



How and When to Pay Tuition Fees

1. Tuition fees are to be paid to the Cashier, located in the Student Support Centre, Bedford Way. Tuition fees are payable on enrolment, in full or in instalments. During enrolment sessions the Cashier will be present in the enrolment hub.

2. Fees paid in full

A 1% discount applies when fees are paid in full within fourteen days of the official start date of the programme. This discount is not available to sponsors. Official start dates are as follows:

2011/2011	Autumn Term	Spring Term	Summer Term
PGCE (Pri/Sec)	5 September 2011	3 January 2012	16 April 2012
Post-Compulsory PGCE/Diploma	12 September 2011	9 January 2012	16 April 2012
All other Students	3 October 2011	9 January 2012	23 April 2012

The above dates are provisional.

Payment can be made by:

- a) **Credit/Debit Card:** Payments are to be made in person
- b) **Cheque/Bankers Draft:** Made payable to Institute of Education, and forward to Cashier's office. Please write your student ID number & student name on the back of the cheque/draft.
- c) **Bank Transfer** into the following account:

Account Name: Institute of Education
Bank: National Westminster Bank
Sort Code: 60-30-06
Account Number: 36146072
Bank Swift-Code: NWBK GB 21 54A
IBAN No: GB90 NWBK 60300636146072

Please ensure your Bank quotes your student identification number and student name as the payment reference. If payment is received without these details, there will be no guarantee that your funds will be credited to your account. All payments must be made in £ Sterling. All bank charges must be paid by the student.

- d) **Cash** **We regret that we cannot accept cash payments** for security and insurance reasons. Should you wish to pay by cash, you must go to the Cashier's Office to collect a paying-in slip. You will then need to go

to a NatWest Bank to arrange payment into the Institute Account. **If the IOE pay-in slip provided is not used, there will be no guarantee that your funds will be credited to your account.**

3. Fees paid in instalments

Tuition fees may be paid in instalments via Direct Debit.

New and Continuing students for the 2011/12 academic year who register for

- three terms may pay by up to three equal instalments
- two terms may pay by up to two equal instalments
- one term pay the full fee due on enrolment

Instalment payments are due at the start of each term.

4. Sponsored students and students with a loan

If a sponsor is paying for your fees, or you have secured a study loan, at enrolment you must bring the sponsor letter or loan letter as evidence of funding for your tuition fees.

If you fail to provide this at enrolment, you will be considered as a self-paying student. You will either pay the tuition fees in full or arrange instalment payments.

5. Students with the Student Loan Company

By November, if a student has not provided a loan letter and is not on the SLC list of applicants, his/her access will be cancelled.

To avoid access cancellation, students must come in or contact the Cashier to make payment/arrangements immediately. If you are experiencing problems with the Student Loan Company please contact our Welfare Officer for assistance

6. Dishonoured payments

If an instalment payment is dishonoured, the balance is payable immediately.

A letter and an email will be sent to you within a week and you must contact the Cashier's office immediately to settle your fees.

7. Credit control

At enrolment students are required to pay fees in full or pay the first instalment immediately and make arrangements to pay the balance in instalments.

Failure to pay or failure to make instalment arrangements will lead to immediate cancellation of access to the Institute's facilities. A letter requesting settlement within 7 days will be sent. Registration will be cancelled if fees are not settled.

When credit control procedures have been exhausted, the debt will be forwarded to the Institute's debt collection agency for legal action.

If, at any time, you have problems meeting your payment instalments, you must inform the Institute by contacting the Cashier's office and Student Welfare immediately. Alternative arrangements are possible at the Finance Director's discretion.

8. Charges

£25 for a failed instalment payment to cover bank and administration costs incurred by the Institute

£150 reinstatement fee for the reinstatement of access and/or registration

Cashier contacts:

Email: cashier@ioe.ac.uk
Telephone number: 020 7612 6180
Fax: 020 7612 6032
Address: Student Support Centre,

Level 4, 20 Bedford Way,
LONDON, WC1H 0AL

The Institute of Education's Tuition Fee Policy is available online at:
[*Student policies and procedures - Institute of Education, University of London*](#)

[*http://www.ioe.ac.uk/studentInformation/39369.html*](http://www.ioe.ac.uk/studentInformation/39369.html)

Please read this for more information about withdrawal charges, charges incurred by non-payment of fees and tuition fee refunds.