

# **The College, Swansea University Student Debt Policy**

## **TUITION FEES**

In order to assist students in spreading the cost of tuition fees over the year, The College invoices during each teaching period rather than requiring fees for the full programme in advance. For returning students, tuition fees for each semester are due by week 9 of the preceding semester.

### **Sponsored Students**

Students claiming to be in receipt of sponsorship will not be permitted to enrol without appropriate documentation in the form of a financial guarantee letter for the study period. Sponsors are expected to pay invoices within 30 days. The College will continue to recognise an organisation as a legitimate sponsor, only if payments are received promptly. We do not class parents/family as sponsors for the purposes of this definition, and reserve the right to reject sponsorship credentials in certain circumstances (A CAS will not be issued to a student in receipt of sponsorship, until the Financial Guarantee Letter is submitted and approved by Navitas Finance and Swansea University).

**Where fees are not paid by a student's sponsor, the student will become personally responsible for all fees owed.**

### **Reminders**

Navitas Finance will issue reminders to students for outstanding fees. In addition, a statement of account showing amounts outstanding will be issued via email on a monthly basis.

### **Sanctions for the Non-payment of Fees**

#### **Tuition Fees**

The following sanctions will normally be applied following the non-payment of any tuition fee due, or instalment thereof:

- Suspension or withdrawal of the Student from their Programme
- Bar the Student from enrolling for the subsequent academic semester or year – including being unable to progress to Swansea University from The College.
- Withholding of the Student's results and not permitting the Student to progress to Swansea University until tuition fees have been paid or an agreed payment arrangement put in place.
- The College reserves the right to charge an administration fee if fees are not paid by the due date. ([https://www.swansea.ac.uk/media/TCSU\\_TC.pdf](https://www.swansea.ac.uk/media/TCSU_TC.pdf))

### **Appeal**

Students who wish to review decisions relating to sanctions imposed following non-payment of tuition fees, may write to the College Director Principal in the first instance, giving full details of the grounds for the review. Students who remain dissatisfied with the outcome of a review related to non-payment of tuition fees, may request a final consideration of the decision in accordance with the [[University's Final Review Procedure](#)].

Students will not be required to withdraw from The College if the total sum owed is less than £100.00.

### **THIRD PARTY DISCLOSURES AND SHARING INFORMATION**

On completion of studies/withdrawal/suspension, The College may disclose adequate, relevant and sufficient personal data to a third party (nominated Debt Collection Company), to enable the debt to The College to be pursued and recovered.

If your account is passed to The College's approved debt collection agency or for legal action, all outstanding balances will become due immediately.

Legal action may result in additional costs to the student.

---

This procedure applies to all students enrolled with The College.

Students are defined as persons registered or enrolled at The College to follow a programme of study. If a student leaves The College with outstanding debts, The College will pursue payment of the outstanding debt.

Students are responsible for paying all fees incurred whilst studying at The College on a timely basis. Where a sponsor has agreed to pay on behalf of a student, the student remains responsible for the debt until it has been discharged.

Non-payment of tuition fees will result in action to recover the debt. This can include de-registration, prevention of re-registration in successive years, including being unable to progress to the University, and withholding of results.