



## **FEES AND CHARGES**

## **POLICY STATEMENT**

The College must comply with funding guidelines provided by the Education and Skills Funding Agency (ESFA) in relation to charging students.

Details of all fees and charges can be found on the College website and can be requested from the Registry department.

## **POLICY SCOPE**

This policy applies to all students enrolled on a programme of study or an Adult Education leisure course.

## **POLICY AIM**

To provide information to students about charges they may have to pay and to explain the payment and refund procedures.

## **TUITION FEES AND OTHER CHARGES**

### **Tuition fees**

Tuition is provided free of charge to all Home students, as defined by the ESFA, aged 16,17 or 18 on the 31<sup>st</sup> August in the calendar year in which they commence a programme. Students who have refugee or asylum seeker status are also eligible for free tuition. For full details of eligibility, see *ESFA Funding guidance for young people 2019 to 2020*.

A student who is 19 or over on the 31<sup>st</sup> August in the calendar year in which they commence a programme of study or an Adult Education accredited course may be charged depending on their circumstances. Detailed advice can be provided by the Admissions team.

Adult Education students enrolled on a leisure course will be charged according to the published course fees.

International students from outside of the EU will be charged as follows:

- A fee for tuition, examinations and materials
- An application administration charge
- An administration charge for host family placement, where applicable
- Disbursements for airport transfers and excursions

### **Refundable deposits**

All full time students must pay a £60 deposit in advance of enrolling with the College. £50 is refundable if all outstanding fees and charges have been paid and all books and equipment belonging to the College have been returned. The remaining £10 is used to cover the cost of posting qualification certificates.

### **College Fund**

The College asks all full-time students to contribute towards the College Fund prior to enrolment. This fund is used to provide extracurricular activities that broaden the student experience and encourage participation in all the activities the College has to offer. The suggested amount is currently £25.

### **Examinations**

The College is charged by examination boards for all entries and administration relating to examinations and results.

Home students aged 16,17 or 18 on the 31<sup>st</sup> August in the calendar year in which they commence a programme and students aged 19 or over who are eligible for free tuition are not charged for the first attempt at each public examination or coursework submission.

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.

All students will be charged for re-sitting an examination or assessment.

A charge will be made where a student requests a re-mark, return of the original script or review of internally assessed coursework.

### **Course related charges**

The College can charge for elements of a study programme where equipment, materials or books are retained by the student at the end of their course.

Pre-determined course charges will be requested at enrolment. Full details are available via the website. These charges must be paid in full prior to the start of the course. Students will be advised of all other course related charges as they become payable.

### **Educational visits and College Trips**

Students are required to pay in full in advance of all educational visits or college trips. Instalment plans are usually available for residential trips.

### **Photocopying**

Students receive £10 of printing credit per year. Students studying art subjects will receive an additional £10 extra per subject. Once these have been used, students can purchase additional print credit.

### **Fines**

Fines will be issued by the Library for books or other resources which are overdue. Information on charges is available to students via Moodle.

### **ID Cards**

Students are provided with an ID card free of charge at enrolment. A charge of £5 will be made for any replacement cards issued.

### **NON-PAYMENT OF FEES OR CHARGES**

Where tuition fees are payable, they must be paid in full prior to the start of the study programme or course, unless an instalment plan has been agreed. Students who do not pay in full or agree an instalment plan will be withdrawn from enrolment.

Other charges that are not paid in full may result in a student's deposit being withheld. Chargeable materials or other resources will not be issued without payment.

### **FINANCIAL HARDSHIP**

Financial support may be available to students who are experiencing financial hardship. Information and advice is available via the website or from the Registry.

### **REFUNDS**

#### **Course related costs**

For full time, two year courses refunds will be given in full if the student withdraws during the first 6 weeks of their course. If a student leaves after the first 6 weeks but within the first year of a two year course a pro-rata refund for the second year may be given.

#### **Educational visits and residential trip deposits**

Refunds will not be given unless in exceptional circumstances and at the discretion of the trip organiser.

### **Adult Education courses**

If a course is cancelled by the College a full refund will be given.

If a student withdraws prior to the start of a course a refund will be given, less a 20% administration charge (maximum £50).

No refunds will be given once a course has started.

### **RELATED DOCUMENTS AND POLICIES**

- 16-18 Financial Assistance
- Admission Policy 16-18
- Admission Policy 19+
- Application and Guidelines for 16-18 Discretionary Learning Grant
- Application and Guidelines for 19+ Learner Support Funds
- Application and Guidelines for Advanced Learner Loan Bursary
- Application and Guidelines for Advanced Learner Loan Childcare Support Funds
- ESFA 16 - 19 funding: free meals in further education funded institutions for 2019 to 2020 [Available at: <https://www.gov.uk/guidance/16-to-19-funding-free-meals-in-further-education-funded-institutions-for-2019-to-2020>]
- ESFA Advanced Learner Loans funding rules: 2019 to 2020 [Available at: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/804180/Draft\\_loans\\_rules\\_final\\_version\\_6\\_March.docx.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/804180/Draft_loans_rules_final_version_6_March.docx.pdf)]
- ESFA funded adult education budget (AEB): funding rules 2019 to 2020 [Available at: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/804647/AEB\\_2019-20\\_rules\\_24\\_May\\_draft\\_v.1.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/804647/AEB_2019-20_rules_24_May_draft_v.1.pdf)]
- ESFA Funding Guidance for Young People 2019 to 2020. [Available at: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/806069/16\\_to\\_19\\_funding\\_guidance\\_Regulations\\_2019\\_to\\_2020\\_Final.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/806069/16_to_19_funding_guidance_Regulations_2019_to_2020_Final.pdf)]
- Educational Visits
- Examination Policy
- Student Bursaries and Free College Meals