

## Self-Paying Student (SPS) Policy

<b>Designation number</b>	LC018a	<b>Title</b>	Self-Paying Student Policy
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<b>Published on website</b>	Yes	<b>Related policies and/or procedures</b>	Tuition Fees Terms and Conditions Student Handbook Data Protection Policy and Procedures Terms and Conditions Complaints Policy Academic Appeals
<b>Relation to QAA requirements (parts of code covered)</b>			
Informed by UK Quality Code – Core Practices for Standards and Quality			

## Self-Paying Student (SPS) Policy

### 1.0 Overview

The policy applies to those who may need to self-fund their studies or have exceeded their Student Finance England (SFE) loan scheme. These students are referred to as Self-Paying Students (SPS). This policy outlines the College's approach to SPS, defining roles, responsibilities, payment procedures, and support mechanisms to ensure a smooth academic journey.

A **Self-Paying Student (SPS)** is a student who is either self-funding their studies or has exhausted their SFE allowance who could also be identified as a 0-tuition fee candidate.

### 2.0. Identification of SPS Students

SPS students can be identified either pre-enrolment or post-enrolment:

- a. Pre-enrolment (or within 14-day cooling-off period)
- b. Post-enrolment (after 14-day cooling-off period)
- c. Students have 2 weeks to pay the required deposit.
- d. Upon receipt of the deposit, students may proceed with their studies.
- e. Failure to do pay the deposit might lead to deferral or withdrawal from their studies.

The following teams are designated to manage SPS students:

- Admissions Team
- Finance Team

### **3.0. Deposit**

A £500 deposit is required before the course commencement. This will be deducted from the total tuition fee, which will then be split into three instalments.

### **4.0. Payment Plan**

#### **Instalment Scheme**

#### **September starters**

- 1st payment (33%) by Friday of the 2nd week of October
- 2nd Payment (33%) by Friday of the 2nd week of February
- 3rd payment (34%) by Friday of the 2nd week of May

#### **January/February starters**

- 1st payment (33%) by Friday of the 2nd week of February
- 2nd payment (33%) by Friday of the 2nd week of May
- 3rd payment (34%) by Friday of the 2nd week of October

#### **April Starters**

- 1st payment (33%) by Friday of the 2nd week of May
- 2nd payment (34%) by Friday of the 2nd week of October
- 3rd payment (33%) by Friday of the 2nd week of February

For students identified as SPS after the course starts, the first instalment must be paid via bank transfer, with a two-week grace period for termly instalment payments. Failure to pay may result in withdrawal for non-payment.

- **Reminder Emails**

An email reminder will be sent after one week of enrolment to remind students of the £500 deposit. Failure to do pay the deposit might lead to deferral or withdrawal from their studies

### **5.0 Payment Methods**

Students can pay via the following methods. Any failed payments may result in students being blocked and excluded and subject to the College's debt collection procedures.

#### **Bank transfer**

Barclays Bank  
Leicester LE87 2BB

Customer Name: **UCK Ltd**  
Sort Code: 20 67 83  
Account No. 20879223  
SWIFTBIC BUKBGB22  
IBAN GB03 BUKB 2067 8320 8792 23

## **6.0 Implications of delayed payment or non-payment**

- a. Missed tuition fees instalments, non-payment of library fines may result in the College's debt collection procedures to be applied. This will involve the student's account being blocked and/or excluded. Blocked students cannot borrow resources from the library, cannot progress, cannot graduate and cannot re-enrol. Excluded Students cannot attend lectures, receive teaching, supervision or administrative services, use or view any IT services including the library and Virtual Learning Environment (VLE). Excluded students' marks are not considered at exam boards/not released, and such students may not re-enrol, progress, obtain an award and graduate. No references from staff will be given to such students.
- b. The College also reserves the right to pass your debt to an external collector, which may affect your future credit rating, and withdraw any offer or cancel your accepted place on the course and/or withhold assessment results and course materials until the payments due have been received.
- c. If someone, other than you, makes any payment, or agrees to make any payment, on your behalf, you remain liable for full payment until the College has received cleared funds. Any rights the College may have against the payer are not affected.