

STUDENT FEES AND CHARGES POLICY

MAY 2019

Reviewed by SMT:	8 th May 2019
Endorsed by F&GP	24 th June 2019
Approved by Governing Body:	10 th July 2019
Next review (as above):	March 2022



1. Policy Statement

- 1.1. 'Fees' relate to tuition costs and 'charges' relate to additional costs such as for consumables, trips and visits and fines for late return of resources e.g., library resources.
- 1.2. The Student Fees and Charges Policy is referenced in the college's Financial Regulations. The college will comply with current legislation and funding guidance with regards to any charges that it makes to students.
- 1.3. Students experiencing financial hardship may be eligible to apply for financial assistance through a variety of funds. Students should contact Student Services for information and advice.
- 1.4. A list of fees and charges will be available annually in advance of the new academic year on the college website and appended to this policy.

2. Policy Scope

- 2.1. UK and other European Union students¹ between the ages of 16 and 18 on 31st August before they start their Programme of Study, qualify for home student status and are not charged fees. Students between the ages of 19 and 25 on the Employability Programme who previously attended a special school are also eligible for ESFA funding. However, certain criteria have to be met e.g., country of birth, country of residence, length of time domiciled in the UK. Further information can be obtained from the Admissions Office. See also section 5 of this policy.
- 2.2. Students who are 19 on 31st August before they start a new Programme of Study are charged fees. The fee is reviewed annually and appended to this policy. See also section 5 of this policy.
- 2.3. Sixth Form Colleges can set their own fees for day time students from outside the EU. In this policy these students are referred to as international students. The fee is reviewed annually and appended to this policy.
- 2.4. Students wishing to study Adult Education evening courses are charged fees. The 4As Department can provide information regarding fees for Adult Education courses.
- 2.5. All students who enrol either on a day time Programme of Study (including international students) or Adult Education evening courses are eligible to pay charges.

3. Policy Aims

- 3.1. To provide a description of fees and charges the college makes to students.
- 3.2. To explain the roles and responsibilities of staff and students.
- 3.3. To explain the procedure for dealing with any appeals or complaints in relation to fees and charges.

4. Roles and Responsibilities

- 4.1. The Governing Body is responsible for ensuring that the college has fair and transparent policies and procedures in place for fees and charges to students.
- 4.2. **The Senior Management Team (SMT)** is responsible for:
 - 4.2.1 Approving and reviewing all fees and charges made by the college to students and ensuring that all such fees and charges comply with current funding regulations;
 - 4.2.2 Ensuring that fees and charges are publicised in a timely and appropriate manner to inform young people starting college. This includes ensuring the Finance, Admissions and Marketing, Student Services, Guidance, Curriculum Departments and Examinations Officer are in line with this policy regarding student fees and charges and student debtors.
- 4.3. **The Principal** has responsibility for ensuring that this policy is fully implemented, is accountable for the college's use of the funds and ensures complaints are dealt with appropriately.

¹ This will be reviewed post European Union Article 50 negotiations

- 4.4. **Members of SMT have separate responsibility** for:
- 4.4.1 Monitoring and updating this policy;
 - 4.4.2 Advising SMT regarding the discharging of duties outlined within this policy;
 - 4.4.3 Ensuring that students and parents/carers have access to information and advice regarding financial support that may be available when paying for college fees and charges;
 - 4.4.4 Ensuring that a procedure is in place for resolving overdue fees and charges that students owe to the college.
- 4.5. **The Finance Department** is responsible for collecting fees and charges, refunds and maintaining financial records for students who have fees and charges to pay.
- 4.6. **Students and their parents or carers** are responsible for:
- 4.6.1 Paying fees and charges and deposits when requested and by deadlines;
 - 4.6.2 Seeking financial support, where relevant, as outlined in the Enrolment Handbook.

Fees and Charges

5. Fees

- 5.1. No UK or other European Union student aged 16,17 or 18 on the 31st August immediately prior to their enrolment will be charged fees for tuition as long as they meet the residency conditions as set out in the Education and Skills Funding Agency Funding Guidance for Young People (available from www.gov.uk website).
- 5.2. A student who is 19+ on the 31st August immediately prior to their enrolment on a new Programme of Study may be charged tuition fees, depending on their circumstances. Such students are advised to contact the Local Authority in which they live in the first instance to ascertain whether and at which level they are entitled to study without paying tuition fees. The College can also provide advice through the Director of Admissions and Marketing and will be guided by the Education and Skills Funding Agency funding rules (available from www.gov.uk) and written evidence of status provided by the applicant from the relevant Local Authority.
- 5.3. Students will continue to receive free tuition in any consecutive, subsequent year of study on the same Programme of Study as recorded in their learning agreement (i.e. students beginning the first year of a two-year course will not be charged tuition for re-enrolling into the second year if they were not required to pay tuition fees for the first year of the course). The Director of Admissions and Marketing will respond to student, parent/carers or staff questions relating to tuition fees.
- 5.4. International students are charged tuition fees. The fee is reviewed annually and appended to this policy.

6. College Fund

- 6.1. The College Fund is a single payment requested on entry to the college which covers the provision of those social and recreational extras not otherwise provided for by public funding. It funds, for example, the provision of recreational facilities in Sport, Leisure and Fitness and in Music, Drama and Dance, minibus transport for local trips, visits and matches. It encourages students to participate fully in the enrichment and social activities the college provides and enables the college to provide them free or subsidise them instead of having to charge in full. In the event of insufficient contributions being made the college would have to consider withdrawing the above facilities or charging for them. However, a refund of the

contribution for the year can be claimed if a student leaves before the 1st November of that year, no refunds will be made after that date.

6.2 International students are not requested to contribute to the College Fund.

7. Examination and Assessment Charges

7.1. All qualifications carry charges made by the examining board for each student's exam entry and coursework assessment. This means that courses which do not have any examination as part of their assessment, and are coursework only qualifications, do still carry associated exam board costs.

7.2. For international students examination costs are covered by their tuition fee. However, international students are liable for additional examination and assessment charges for 7.3.2 – 7.3.6 below.

7.3. Students who are aged 16, 17 or 18 on the 31st August immediately preceding the start of their programme are not charged for the first attempt at each public examination or relevant coursework submission for subjects they have been studying at College, other than in the following circumstances:

7.3.1 Students who, at the start of the summer term, have attendance of less than 80%.

The college, will, however, be sympathetic in the case of unavoidable authorised absence (e.g., family bereavement, religious festivals, college trips, university visits or a prolonged absence caused, for example, by long term ill-health) and is committed to providing support in these cases;

7.3.2 Where a student withdraws or fails, without good reason, to sit an examination for which the college has paid;

7.3.3 Where a student re-sits an examination resulting from an initial examination failure;

7.3.4 Where a student re-sits an examination with the aim of achieving an improvement in grade;

7.3.5 A student who requests a review of marking, re-check or the return of an original script will be required to meet any associated costs;

7.3.6 Where a student requests entry into a public examination for a subject which has not been part of their Programme of Study at the college.

8 General Charges

8.1 The College is able to request payments from students/parents/carers for other elements of a study programme. We apply charges in the following circumstances for all students, including international students and students on Adult Education courses:

8.1.1 Items provided by the college which have been ordered in bulk to secure a discount on behalf of the students e.g., stationery, consumables or similar items;

8.1.2 Photocopying and computer printing charges are made to students who wish to make use of the college's facilities for general study purposes, printing of their own work and individual research. There is an initial credit given to each student for photocopying and computer printing;

8.1.3 Fines for the late return of library books (which will be made known in advance), replacements for lost ID cards, other college equipment that has been damaged or lost except in cases of damage or theft. Fines are not fees;

8.1.4 Where clothing or equipment is necessary for the student's health or safety it may be charged for and the student would then retain the item(s) at the end of their time at the college. Students will also have the option of borrowing the clothing or equipment free of charge;

- 8.1.5 The recreational use of leisure and other non-academic facilities and lettings where the activity taking place is not a requirement of a course syllabus or not part of a student's free entitlement;
 - 8.1.6 Travel, board and lodging and other additional costs, including any tuition costs, associated with field trips and similar activities that may form part of or be outside the requirement of the course syllabus or agreed study programme;
 - 8.1.7 Optional extra activities where the activity is taking place outside a required part of an agreed study programme, and charging is at the discretion of the college. Examples of optional extra activities include theatre, cinema or museum visits or other day or residential visits that are not a requirement of course syllabuses.
- 8.2 Students are requested to pay ALL relevant charges due before starting lessons at the college, unless otherwise agreed with the Director of Admissions and Marketing or Vice Principal (Student Support) or Student Services Manager.
 - 8.3 All charges are applicable for each year in which the student is studying. For example, a student asked to pay course charges for A-level Photography in the first year, would be asked to pay a further charge for the second year of the A-level.
 - 8.4 Course charges can be accessed from the Parents/Carers section of the Collyer's website in advance of the new academic year.
 - 8.5 Students who are experiencing financial hardship may be eligible for financial support towards some or all of these costs and can find information from Student Services or the Vice Principal (Student Support).

9 Trips and Activities

- 9.1 All students are required to pay, in advance, the full costs of any non-compulsory trips or activities they choose to attend which are not covered by a course charge (see section 8 above).

10 Fines

- 10.1 The Library will fine for any books or other resources which are overdue. Fine tariffs will be publicised by the Library.

11 ID cards

- 11.1 All students will be issued with a photo ID card and lanyard free of charge at the start of their first academic year at the college. Students who lose their ID card will be charged for a replacement.

12 Use of College Resources

- 12.1 The college will provide some text books for students to borrow, and will not charge for the use of resources in the Library and use of equipment and facilities where they are a requirement of a course. However, fines will be made for any items not returned to the Library as per any loan agreement.
- 12.2 The college will not charge students for the use of college equipment where its use is required as part of their course e.g. video or photographic equipment. However, fines will be made for any items not returned to the Library/Department as per any loan agreement.
- 12.3 All students will be charged for any damage they cause to text books (including writing which cannot be completely removed) and other college resources they have been lent. A student may be charged for any damage to college premises or equipment. The fine would usually be the amount required to restore or replace.

13 Music and Performance Tuition

- 13.1 All students who are taking a music or performance course e.g., drama or dance at college must pay for the cost of any additional tuition they receive.

14 Non-payment of College Fees and Charges

- 14.1 Any fees, charges or fines that are not paid in full by the end of a student's time at the college may be reflected in or lead to the withholding of references to employers or further and higher educational establishments.

15 Financial Hardship

- 15.1 Financial support may be available to students who are experiencing levels of financial hardship which are a barrier to them accessing or participating in education. Information and advice is available from Student Services, the college website and the Vice Principal (Student Support) and several sources of support may be available.
- 15.2 Bursary/Discretionary Financial Support – The College is awarded finance from the Education and Skills Funding Agency (ESFA) to administer a Bursary to support students facing genuine financial barriers. To be eligible for financial support students must be under 19 on 31st August preceding the start of their course and qualify under either of the categories below:
- 15.2.1 Vulnerable learners, as defined by ESFA: children in care; care leavers; living independently and receiving income support or universal credit; disabled young people in receipt of both Employment Support Allowance and Disabled Living Allowance or Personal Independence Payments;
- 15.2.2 Discretionary Support is available for students whose family income is less than £21,000 per annum;
- 15.2.3 Free School Meals funding is also allocated via the Discretionary Financial Support application form. Students whose parents are in receipt of Income Support or Job Seekers Allowance can request the provision of a midday meal paid from the college's Learner Support Fund;
- 15.2.4 Students over the age of 19 at the start of their course may be eligible for an Adult Learning Grant and or a 19+ loan. Information is available from the 4As Manager.
- 15.2.5 International students are not eligible.

16 Complaints and Appeals

- 16.1 A student or parent/carer wishing to make a complaint or appeal regarding charges or fees that they are required to pay should do so to the appropriate member of staff in the first instance. All fees and charges are made by letter and the signatory will either be able to deal with the query or signpost to the correct member of staff. For example, if the fee or charge is in relation to a trip or visit, the student or their parent/carer should first approach the member of staff who is leading the trip or visit.
- 16.2 If the student or parent/carer is not satisfied with the response from the appropriate member of staff, he/she should refer to the college's Complaints Policy and Procedures.

17 Monitoring and Reporting

- 17.1 This policy will be reviewed on a three-year cycle, or earlier if needed to ensure compliance with ESFA funding advice and guidance or change in immigration status e.g., status of EU students.
- 17.2 Any incident(s) related to the scope of this policy will be reported to the Governing Body, whilst maintaining confidentiality of those involved, as appropriate.

18 Related Documents

- Complaints Policy
- Educational Visits Policy and Procedures
- Equality and Diversity Policy
- Examination and Assessment Policy
- Instrument and Articles of Government
- Education and Skills Funding Agency Funding Regulations
- Appeals Procedure (Non Staff)