**Regent College London Student to Pay (STP) Policy**

1. **Introduction and Background:**

Regent College London is committed to providing educational opportunities for students, including those who may need to self-fund their studies or have exceeded their Student Finance England (SFE) allowance. These students are referred to as Student to Pay (STP) students. This policy outlines the College's approach to STP students, defining roles, responsibilities, payment procedures, and support mechanisms to ensure a smooth academic journey.

1. **Definition:**

An STP student is a student who is either self-funding their studies or has exhausted some or all their 4-year SFE allowance (identified as a 0 tuition fee candidate).

1. **Roles and Responsibilities:**

The following teams are designated to manage STP students:

* Admissions, Widening Recruitment, and Access (AWRA) team
* Finance Team
* Student Finance Officer (SFO)
1. **Identification of STP Students:**

STP students can be identified either pre-enrolment or post-enrolment:

4.1. Pre-enrolment (or within 14-day cooling-off period after the course start date):

- If identified pre-enrolment, the student finance officer will contact student to discuss their previous funding and payment plan options.

- Once discussed, the SFO sends the Payment Plan Agreement (PPA) to the student for approval.

- Upon signing the PPA, an automated signed copy from the student is sent to the relevant team members.

- After receipt of the signed PPA, the Direct Debit form is sent to the student to complete. Once this is completed, the direct debit form is received by the bursary and fund officer along with a member of the finance team, one of whom add it to student's file.

- The AWRA Officer continues to support the candidate's application in accordance with the signed payment agreement plan and other conditions.

 4.2. Post-enrolment (and after 14-day cooling-off period):

- The SFO sends the PPA form to enrolled STP students.

- The student has one week to pay the deposit.

- If the deposit is not paid, the student is automatically declined.

- Once the PPA and deposit are received, the STP student can proceed with their studies.

1. **Payment Plan Agreement:**

The PPA form outlines instalment dates and the terms and conditions of the payment plan. The student must sign the PPA form to continue their studies. Tuition fees are paid in three instalments, one per term, through Direct Debit, following the College term dates.

1. **Direct Debit Form:**

The Direct Debit form is completed by the student along with the PPA via Adobe Sign. Once submitted, the Finance team sets up the Direct Debit within 5 working days.

1. **Deposit:**

A £500 deposit is required to be paid before the commencement of the course, once the PPA is signed, and this will be deducted from the total value of the tuition fee, which after the deduction will be split into 3 instalments.

1. **Pearson Registration Fee**

For those STP/Private fee paying students who are studying a HND with Pearson, an additional fee will need to be paid as part of the registration, along with the deposit. The Pearson registration Fee is £323.95. This fee is refundable upon completion of the HND course (2nd year at Level 5) as well as if the STP student subsequently gets their student loan approved through the appeals process. It is non-refundable in cases where the student does not complete the 2nd year (level 5).

1. **Instalment Deadlines:**

**The Instalment dates stipulated on the PPA should reflect the date in which the Direct Debit will be collected from the candidate's bank account NOT the term start date.**

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| Intake | Term 1 Start date | **DD Collection Date** | Term 2 Start date | **DD Collection Date** | Term 3 Start date | **DD Collection Date** |
| Sep-23 | 25/09/2023 | **09/10/2023** | 08/01/2024 | **15/01/2024** | 08/04/2024 | **15/04/2024** |
| Jan-24 | 15/01/2024 | **29/01/2024** | 08/04/2024 | **15/04/2024** | 02/09/2024 | **09/09/2024** |
| Apr-24 | 22/04/2024 | **06/05/2024** | 23/09/2024 | **30/09/2024** | 06/01/2025 | **13/01/2025** |
| Jun-24 | 24/06/2024 | **08/07/2024** | 02/09/2024 | **09/09/2024** | 06/01/2025 | **13/01/2025** |

For those who have been identified as STP after the start of the course, the above will apply for Term 2 and 3 however, the 1st instalment will need to be paid via bank transfer as it is too late to set up the direct debit. The date is variable and will be discussed as and when the student is identified post enrolment.

The student is given a 2 week grace period by which they must pay their tuition fee termly instalments. If student fails to make instalment payments within this timeframe, they are sent for withdrawal based on non-payment through the HUBx. Students also receive reminder emails for their termly tuition fee payments.

1. **Reminder Emails:**

Upon receipt of the signed Payment Plan, an email reminder is triggered to the relevant staff after one week to remind the student to pay the £500 deposit. After 2 weeks, if not received, the automation process is cancelled.

1. **Automatic Direct Debit:**

Direct Debit payments are automatically debited from the student’s bank account on the instalment dates outlined in the PPA after the commencement of their course. If the direct debit is returned, the student with face a £25 admin charge. This fee will incur for each bounced direct debit. Student must pay outstanding balance within 1 week along with administrative charge.

1. **Conclusion:**

Regent College London acknowledges the financial challenges that some students may face and is dedicated to helping them succeed. This policy establishes a supportive framework for STP students on their academic journey.

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