

Student Payment Policy 2018-19

Please read this carefully: it has legal and financial consequences.

The college and its staff are no strangers to living by faith and appreciate that the payment of fees can prove a testing issue. This policy is in place because money unpaid by one student impacts fellow students and the long-term health of the college. Your tutor and finance staff are always willing to hear from you and talk through financial concerns. If you are unable to pay your fees when they are due you will need to see the Finance Department to discuss agreeing a payment plan.

Student payment policy

As part of the formalities for you starting a course at All Nations Christian College you are required to sign your acceptance of the following policy statement.

1. I agree to pay all amounts charged to my student fee account in respect of college fees for:
 - a. the course on which I am enrolled;
 - b. Open University fees;
 - c. accommodation and food charges when I am a student living in;
 - d. the student body fund;
 - e. charges for student guest meals and accommodation;
 - f. rent for College properties;
 - g. gas and electricity charges for rented properties;
 - h. interest and administration fees for late payment.
2. Payments made (except for Student Loans tuition fee payments) will be allocated in the following order: student body fund, accommodation/rent, meals including guest meals, gas & electricity charges, Open University fees and lastly tuition fees.
3. I acknowledge that all fees should be paid by the third week of the first term of study, unless I have agreed an alternative arrangement with the Finance Department by the end of Week 2 of the first term.
4. I accept that if my fees are not paid, or an instalment plan agreed, by the start of Monday week 3 then the college will charge me an administration fee of £25.
5. I accept that if there are any fees outstanding at 31st August in any year the college will charge me interest of 2% above the Bank of England Base Rate.
6. I understand that I will not be permitted to progress on to the next level of study if I have not cleared all tuition fee debts to the College by 31st August (Dec 31st for students on the January to December programme) and prolonged debt may lead to the termination of my registration (see Termination of Student Registration Policy).
7. I understand that if I do not clear my accommodation fee debt by 31 August then I will need to find an alternative to College accommodation if I am continuing my studies into the next academic year.

8. I accept that the college may not issue me with any certificate of studies, reference or transcripts of modules studied until all outstanding tuition fees have been paid.
9. I accept that if I withdraw from my course I will pay the full fees for the term in which notice is given. If notice is given during the Christmas or Easter holidays, I will pay the fees of the following term.
10. I have read and I accept the Termination of a Student's Registration Policy and Procedure.
11. I acknowledge by signing this form that I am making a commitment I must honour. If I fail to do so then I accept that this may form part of a reference from the College for ministry or work.
12. If I am struggling to pay my fees, I accept that College may approach my home church, supporting agency, supporting family or guarantor to discuss concerns. In my case this would be (enter details):

Name

Contact details.....

Supporting capacity.....

Signed: _____ Date: _____

Name in full: _____

If invoices are to be sent to a Mission or other Organisation agreeing to pay your fees, please enter details below:

Please return one copy of this form to the Finance Department by or on the first day of term. The other copy is for you to keep. Thank you.