

Paying in Full

A 10% discount of the tuition fee will be given for courses of 24 weeks or more (excluding Apprenticeships and Higher Education courses) where the full year's fees are paid during enrolment, in advance of the start date. The discount will not apply at any other time. This includes employer sponsorships. Discount is not given for set charges such as consumables.

FlexPay Instalments

Monthly instalments are managed by a third-party company called **FlexPay**. Should you wish to pay via monthly instalments you must pay a deposit of 10% at enrolment and sign the Choice of Payment Agreement. By signing the agreement, you are providing permission for your details to be passed on to them. FlexPay charge a fee of £6 per month for this service which is payable with your first agreed instalment. Payments must be completed 1 month prior to the end of your course. FlexPay instalments are not an option for courses under 12 weeks. Please be aware that should you default on your payment plan your outstanding fees may be passed on to their debt recovery department, Oriel, and could incur charges.

Sponsorship

If you are being sponsored by an Employer and your Employer/Sponsor requires an invoice, written acceptance of responsibility is required. This can be:

- a) An email to s2c@essexsharedservices.co.uk stating the name of the learner(s) being sponsored and any relevant purchase order number
- b) A purchase order or letter submitted at enrolment

In the event a learner's fees are to be paid by the employer, once any of the above acceptance of responsibility has been received the employer remains ultimately liable for the course fees. Courses of under 12 weeks in duration invoicing after the start date of the course will not be available and all fees must be paid in full prior to the start of the course.

Advanced Learner Loan

If you are applying for an Advanced Learner Loan no payment will be due at enrolment. **It is imperative that you obtain a letter from the college informing you of how to apply.** This letter will provide you with the necessary course code and further information required when applying for your loan. Your application must be sent to Advanced Learner Loan – Student Finance England immediately. **Student Finance England will only pay your Advanced Learner Loan for the time you are in attendance. Should you withdraw, any outstanding fees will remain your liability.**

Support with Fees

When applying for funding assistance any fee assessment evidence must be produced at enrolment. If evidence is not provided you will remain liable for the full cost of the course. Funding would only cover a maximum of 50% of your fees. To cover the remaining 50%, you must either pay in full or sign up to FlexEd at enrolment. If you choose to pay via FlexEd you will still be required to pay a deposit of 10% of your total fees at enrolment.

Unpaid Fees

Failure to make any payments will result in your details being sent to our third-party Debt Management Service – Oriel. They will contact you direct to discuss your outstanding debt which may incur charges.

Should you withdraw from your course you will remain liable for the full cost of the course with immediate effect.