

# Confidential

## Application for Payment by Instalment (Payment Plan)

Please tick to confirm you have read the Terms and Conditions before completing this application

Fees are payable in advance for any course of study and are non-returnable.

Applications will be considered at the discretion of the Finance Department. You may not be allowed to set up a payment plan if you have defaulted in previous years.

Student Matriculation Number:		Name:	
Date of Birth:		Address:	
Course:			
Academic Year:			

### Student Declaration

- I understand that if I am not awarded fees from ITA or SAAS PTFG I will be liable for the full fee.
- I agree to pay the fees for the above course of study as noted on the schedule below.
- I understand that I remain liable for the full course fee, even if I subsequently withdraw from the course and that this could affect future studies at West Lothian College.
- I understand that failure to meet these payments may result in the withdrawal of the instalments facility and the outstanding fees being pursued by the College through its Credit Control procedures.

**THE COLLEGE RESERVES THE RIGHT TO WITHDRAW STUDENTS FROM CLASSES SHOULD THEY FAIL TO MAKE PAYMENT OF FEES AS PER THE INSTALMENT AGREEMENT AND ANY OUTSTANDING FEES WILL BE PURSUED THROUGH THE COLLEGE CREDIT CONTROL PROCEDURES.**

Please sign to confirm you have read the Student Declaration and you agree to pay the fees as per the schedule below and return this form to the Finance Department – [finance@west-lothian.ac.uk](mailto:finance@west-lothian.ac.uk)

Student's signature:

Date:

Total cost of course  
less ITA/PFG funding  
less Employer Contribution


(Please refer to Payment Plan Guide for breakdown of payment and enter amounts below)

**Net cost of course**

Payment Due
Time of enrolment
Instalment 1
Instalment 2
Instalment 3
Instalment 4

Amount

**The first instalment must be paid prior to starting your course. If this is not possible then the College will expect the first instalment to be paid at the point of setting up the plan**

### To Make Payment

Log into your MyCollege account at <https://mycollege.west-lothian.ac.uk/WebSite/MyCollege> or search West Lothian College MyCollege. Follow the link to Pay Fees.

Please note West Lothian College does not have a Direct Debit facility; it is your responsibility to make the payments on the agreed dates.

Payment Plan approved by:

For Finance use only:

### Checklist

Check for previous defaulted years

Employer Contribution Letter/PO

Employer Invoiced

Contract

ITA Booking confirmed

Email Student

Add to Spreadsheet

Add notes to collect

SAAS PTFG letter seen