

Terms and Conditions for the Payment of Tuition Fees – Guidance for Students

- 1 At West Lothian College all tuition fees are payable in advance, unless funded by the Student Awards Agency for Scotland (SAAS) and are non-refundable except in exceptional circumstances and subject to annual revision. Other part time students may be eligible for a part-time fee grant from SAAS towards to cost of tuition fees, or for an Individual Training Account (ITA) from Skills Development Scotland. For additional information, please refer to [Student Funding and Fees](#) on the website.
- 2 Students are responsible for providing correct information where their fees may be funded by SAAS, ITA, Employers or Sponsors. If incorrect or late information is provided, the student will be held personally liable for any outstanding fee payments.
- 3 Students starting programmes of study should be aware that tuition fees may increase year on year.
- 4 The payment of fees is the responsibility of the student. If fees are to be funded by SAAS (including the part-time fee grant), Student Finance or ITA, it is the responsibility of the student to apply to ensure funding is in place before the start of the course and inform the College of their award. **If not awarded then the student will be liable for the fees even if the student then decides to withdraw.**
- 5 Where a student's Employer or Sponsor is paying fees, it is the responsibility of the student to arrange for them to provide written authorisation to the College before the start of the course. In the event of the Employer/Sponsor defaulting, **the student will be held personally liable for the fees.**
- 6 If self-funding students have not paid in full or do not have an approved payment plan in place by the start of their course they will not be allowed to commence their studies.
- 7 Failure to adhere to a payment plan may result in the withdrawal of the instalments facility and full payment will become due.
- 8 Tuition fees are non-refundable unless a written request is received for exceptional circumstances and if the student did not start the course.
- 9 In exceptional circumstances, a refund may be payable if a student has started a course.
- 10 A full refund (100%) will be offered if a course does not run / is cancelled by the College.
- 11 Where a student withdraws or is withdrawn by the College (for non-attendance or non-submission of work) from a course prior to paying the fees in full, they will remain liable for any outstanding fees and will be pursued via our Credit Control Procedures.
- 12 If a student expects to use an ITA towards a course fee and then does not provide the relevant evidence within 4 weeks of applying for an ITA, the student will be liable for the full cost of the course.
- 13 Where a student attends one class or withdraws less than two weeks before the programme commences, a Workforce Development candidate has been enrolled, a £100 non-refundable admin fee will be retained by the college.
- 14 Results will be withheld until full payment has been received.
- 15 Where fees are not paid according to the College Policy, credit control measures will be implemented which may include; issuing debtor statements, reminder letters, final demands, passing outstanding fees to debt recovery agencies, instructing legal action to recover debts, as well as removal from the course and withholding results. This may also affect any future studies at the College.

For any enquiry or help regarding a payment please e-mail studentadvice@west-lothian.ac.uk