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**LIABILITY FOR PAYMENT OF COURSE FEES**

**FOR THE 2023/24 ACADEMIC YEAR – FE & HE PROGRAMMES**

Name of Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Post Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Course Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Course Fee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Payment Method (Tick as appropriate):** Employer to Pay \_\_\_ Student to Pay by Invoice Instalment \_\_\_

 Student to Pay by Direct Debit \_\_\_ Student to Pay by Advanced Learner Loan \_\_\_

You should note that it is College policy to collect all fees due in accordance with the provisions of the Tuition Fee Policy (2023/24) – a copy of which can be obtained from the main reception on request or available via the College website. If you experience difficulty in meeting your financial obligation to the College by the due date you should contact Student Services as soon as possible.

Failure to settle outstanding invoices/fees WILL result in a variety of sanctions being applied with you being:-

* excluded from classes
* barred from sitting examinations and /or denied exam certificates and /or barred from attending graduation events
* prevented from subsequently enrolling on other college programmes

In addition, you are further advised that it is College policy to enter into litigation in pursuit of unpaid debts and to recover any debt collection costs.

**Further Education (Excl Level 3 and above Advanced Learning Loan Learners)**

**Note that full year fees are due irrespective of whether you complete the course, and that refunds or reductions are only applicable in specific circumstances as detailed in the Tuition Fee Policy 2023/24.**

**Level 3 and above Advanced Learning Loan Learners**

**Note that fees are due irrespective of whether you complete the course, the value will be determined by date you withdraw (the liability point). Refunds or reductions are only applicable in specific circumstances. Full details of liability points and refunds are detailed in the Tuition Fee Policy 2023/24.**

Limitation of Liability

Except as otherwise provided in this agreement the College is responsible for losses you suffer as a result of the College breaking its agreement with you if those losses are a foreseeable consequence of the College doing so. A loss is foreseeable if it could reasonably be expected by you and by the College at the time you enrol for your course. The College is not liable for losses which are not foreseeable by you and the College (such as loss of opportunity or loss of profit).

The College will not be liable to you for any delay in performing, or failure to perform, any of the College’s obligations, if the failure or delay was due to a cause beyond the College’s reasonable control.

I hereby acknowledge that in formally completing this agreement I understand and accept the fee conditions as outlined above and contained in the Fee Policy (2023/24). **I accept responsibility for full payment of all fees due in respect of my programme(s) of study.**

**Note: Fees noted above relate to the year of study only and may be subject to increase in subsequent years.**

**Student Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

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**REGISTRY USE ONLY**

Receipt No \_\_\_\_\_\_\_\_\_\_\_\_ Amount £ \_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_