

# DISTANCE LEARNING CENTRE FEES & PAYMENTS ON ENROLMENT INFORMATION



## COURSE FEES AND PAYMENTS

Unlike traditional Colleges, the Distance Learning Centre receives no government funding. We are entirely reliant on the course fees from our students. However, we are still able to keep our costs extremely competitive in comparison to fees the colleges charge. As a result, **we are not able to offer our courses at discretionary rates or free of charge.** A few students have managed to secure some grant funding themselves. You may find some useful links on the Web Site Grants & Finance page but we do not offer a service to help you secure funds.

## COURSE FEES

**The basic cost of studying an Access Diploma is £675**, plus an additional charge for final Certification paid on successful completion of the course. The Certification fee is set by the Open College Network (our Awarding Body) and we pay it directly to them. It is currently £100. This makes a **total cost of £775.**

Please remember the course fees include the cost of tutoring and marking assessments and tests as well as the course materials but exclude the cost of Certification. All prices include VAT.

## HOW TO PAY FOR YOUR COURSE

The preferred method of payment is online with a credit or debit card. Our payment system (SagePay) is one of the most secure and reliable on the market. We accept all major cards:

- Visa (Credit and Debit)
- MasterCard
- Electron
- UK Maestro
- Solo

At the same time as you return your Enrolment Form, you need to:

- Register on the DLC web site [http://www.distancelearningcentre.com/user\\_register.php](http://www.distancelearningcentre.com/user_register.php)
- You will receive a Registration Email with your login details
- Login and pay your Enrolment Fee of £25 online
- **We will not process your Enrolment Form and enrol you on the course until we receive this fee.**
- **If there is some reason why you cannot pay online** by credit/debit card, or you wish to make a single payment, part payment by grant cheque, or there is some other reason, you should contact the Student Services Manager to discuss other payment options. E-mail [k.kullen@distancelearningcentre.com](mailto:k.kullen@distancelearningcentre.com) tel. no. 01706 878149

There is always a short period between submitting your Enrolment Form and starting your studies and the first payment will not be debited from your account until the day you start studying with your allocated tutor.

## MONTHLY PAYMENT OPTIONS

**We do not require payment of the course fees up front** but offer monthly payment options spread across the period of your study, although we can be flexible and take lump sum payments or combinations of lump sums and monthly payments. The amount of your monthly payments depends on your planned date to complete the course. We generally expect that the course takes about 12 months of study. You can even put credit aside for the final Certification and Moderation Costs as you go along.

### Payment options for completion in 12 months and more than 12 months

- **£25 Enrolment Fee** paid at the time you submit your Enrolment Form
- This is followed by **12 monthly payments of £50 per month**, starting on the day you start studying the course.
- The **£100 Certification Fee and £50 Moderation Costs** are due only on successful completion of the course.
- Total = £775.
- **If you take longer than 12 months to complete**, the monthly payments will continue at £50 per month until you complete.
- **If you finish sooner than your planned 12 months**, the way you finish your payments will depend on your choice. If you require Certification before your 12 months are up, you will need to settle the outstanding amount, otherwise you can just continue your monthly payments until the full amount is settled. Alternatively, if it becomes clear part way through the course that you will finish early we can adjust the monthly payments accordingly.
- If you do not complete the course or do not require a Certificate, the course completion charges do not apply.

### Payment options for completion in less than 12 months

- **£25 Enrolment Fee** paid at the time you submit your Enrolment Form
- This is followed by **£600 divided across the number of months in which you plan to complete**, starting on the day you start studying the course.
- The **£100 Certification Fee and £50 Moderation Costs** are due only on successful completion of the course.
- Total = £775.
- **If you take longer than the number of months you planned to complete**, you will not need to pay further monthly tuition fees unless you take longer than 12 months. Alternatively, if it becomes clear part way through the course that it is going to take you longer to complete than you initially planned, we can agree with you to adjust the monthly payments accordingly.
- **If you finish sooner than your planned number of months**, the way you finish your payments will depend on your choice. If you require Certification before your you were due to finish, you will need to settle the outstanding amount, otherwise you can just continue your monthly payments until the full amount is settled. Alternatively, if it becomes clear part way through the course that you will finish earlier than you planned, we can agree with you to adjust the monthly payments accordingly.
- If you do not complete the course or do not require a Certificate, the course completion charges do not apply.

See next page for examples of monthly payments

## Examples of monthly payment amounts:

- 12 months - £50.00
- 11 months - £54.55
- 10 months - £60.00
- 9 months - £66.67
- 8 months - £75.00
- 7 months - £85.71
- 6 months - £100.00

We do not set up monthly payment options for parts of months and each payment covers the month of tuition following the payment. This will help you work out the monthly payment option which suits your target completion date.

**Higher Education University & College intake** - if you have set your sights on entering a University of College for a particular intake, or have obtained a conditional offer of a place, this will probably have a major impact on your decision about how long you wish to take to complete. All these organisations offer entry in September/October of each year and a few offer a January/February intake as well.

**DLC Certification Dates** – we have arranged our Moderation (this is where we are Quality Assessed by OCNWR, the Awarding Body) to align with University and College intake dates. Students who have completed by the Moderation date will get Certificates. If you do not complete in time you will have to wait for the next one. Unfortunately this cannot be flexible and completion that is 'a bit late' still cannot be Certificated until the following date. DLC Certification Dates are June and November. June Certification is for September/October University & College intake and November is for January/February intake. It does not matter if your Higher Education dates are further away and you can complete well in advance of our Certification dates, this information only applies if you are working to a tight schedule. **You cannot enrol after the 1<sup>st</sup> of December for a June Certification or after May 1<sup>st</sup> for a November Certification, this is because you will be unable to complete in the timescale you are setting.**

**BEWARE** - trying to complete your studies in less than 9-12 months requires a huge amount of work on your part. Start as early as you can and set realistic goals. It is better to finish early rather than find you cannot complete in time.

## MORE ABOUT THE CERTIFICATION FEE

When you complete the course we have to apply to OCN for your Certificate, the charge is £100 for a Full Access Diploma of 60 credits and is still the same for Unit Accreditation or even if you complete more than the normal 60 Units. OCN do change the Certification Fee periodically, and this is outside our control. If they do raise the charge we have to charge you the additional amount.

We do not release Certificates until the Certification and Moderation fees are paid and any tuition arrears settled. Some students decide to pay a little extra each month to cover the cost as they progress through the course, whilst most pay a lump sum at the end.

## REFUNDS

We do not offer refunds except by special arrangement direct with your tutor who will then have to contact the Director of Finance for approval. If you cancel your payment via your bank without informing your tutor, and they continue to provide tuition, you will be removed from the course until you pay the arrears and in extreme cases legal action may be taken to recover the debt.

**FOR YOUR OWN RECORDS ONLY**

You may find filling this form useful to keep so that you know when you are paying your fees

Date of paying £25 enrolment fee online:		Date	
My proposed course start date is (at least one week after your enrolment date):		My proposed course completion date is:	
Please tick your choice of monthly payment options based on your start and completion dates. If you are not sure when you wish to complete or want to see how things go before you decide, select the 12 months option.			
12 monthly payments of £50.00 per month		9 monthly payments of £66.67 per month	
11 monthly payments of £54.55 per month		8 monthly payments of £75.00 per month	
10 monthly payments of £60.00 per month		7 monthly payments of £85.71 per month	
Your monthly payments will not start until your course tuition date which is always at least 1 week after your Enrolment. See following pages for more details but please also note that if you choose an option of less than 12 months but you do not complete by your proposed completion date you will not be charged further fees unless you take more than 12 months.			
On successful completion of the course you have agreed to pay the Certification and Moderation Fees The Moderation Fee is a fixed £50. The Certification Fee is set by the Awarding Body (OCN) and may increase from time to time but is currently £100 (August 2009)			
Proposals for alternative payment options (only applies for advance payments, combinations of grant payments and personal payments or for people who cannot pay with credit/debit cards online). <b>Please note we cannot offer our courses at discretionary rates or free of charge.</b>			