



**MORLEY COLLEGE**

# **STAGED PAYMENT INFORMATION**

**2010 - 2011**

## MORLEY COLLEGE

### STAGED PAYMENTS 2010/11

#### 1) Eligibility Criteria

All students can be offered Staged Payment Arrangements if:

- a course costs **£200 or over**
- OR**
- a course costs **between £150 and £200 and the student is spending more than £300 on courses at that time**

This form is available from the Enrolment Desk. It must be signed off by the Registry Co-ordinator or the Student Services Manager.

Students experiencing financial difficulties can also be offered Staged Payment Arrangements if:

- a course costs **£100 or more**

This form is available from the Hardship Fund Team. The student must be assessed by this Team to determine if they are experiencing financial difficulties. The form must be signed off by the Hardship Fund Student Services Assistant or the Student Services Manager.

#### 2) General Rules for All Staged Payments

- Instalments are possible for course(s) of under three months/one term's duration.
- The Registration Fee must be fully paid with the first instalment if it is the first enrolment.
- With the exception of the annual ESOL courses, all instalment payments must be completed before the end of the term in which the course starts.
- The student cannot apply for a staged payment facility after they have enrolled.

#### 3) Payment Terms for all courses:

##### Autumn Term

1<sup>st</sup> payment at enrolment

2<sup>nd</sup> payment on the 15<sup>th</sup> of October

3<sup>rd</sup> and final payment on 15 of November

Spring Term

1<sup>st</sup> payment at enrolment

2<sup>nd</sup> payment at on the 15<sup>th</sup> of February

3<sup>rd</sup> payment on the 15 of March

Summer Term (only two payments for this term)

1<sup>st</sup> payment at enrolment

2<sup>nd</sup> payment on the 15<sup>th</sup> of May

For annual ESOL courses

1<sup>st</sup> payment at enrolment

2<sup>nd</sup> payment at the end of November

3<sup>rd</sup> and final payment at the end of February