

## Payment Plans Policy

Students or their Guardians can benefit from different payment plan packages designed to help ease the payment of tuition fees. Feel free to contact Finance Department directly if you need further clarification.

Payment Plans	Level	Description	Payments By *
Early Bird Discounts	FD UG	Full Tuition Payment for Academic Year: <b>Up to 3% Discount</b> of Tuition Fee • (Applies to new students only)	6 months before start of new academic year
Standard	FD UG	<b>Tuition Payment:</b> 70% fee payment by <b>01-Oct-20XX</b> and 30% by <b>01-Jan-20XX</b> ~ <b>Discount:</b> No Discount	1 <sup>st</sup> Oct 1 <sup>st</sup> Jan
4 Instalments	FD UG	<b>Tuition Payment:</b> Four instalments per year on dates indicated <b>Plan Charge:</b> 3% on tuition fee under consideration	1 <sup>st</sup> Oct    1 <sup>st</sup> Feb 1 <sup>st</sup> Dec    1 <sup>st</sup> Apr
6 Instalments	FDN UG	<b>Tuition Payment:</b> Six instalments per year on dates indicated <b>Plan Charge:</b> 5% on tuition fee under consideration	1 <sup>st</sup> Oct    1 <sup>st</sup> Mar 1 <sup>st</sup> Nov    1 <sup>st</sup> Apr 1 <sup>st</sup> Jan    1 <sup>st</sup> May
8 Instalments	FDN UG	<b>Tuition Payment:</b> Eight instalments per year on dates indicated <b>Plan Charge:</b> 10% on tuition fee under consideration	1 <sup>st</sup> Oct    1 <sup>st</sup> Feb 1 <sup>st</sup> Nov    1 <sup>st</sup> Mar 1 <sup>st</sup> Dec    1 <sup>st</sup> Apr 1 <sup>st</sup> Jan    1 <sup>st</sup> May

\* **Notes:** Where a programme does not start in October, alternative payments dates will apply.  
Please contact finance office ([finance@lancaster.edu.gh](mailto:finance@lancaster.edu.gh)) for PG instalment plan

### Terms and Conditions:

- This agreement will not be processed without the full payment of non-refundable enrolment fee for new students.
- To qualify for payment plan, students are required to pay at least **30%** of the net tuition fee as initial deposit.
- Payment plans must be supported with postdated cheques drawn to **Lancaster University Ghana**.
- This agreement will be annulled if any cheque issued is dishonoured by the bank.
- Cedi postdated cheques are subject to the prevailing exchange rates used by the University at the time of clearance by the bank.
- All payment plans must be fully settled on or before 31<sup>st</sup> May 20XX
- Default in payment plan will lead to restricted access to academic services (including documents, moodle, etc.)
- The University shall take firm measures to ensure that outstanding debts are paid as soon as possible when payment is more than 4 calendar weeks late.

### **Late Payment Penalty Chart:**

<b>Week 1</b>	<ul style="list-style-type: none"> <li>• Late Payment Charge \$50</li> <li>• Email notification late payment</li> </ul>
<b>Week 2</b>	<ul style="list-style-type: none"> <li>• Late Payment Charge \$100</li> <li>• Phone call with email</li> </ul>
<b>Week 3 to 4</b>	<ul style="list-style-type: none"> <li>• Late Payment Charge \$200</li> <li>• Compulsory Meeting (TAG sets time and date):               <ul style="list-style-type: none"> <li>○ Payment plan</li> <li>○ Explanation of additional measures</li> </ul> </li> </ul>