

COURSE FEES – PAYMENT INFORMATION FOR STUDENTS

Where a student wishes to apply for an Advanced Student Loan or a Loan for Higher Education, please refer to the separate information sheets available at Student Services.

Payment for Fees other than by Student Loan

There are a number of ways that a student may make payment for their tuition and exam fees, as follows:

- Payment by Card
- Payment by Bank Transfer
- Payment by Cheque
- Payment by Instalments

Whichever method of payment is used, the student's name and course reference must be given at the time of payment. If a sales invoice has been issued, also quote the account reference shown on the invoice.

Payment by Card – Payments may be made by debit or credit card at the till located at the College Reception. Payment may be made either in person or by phone 01635 845000.

Payment by Bank Transfer - Payments may be made directly into the college bank account as follows:

Bank name: Lloyds Bank

Sort Code: 30-95-89

Account No: 00001002

Please quote the student's name, sales invoice number and account code in the payment reference.

Cheque or Bank Draft - Cheques or bankers drafts must be in sterling and drawn on a UK bank made payable to Newbury College. Please give the student's name, course reference and sales invoice number and account code.

Payment by Instalments – For course fees over £500, applications to pay by instalments will be considered. Students will be required to sign

an agreement to pay four equal instalments over the first term. The initial payment will be taken at enrolment, with each payment thereafter on 1st Oct, Nov and Dec. An administration fee of £25 will be applied to the first payment. Please email info@newbury-college.ac.uk to request an instalment application form.

Payment by Cash – For health and safety reasons, payments by cash will only be accepted in exceptional circumstances. Other payment methods are encouraged. If payment by cash has been agreed, it must be made at reception. Please ensure that you receive a till receipt which will be required should a refund prove necessary for any reason.