as possible otherwise you will be issued an Invoice by the Finance team.

How can I make payment for my fees?

The following options are available to arrange payment:

- Online banking to the following details:
Fife College
83-33-00
00762939
Royal Bank of Scotland
Reference: Student ID Number
- In person, preferably by debit/credit card at any College Campus reception located in Dunfermline, Rosyth, Kirkcaldy, Stenton, or Leven
- By debit or credit card
Phone: 0344 248 0115 Finance Department during opening hours to pay

If I cannot pay my fees in full, can I set up a payment plan to pay my fees?

Yes, the Finance Department can set up a payment provided you are not an international student and had no prior debt with the College. The following options are available:

Fife College Payment Plan Option

To support the payment of fees the College offers the following Payment Plan options:

Course Fee is £200 or less or courses with less than 60 days duration

The full fee must be paid prior to the course start date if the fee is £200 or less or the course duration is less than 60 calendar days.

As a concession for higher value courses over £200 the College will accept an arrangement where the fee can be paid by instalments* as follows: -

Course Fee between £201 - £500

Maximum of 3 instalments via cash, debit/credit card, standing order or online payment.

Payment that you will be required to make:

- 50% at enrolment.
- 25% 30 calendar days after enrolment.
- 25% 60 calendar days after enrolment.

Course Fee is Greater than £500

- 25% due at enrolment
- 15% monthly over 5 consecutive months

(Balance is payable over a maximum of 5 monthly instalments)

If a payment plan is not adhered to the Finance Department reserve the right to withdraw the agreement and the full balance will be due for payment.

If I am an international student, can I set up a payment plan to pay my fees?

No. All international students are required to pay their fees in full before the course start date. Your application will be held by the Admissions team until Finance receive payment in full.

If I decide to withdraw from my course, does this cancel my fees?

No. As per the College Refund Policy where a student withdraws prior to the end of their course they remain liable for the full fee. This information is included within the enrolment process to make all students aware and further information is available within the Learner Guide and Refund Policy on the College website.

If in doubt please contact finance@fife.ac.uk to clarify any outstanding fees that may still be due if you proceed with withdrawal from your course.

If I do not pay my fees, what process will Finance follow?

You will be contacted regarding payment of your fees by various methods, these will include phone call, SMS, email and official College Reminder Letters.

Reminder Letters will be issued monthly with each letter an escalation of the previous letter, a maximum of three can be issued:

- **First Reminder** - Payment required within 7 days to bring the account up to date
- **Second Reminder** - Payment required within 7 days to prevent withdrawal from your course
- **Third Reminder** – Payment required within 7 days to prevent the outstanding balance from being passed to the College debt collection agency

If a second reminder is issued Finance will review your account after 7 days and if no payment has been received Finance will contact your course Tutor requesting withdrawal from your course.

If you are withdrawn for non-payment of fees, you will be:

- Excluded on the College system preventing access to College materials.
- Unable to enrol on a new course until the debt is cleared and required to pay for your new course fee upfront.

If I want to defer until another academic year, is this allowed?

If you cannot continue with your course in the current academic year, then you should discuss with your tutor who can arrange withdrawal from your course, you would need to re-apply when you wish to return. Finance will not defer any payments that have been made to another academic year. If any refund is due then this would be arranged in line with the College Refund Policy.

I am unhappy with my course, can staff offer me a refund or a cancellation of my fees?

No. Only the Finance Department can approve a refund or cancellation of fees dependant on the circumstances. Any course issues should be discussed with your Tutor in the first instance and if this does not resolve the dispute then a formal complaint can be raised via the College website.

A refund will only be approved by the Director of Finance where an official complaint is upheld.

Further Information

For further information please refer to the College website www.fife.ac.uk and search 'Tuition Fees'.

This page includes links to the following:

[College Refund Policy](#)

[Learner Guide: Payment of Tuition Fees](#)