Paying Tuition Fees

Please take time to read this information which will assist you with your enrolment. Please arrange to have all necessary documentation (specified below) with you before you begin your online enrolment.

Self-Financing

Tuition fees should be paid **at or prior to the time of enrolment**. If students are paying their own fees they must do so in full, or make arrangements to pay before enrolment. Please email studentfees@slc.ac.uk with any tuition fee enquiries.

Fees can be paid in the following ways:

- **Online**. Students must complete an online enrolment before having access to their portal account, payment can be made during the enrolment process.
  If you have completed your enrolment on a course Login to your account on the Student Portal, the menu on the left will have an option to pay Tuition fees. This will direct you to Paypal where you can pay by credit or debit card.

- Payment can be made directly to the college bank through the online facility available with your bank account. As a reference, you should state your name, student number and course if possible. The college bank details to transfer the payment to are:
  South Lanarkshire College Sort Code: **83-28-13** Account no: **16207233**

- Standing Order option available for tuition fees **over £350.00**. An initial non-refundable deposit of 20% should be paid, and a standing order agreement to pay the balance by the end of March. Standing Order mandates are available from the college cash office and should be signed by the Account Holder and returned to the Finance Department, South Lanarkshire College, College Way, East Kilbride, G75 0NE.

- Cash, debit/credit card or cheque, made payable to South Lanarkshire College, in person at the cash office or post a cheque to the Finance Department, South Lanarkshire College, College Way, East Kilbride, G75 0NE.

  Debit/Credit card are all accepted, with the exception of American Express

The payment of tuition fees is the responsibility of the student. If the fees are to be funded by SAAS (including the PTFG (part-time fee grant)), or by SDS ITA (Individual Training Account), or by Fee Waiver it is the students' responsibility to ensure that they apply for funding and submit all relevant proof where required.

Please note that until the undernoted has been received then, South Lanarkshire College will only enrol a student on the course provisionally. This will be reviewed after 14 days from enrolment.

a) Tuition fees have been paid in full; or
b) A completed standing order agreement; or
c) An SDS ITA booking has been agreed; or
d) A PTFG application has been processed; or
e) Fee waiver evidence provided; or
f) An Employer Letter or email confirming tuition fees will be paid,

At that point, South Lanarkshire College reserves the right to restrict access to classrooms and online learning resources or withdraw students from the course. It is, therefore, imperative that students make the appropriate arrangements to pay for tuition fees.

Money Advice
The Money Advice Service offers free, clear, unbiased money advice to help you make choices throughout your life, whatever your circumstances. If you would like advice on any financial matters or to find out more about this service visit
www.moneyadviceservice.org.uk.

Paying Tuition Fees

Student Awards Agency for Scotland (SAAS)

Students who are on a **full time** HNC, HND, degree or equivalent course should apply to SAAS for funding and for payment of their tuition fees.

Visit the SAAS website at https://www.saas.gov.uk/full-time/funding-information-undergraduate to apply for you SAAS Account and funding, or to get more information about student funding. If you need a version of this guide in a format that suits your needs (for example, in large print or Braille), please contact SAAS on 0300 555 0505.

Sponsor or Employer Funded

If your employer is paying for the course (partially or fully), a letter from them on company headed paper is required, or an email sent from the employer, to studentfees@slc.ac.uk . The email or letter should quote the student name, the course and the amount that the employer shall pay.
The invoicing address must be clearly visible on the letter, or email.

For legal reasons we must have your employers' confirmation that they will pay all/part of your course costs before we can invoice them.

Please email studentfees@slc.ac.uk with any tuition fee enquiries.

Part Time Fee Grant (PTFG)

Students are eligible to apply to SAAS for a PTFG, if they have an individual income of £25,000 a year or less. SAAS approved courses are those between 30-119 SCQF credits in each year of a course of Higher Education or Continuing Professional Development at levels 7-10 of the Scottish Credit and Qualifications Framework (SCQF).   Applicants should go to SAAS website https://www.saas.gov.uk/part-time/undergraduate-funding to register for a SAAS Account and to apply for funding.

SDS - Individual Training Account

SDS Individual Training Accounts (ITAs) are for people who are 16 or over and living in Scotland. You can apply for an ITA if you are not in education, do not have a degree or above and are not taking part in a National Training Programme (Modern Apprenticeship, Get Ready for Work or Training for Work). To be eligible for up to £200 towards the cost of one learning episode with an ITA, you must have an income of £22,000 a year or less or be on benefits.

Please note that not all part-time courses are eligible for SDS-ITA funding. To find out more and make an application, visit https://www.myworldofwork.co.uk/learn-and-train/sds-individual-training-accounts-ita or call the helpline on 0800 917 8000.

Please email ita@slc.ac.uk with any enquiries regarding the ITA process.

Fee Waiver

Part-time, evening or day release courses: If a student is in receipt of certain benefits or has an income equivalent to or lower than the specified thresholds, they **may** be eligible for a fee waiver, depending on the course of study. Please refer to the Part-Time Fee Waiver Policy, available from the South Lanarkshire College website https://www.slc.ac.uk/media/jkrj2goj/fee-waiver-policy-2022-23.pdf for acceptable forms of evidence.

At the time of completing your online enrolment, the relevant Fee Waiver funding source **must be selected.** Evidence can be shown to your lecturer, who will verify the evidence, or email studentfees@slc.ac.uk with the required evidence. Until evidence of eligibility is received, the student is liable for the cost of the tuition fee.