

# FEE COLLECTION PROCESSES 2009/10

## FINANCIAL REGISTRATION-TUITION

- Pay all tuition fees for the year by the due date, up front, or
- Provide details of a sponsor who agreed to take responsibility for the payment of tuition fees, or
- Pay one third of the fees up front and make suitable arrangements to pay the remainder by instalment using the on-line payment facility.

## PAYMENT OF RESIDENCE

- Pay fees in full by the due date, or
- Provide details of a sponsor who agreed to take responsibility for the fees, or
- Make an appropriate payment arrangement using the on-line payment facility.

## PAYMENT OF NURSERY OR SUNDRY INVOICES

- Pay fees in full by the due date, or
- Make an appropriate payment arrangement.

## FINAL WARNING STAGE

- Removes access to library.
- Removes access to VITAL VLE but not to examination timetables or emails.
- Access will be reinstated within 48hrs of full settlement of overdue invoices if paid via the on-line payment system but cheques or bank transfer 5 days or more due to clearance times.

## FINANCIAL SUSPENSION

- Removal of ALL I.T. facilities, including email access and continuation of the removal of library access but not to examination timetables.
- Exclusion from re-registration in any new academic sessions, international students will be notified to UKBA.
- All dis-honoured cheques or special arrangements will result in immediate financial suspension.
- The decision to continue studies, suspend or withdraw must be reviewed at this stage.