PAYING TUITION FEES
Self-Financing

Tuition fees should be paid **prior to the time of enrolment.**

Fees can be paid in the following ways:

- **Online by Credit or Debit Card.**
  If you have enrolled on a course, **Click on Student Portal,** Login to your student account, the menu on the left will have an option of Tuition fee payments, choose the course, follow on screen prompts. This will direct you to Worldpay.

- Cash, or Cheque made payable to South Lanarkshire College, in person, at the Cash Office, or post a cheque to the Finance Department, South Lanarkshire College, College Way, East Kilbride, G75 0NE

- Debit/Credit card are all accepted, with the exception of American Express. Payments can be made by telephone on 01355 807302 or 01355 807609, or in person at the Cash Office, located on the Ground Floor behind Reception.

- Standing Order option available for tuition fees **over £350.00.** An initial non-refundable deposit of 20% should be paid, and a standing order agreement to pay the balance by the end of March. Standing Order mandates should be signed by the Account Holder and returned to the Cash Office, located on the Ground Floor.
Sponsor or Employer Funded

If your employer is paying for the course (partially or fully), a letter from them on company headed paper is required. This should confirm that they will accept the full course costs or state the specific amount that they will pay.

The invoicing address must be clearly visible on this letter. As a result we cannot accept signed emails as confirmation. For legal reasons we must have your employers confirmation that they will pay all/part of your course costs before we can invoice them.

Please email studentfees@slc.ac.uk with any tuition fee enquiries.

SDS - Individual Training Account

SDS Individual Training Accounts (ITAs) are for people who are 16 or over and living in Scotland.

You can apply for an ITA if you are not in education, do not have a degree or above and are not taking part in a National Training Programme (Modern Apprenticeship, Get Ready for Work or Training for Work).

To be eligible for up to £200 towards the cost of one learning episode with an Individual Training Account from Skills Development Scotland, you must have an income of £22,000 a year or less, or be on benefits.
Please note that not all part-time courses are eligible for SDS-ITA funding. Please enquire at www.myworldofwork.co.uk.

To find out more and to request an application pack, visit www.myworldofwork.co.uk or call the helpline on 0800 917 8000.

Please email ita@slc.ac.uk with any enquiries regarding the ITA process, or telephone 01355 807619.

**Part Time Fee Grant (PTFG)**

Students are eligible to apply to SAAS for a PTFG, if they have an individual income of £25,000 a year or less. SAAS approved courses are those between 30-119 SCQF credits in each year of a course of Higher Education or Continuing Professional Development at levels 7-10 of the Scottish Credit and Qualifications Framework (SCQF). Applications **must** be counter-signed by the Faculty Curriculum Manager & the College Stamp should be used to authorise the application. Applicants should go to SAAS website to download a copy of the PTFG application form, or collect a pre-printed copy of the form from the Finance Cash Office.

**Fee Waiver**

**Part-time, evening or day release courses:** If a student is in receipt of certain benefits they **may** be eligible for a fee waiver, depending on the course of study. Please refer to the Part-Time Fee Waiver Policy, available from the Finance Cash Office, or on the South Lanarkshire College website.
A Part-Time Fee Waiver Application **must be completed online** at the time of enrolment & **proof of eligibility** must be provided. Evidence of eligibility must be shown to a member of enrolling staff or to the Finance Cash Office for authorisation. See Fee Waiver Policy for acceptable forms of evidence.

**Money Advice**

The Money Advice Service offers free, clear, unbiased money advice to help you make choices throughout your life, whatever your circumstances. If you would like advice on any financial matters or to find out more about this service visit [www.moneyadviceservice.org.uk](http://www.moneyadviceservice.org.uk).

**The Finance Cash Office**, it is located on the ground floor, behind the reception. The opening hours are Monday to Friday from 8.45am to 4.30pm.

Until, a) Tuition fees have been paid in full; or  
   b) A completed standing order agreement; or  
   c) An SDS ITA booking has been agreed; or  
   d) A PTFG application has been processed; or  
   d) Fee waiver evidence & a completed Fee Waiver application; or  
   e) A copy of an Employer Letter advising that they will pay the tuition fees,  
has been received then, South Lanarkshire College will only enrol a student on the course provisionally. This will be reviewed after 7 days from enrolment.
At that point, South Lanarkshire College reserves the right to withdraw students from the course. It is, therefore, imperative that students make the appropriate arrangements to pay for tuition fees.

The payment of tuition fees is the responsibility of the student. If the fees are to be funded by SAAS (including the PTFG (part-time fee grant)), or by SDS ITA (Individual Training Account), it is the students’ responsibility to ensure that they apply for funding and submit all relevant proof.

If students are paying their own fees they must do so in full or make an arrangement to pay before enrolment.

Please email studentfees@slc.ac.uk with any tuition fee enquiries or ita@slc.ac.uk with any ITA enquiries.