

## Financial Information and Implications 2019-20

A 'Student Account' is set up for each student enrolled at the College, to record monies paid in and charges attributed to the student. Please note that this is not a bank account.

### How much do I need to pay and when?

Payments are split into three categories:

1. College Deposit:

**Due:** From Fresher's onwards. Either payable at Finance Services or over the telephone by debit/credit card on 01708 514421/2/3/4.

Please note: Students applying for Bursary Funding are not required to make this payment at this time. If, however their application is unsuccessful, payment will then become due.

**Amount payable: £60**

Students are required to pay this refundable deposit of £60 before the start of their course. The deposit is held in their 'Student Account'. Deductions are made for lost or damaged books, equipment, missed examinations, replacement ID cards, compulsory charges and other charges related to the student. Refunds for trips and other reimbursements eg Bursary's are also made into the account. As the balance on the account needs to be maintained at £60 when the balance falls below £60 a 'Top Up' letter will be sent out advising the amount required to be paid to restore the account £60. If the balance on the account rises above £60 a refund is automatically paid. The final balance on the 'Student Account' will be refunded at the end of the course on completion of a Leavers' Form.

**Please note: All refunds are made by BACS directly into a bank account. Most students can nominate their own or a parent/guardian's bank account to receive refunds. Student in receipt of Bursary cannot nominate a bank, they will need to open a bank account in their name.**

**A Bank Details Form must be completed to advise your banking details, forms are available from and must be returned completed to Finance Services.**

2. Compulsory course charges:

**Due:** At Admission (late August/early September)

**Amount payable:** Various

These charges depend on the courses selected and cover books, equipment and resources. Please note that not all courses attract charges. These should be discussed with your interview Tutor.

Please note: Students applying for Bursary Funding are not required to make this payment at this time. If, however their application is unsuccessful, payment will then become due.

3. Optional costs:

**Due:** You will be advised by the subject Tutor when these costs arise.

**Amount payable:** Various

These depend on the course selected. They include payments for trips and visits, resources, revision materials and examination re-sits.

## What if I cannot afford to make a payment?

If you are experiencing financial hardship and may have difficulties with any of these payments, please contact Finance Services on 01708 514421/2/3/4 or [finance@havering-sfc.ac.uk](mailto:finance@havering-sfc.ac.uk). Our Finance team will be happy to discuss a payment plan to assist you in making any of the above payments.

## Can I get financial assistance?

If your household income is low and you or the student is in receipt of certain means tested benefits, or if the student is or has been in care, you may be eligible for assistance from the Bursary fund. This will help with the essential costs in connection with the student's studies. These funds are entirely dependent on Government funding. Application forms and information regarding what the Bursary Funds cover will be available from Finance Services from Fresher's. Alternatively, queries can be directed to [bursaryadministrator@havering-sfc.ac.uk](mailto:bursaryadministrator@havering-sfc.ac.uk). Students who find themselves facing financial difficulties during their time at College should speak to their Coach in the first instance.

## Can I get any refunds?

**Before you start the course:** If you decide that you no longer require your place at the College, you must inform the Admissions Department, who will inform Finance Services. A refund is then automatically processed for any payments you have made.

**Refunds throughout the year for any Optional Costs:** These vary and are dependent on the reason for payment/refund. These are often non-refundable, e.g. payments for trips and Examination Re-sits. This should be clarified at the time of payment.

**Please note: All refunds are made by BACS directly into a bank account. Most students can nominate their own or a parent/guardian's bank account to receive refunds. Student in receipt of Bursary cannot nominate a bank, they will need to open a bank account in their name.**

**A Bank Details Form must be completed to advise your banking details, forms are available from and must be returned completed to Finance Services.**

## What if I do not have a Bank Account?

Either the student or the parent/guardian will need to open a bank account. If the student will be applying for a Bursary, then the student will need to open a bank account in their own name. You are free to approach any bank with a view to opening a bank account. They differ regarding what proofs of identity and documentation you require and the type of account they offer.

## How can I make a payment?

Payments for all of the above are accepted as follows:

- **At Finance Services** in cash or by credit/debit card
- **Over the telephone** by credit/debit card, please call 01708 514421/2/3/4.

**Please note that the college is unable to accept payment by cheque.**

**Please do not send cash through the post.**

**If you have any finance-related queries please contact the Finance Team at Finance Services or by telephone 01708 514421/2/3/4 or by email [finance@havering-sfc.ac.uk](mailto:finance@havering-sfc.ac.uk)**