

Payment Instructions – Evening & Part Time Courses

Name:	
Course:	
Application Reference:	

- I am applying for SAAS part time fee grant (upload this form and confirmation on to your online account)
- I am applying for ITA (upload confirmation on to your online account)
(If you intend to use Individual training Account apply through - <https://www.myworldofwork.co.uk/learn-and-train/sds-individual-training-accounts-ita>)

Applicants paying in instalments (available for course's with fees above £200) - £200 deposit must be paid within 4 weeks of your offer. An Instalment Plan can be set up for the outstanding balance by contacting Finance when your course begins in August.

Some courses have limited fee waiver places, available for students on certain benefits. Further information can be found on our [fee waiver form](#) or contacting part time admissions.

Applicants paying full fees please follow instructions below:

1. Transfer money from your bank account

- **Online bank transfers.** Log in to your online bank account and select the option for making a payment. Follow the instructions on screen to enter the correct details.

2. Details you need to transfer money?

- Name of the person or business you're paying – **City of Glasgow College, Income Account**
- **Royal Bank of Scotland**, 10 Gordon Street, Glasgow G1 3PL
- Six-digit sort code of the account you're paying **83-07-06**
- Eight-digit account number of the account you're paying **19616943**
- A payment reference - **THIS MUST BE YOUR STUDENT REFERENCE.** This can be found when you login to your [online application account](#) and we will know you have paid.

3. How long does it take for the money to be transferred?

- Payments made using Faster Payments will sometimes be received immediately after leaving your account, but can sometimes take up to 2 hours.

IMPORTANT INFORMATION - Avoiding issues with bank transfers

Double-check the details. Check every figure, even if your bank preloads them. It can be difficult to get your money back if you send it to the wrong account.

Contact details:

Admissions – For applicant and payment enquiries - ptadmissions@cityofglasgowcollege.ac.uk

Finance Department contact details – finance@cityofglasgowcollege.ac.uk