



CHARGING STUDENTS & FINANCIAL SUPPORT POLICY: 2018-19

1. **CHARGING STUDENTS**

For all full time 16-18 year olds classed as home students education is provided free of charge with the exception of specific charges referred to below. 19+ students (whether full or part-time), and international students will normally be charged for the courses they take. Failure to meet published and/or agreed payment deadlines is likely to lead to withdrawal from the course or from the examination/accreditation process. The details of these arrangements are outlined below. A section is included on financial support available to eligible students

1.1 **16-18 Students with home status**

16-18 year olds are not charged tuition fees or administrative charges for the courses they are taking. Other charges may, however, be levied.

Providing a student is under 19 on 31st August in the calendar year when they commence a programme of study:

- There will be no charge for tuition except for courses which are not government funded (e.g. IELTS)
- If textbooks are needed for use in lessons then a class set(s) will be purchased from capitation. If students need to have access to a specific textbook for homework purposes throughout the course e.g. to accomplish directed reading from then staff will recommend that the students buy the textbook. Programme coordinators will ensure that there are multiple copies in the LRC on short loan or for reference only.
- Departments may levy a charge for consumable materials where students own the final product. Any charge should be 'reasonable' and approved by SLT. Where such charges are levied it will be made clear in advance to students at New Students' Day.
- Students may be encouraged to buy additional books/magazines for their own use but no compulsory charge will be levied.
- Additional charges are made for trips, visits and other additional courses extending wholly or partly beyond the normal College day.

- All students will:
 - be asked to make a voluntary annual contribution to cover extra – curricular activities, transport for fixtures etc., the provision of a student planner and to support students in financial difficulty.
 - pay at initial enrolment a deposit set against, breakage, damage and non-return of resources. £10 of the deposit is retained.
- There will be no additional charge for examination entry. The only exception to this is for fees for examinations which are not government funded. (E.g. IELTS)
- Students re-sitting examinations will be charged the examination fee and an administration charge.
- Students who do not attend an examination for which they have been entered will be charged the full cost of the examination and an administration charge.

1.2 Students who are not normally resident in the U.K.

a) EU students (non U.K.)

Students (non U.K.) ordinarily resident in European Union have home status. They must have been so for 3 years preceding the relevant date (ie. the date of 1st September; 1st January or 1st April that is closest to the beginning of the first term of the person's learning aim). This will include all other EEA countries.

b) Other International Students

Students who do not have home status irrespective of nationality will be liable for fees. They will pay:

- a tuition fee to cover teaching/learning, some materials and examination fees
- Those with or seeking refugee status are exceptions. These exceptions and other details are laid out in the appropriate DfE booklet.

1.3. 19+ Students

A student is '19+' if aged 19 or over on 31st August in the year in which the course begins. Charges will therefore apply to such students:

- a course fee to include tuition, examination fees and, some materials

- all other charges referred to in 1.1

19+ students falling into one of the SFA's fully-funded remission categories will not be required to pay tuition or examination fees.

19+ students studying for a first full Level 2 qualification will receive full fee remission.

19+ students who are 19-23 at the start of the course studying for a first full Level 3 19+ qualification will receive full fee remission.

2. FINANCIAL SUPPORT FOR STUDENTS

Where students are in financial difficulty assistance is available from a number of sources and in a number of forms:

2.1 From the College

The College is given a discretionary fund to disperse to those students with home status most in need of financial support

2.1.2 The College has been given discretion to disperse the 16-18 fund to those facing the greatest barriers to participation through the Discretionary Learning Grant (DLG). There is no entitlement to this support, but the College has developed criteria for the allocation of the discretionary funds which will ensure that the funds are dispersed fairly and with regard to the needs of the individual student. DLG Funds are limited and priority will be given to members of the following groups in order:

- 1 those in or leaving Care; those in receipt of Income support or Universal Credit, living independently; those in receipt of Employment Support Allowance and Disability Living Allowance
- 2 those in receipt of free school meals in 2017-18 and who would still be entitled to receive them because their parents/guardians are currently in receipt of a means tested-benefit (Income Support or Universal Credit; Income Based Job seekers Allowance; Child Tax Credit , where the household income is £16,190 or less; Employment and Support Allowance or Guaranteed element of State Pension Credit).

AND

those whose parents/guardians are currently in receipt of a means tested-benefit (Income Support or Universal Credit; Income Based Job seekers Allowance; Child Tax Credit, where the household income is £16,190 or less; Employment and Support Allowance or Guaranteed element of State Pension Credit).

- 3 Those whose parents/guardians have a current Child Tax Credit Award Notification of below £27,000.
- 4 Those whose financial position has recently put them into one of the above groups.

2.1.3 The College has a separate fund to which students aged 19+ (not in receipt of an Advanced Learning Loan) can apply for assistance

2.1.4 The College is given an additional fund to which only students in receipt of an Advanced Learning Loan can apply for assistance

2.1.5 The College Fund exists to assist those in short term financial difficulty who may not be in receipt of a means-tested benefit. Application for assistance is made via the College's Welfare Officer and support may be given up to 50% of the costs incurred in, for example, trips, materials and visits.

2.2 From the Local Authority or Funding Bodies

2.2.1 Some local authorities provide assistance with travel. The policy and practice will vary between LAs. Application forms for Brighton and Hove are available from the College; those for West and East Sussex from respective education offices.

2.2.2 Brighton and Hove LA also centrally administers applications to a number of Brighton and Hove -based trusts and meets twice a year (April and October) to consider applications from students who are facing financial difficulty. Those eligible are students who are under 25 and have lived for more than two years in Brighton & Hove. Other charitable trusts exist to support students from other areas.

2.2.3 The most vulnerable students 16 to 18-year-old are entitled to a Bursary of £1200 and these students are identified as:

- those in or leaving Care
- those in receipt of Income support or Universal Credit, living independently
- those in receipt of both Employment Support Allowance and Disability Living Allowance

These Bursaries are available via application. The College will claim and disburse the Bursaries.

2.3 For Childcare

All students under the age of 20 who leave children with registered childcare providers can apply for assistance with the cost of this under the Care To Learn scheme. Older students can apply through Discretionary Learner Support Funds. This is assessed on the parental income and assistance is on a sliding scale. Applications forms and further details are available from the College Welfare Officer, or the Care To Learn team on 0800 121 8989.