



*1Wirral Met Logo*

# Further Education Fees, Discounts & Payment Policy 2024-2025

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## Student Programme Fees

### 1. Introduction

1.1 Students aged 16-18 studying a full-time study programme at Wirral Met will have no fees to pay in line with Education and Skills Funding Agency (ESFA funding rules)

1.2 Programme fees are charged for the educational services and facilities provided in the delivery of a programme of study. This policy relates to online and classroom-based courses commencing August 2024. Overseas students should note that they may be liable for overseas fees and should seek advice from our English Language Unit. Students studying Higher Education Qualifications should refer to the College's Higher Education Payment Policy 2024/25.

1.3 Unless student are fully funded by the ESFA, the Liverpool City Region (LCR) or another agency they will be liable for fees. In most cases eligibility is evidenced by student self-declaration, however, it may be necessary for some evidence to be provided in line with the funding bodies guidelines.

### 2. Payment of fees & liability

2.1 All students paying their own fees will be expected to pay in full if the course is 10 weeks or less, otherwise they will be required to make a £100 contribution to the enrolment fee at the time they enrol, or the full balance if this is less than £100. Please note that if no fees are payable on the course, there is no fee due at enrolment.

2.2 Payment Options:

- Pay total fee at enrolment
- Make an initial payment of £100, and then pay the balance within two weeks
- Make an initial payment, and then pay the remaining balance by direct debit instalments.

Failure to meet a direct debit instalment will result in the full balance of fees becoming due immediately.

Instalment payments are as follows:

Course Duration ( In weeks)	Initial Payment	Number of Monthly Instalments
<b>1-10</b>	<b>Fees Payable in full at enrolment</b>	<b>Fees Payable in full at enrolment</b>
<b>11-16</b>	<b>£100</b>	<b>3 instalments</b>
<b>17-23</b>	<b>£100</b>	<b>4 instalments</b>
<b>24 or more</b>	<b>£100</b>	<b>6 instalments</b>

2.3 Students whose fees are sponsored by employers, Student Loans Company, agents, local authorities or other organisations must provide written evidence of this at enrolment. The written evidence (e.g. letter or email) must contain contact details of who will pay the

fees, and the address to which the invoice will be sent. In the absence of this evidence, the enrolling student will be liable for fees.

2.4 Students who do not attend an examination for which the College has paid may be invoiced for costs of the exam/registration fees.

2.5 A student who is removed from their programme due to disciplinary matters or lack of engagement, will be refunded fees paid for the proportion of the programme they have not yet completed. This proportion will be determined based on records of attendance, work completed, and other input provided by college staff.

### **3. Non-payment of Fees**

3.1 Once an enrolment has been processed the student is liable for fees and payment will be expected.

3.2 The following sanctions may be applied to students who do not pay their fees:

- Restricted access to college facilities e.g. college IT network or Learning Resource Centres
- Future enrolment on Wirral Met College courses refused
- Legal action to recover outstanding debt
- Withdrawal from the course
- Refused entry to exams
- Referral to our debt collection agency

Once outstanding debts have been referred to our debt collection agency, an administration charge of 16% is applied and any right of appeal against the debt is forfeited.

3.3 Where students are experiencing difficulties in making payments, or wish to enquire about fees they should contact Student Services either in person or on [wmc.enquiries@wmc.ac.uk](mailto:wmc.enquiries@wmc.ac.uk) where they will be referred to the relevant department.

### **4. Fee Appeals and Requests for Refunds**

4.1 In the event that the College cancels a course, any monies paid by students will be refunded.

4.2 If students have mitigating circumstances for non-attendance which they feel warrant a refund, they should write to the Fee Appeals Unit at the address below. A reduction in fees will be considered, but is not guaranteed, by a panel of managers on a case by case basis.

*The Fee Appeals Unit, Wirral Met College, Wirral Waters Campus, Tower Road, Birkenhead, CH41 1AA*

4.3 Refund requests due to ill health must be supported by medical evidence.

4.4 Requests for refunds will only be considered within 12 months of the courses scheduled end date

4.5 Complaints regarding any aspect of a course should be referred through the College's Comments, compliments and complaints procedure not the Fee Appeals process.