



## **HIGHER EDUCATION FEES POLICY ACADEMIC YEAR 2018-19**

### **POLICY/ DOCUMENT PURPOSE STATEMENT**

This document outlines the policies and procedures operated by the College in the setting and operation of Higher Education fees for the period 1 August 2018 to 31 July 2019. In preparing this document care has been taken to ensure that the recommendations and requirements of the Office for Students (OFS) have been given due consideration.

The College has a policy of equal opportunities and seeks to ensure that arrangements for fees and charges are consistent with this.

### **APPLICATION**

This policy should be used by all college staff and applies to all aspects of fees and fee setting. With the exception of the Principal no member of staff is authorised to use or approve fee rates other than those contained within this policy.

### **INTERPRETATION**

Further guidance on the use or interpretation of this policy may be obtained from the Director of Quality and Higher Education or Director of Finance.

### **LEGAL REQUIREMENTS/ISSUES**

Consumer Markets Authority Guidelines

### **EQUALITY, DIVERSITY AND DISABILITY (DISABILITY, EQUALITY, DUTY IMPACT ASSESSMENT)**

Has a preliminary Equality Impact Assessment been completed? Yes Date Completed: ?

Is a full Impact Assessment required? No

If 'yes', has a copy been sent to the Equality Manager? N/a

### **LINKS WITH OTHER POLICIES/DOCUMENTS**

Higher Education Access and Participation Plan (Formerly OFFA)  
College Financial Regulations and Procedures.

|  |   |
|--|---|
| <b>REFERENCE CODE</b>                    | <b>FIN16</b>  |
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| <b>AUTHOR / ORIGINATOR</b>               | <b>Cherie Clements</b>  |
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| <b>POSTHOLDER RESPONSIBLE FOR REVIEW</b> | <b>Director of Finance / Director of Quality and Higher Education</b> |
| <b>RATIFIED /AUTHORISED BY</b>           | <b>Corporation</b>  |

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# Higher Education Fees policy 2018/2019

## General

The College is committed to ensuring that its course fees are fair, represent value for money and are reviewed annually. The College also commits to providing potential students with clear information about its fees, concessions and payment methods.

In preparing this document, care has been taken to ensure that information from the Office for Students has been given due consideration.

This document outlines the fees associated with academic provision for the period 1 August 2018 to 31 July 2019 and indicative information for subsequent years.

The College has a policy of equal opportunities and seeks to ensure that arrangements for fees and charges are consistent with this.

## Fees

Fees for full time and part-time Higher Education (HE) courses are governed by the Colleges Higher Education Access and Participation Plan, formerly the OFFA agreement.

HE fees are based on semesters. The academic year consists of two semesters. In certain circumstances students who are unable to commence the first year of the course until the second semester may be eligible to have their fees reduced for the first year of study only.

Fees for full and part-time HE courses run by the College on behalf of Universities (i.e. franchised) are determined and charged by the host University.

### Summary of Higher Education Fees 2018/19 to 2019/20

In 2018/19, all full time and part time students who commenced their studies in previous years will be subject to the fees set for their starting year and will pay the following fees:

|   | 2018/19 | 2019/20<br>(indicative) |
|---|---------|-------------------------|
| BA Social Work 1 <sup>st</sup> year                 | £8650   | £8650                   |
| BA Social Work 2 <sup>nd</sup> year                 | £8320   | £8650                   |
| BA Social Work 3 <sup>rd</sup> year                 | £8000   | £8320                   |
| Foundation degree<br>Full Time 1 <sup>st</sup> year | £8000   | £8000                   |

|  |  |  |
|--|--|--|
| <b>Foundation degree Full Time 2<sup>nd</sup> year</b> | £6760  | £8000  |
| <b>HND 1<sup>st</sup> year</b>                         | £8000  | £8000  |
| <b>HND 2<sup>nd</sup> year</b>                         | £6760  | £8000  |
| <b>Part-time (new start)</b>                           | £4000  | £4000  |
| <b>Part-time continuing</b>                            | £3380  | £4000  |
| <b>Re-sits: Study and Assessment</b>                   | <b>Registration fee</b> set by awarding organisation; <b>plus study charged</b> at part-time pro-rata rate per credit. | <b>Registration fee</b> set by awarding organisation; <b>plus study charged</b> at part-time pro-rata rate per credit. |
| <b>Re-sits: Assessment Only</b>                        | <b>Registration fee</b> set by awarding organisation; <b>plus administration fee</b> of £20 per assessment             | <b>Registration fee</b> set by awarding organisation; <b>plus administration fee</b> of £20 per assessment             |
| <b>Overseas</b>  | £9000  | £12000   |

All UK and EU students are liable for the fees stated in this document. At the present time, the College has no overseas students and does not anticipate recruiting from overseas in the foreseeable future. However, overseas fees are given for each year in case this position changes.

The College does not have students undertaking sandwich placements or study years abroad.

### **Fees for new students in future years**

The College anticipates that fees will remain static over a three year period, but this will be reviewed to take account of enrolment patterns and changes in delivery validation and registration costs.

## **Refunds and waivers**

A refund of fees is the repayment of fees already received by the College; a waiver occurs when the College discharges part or all of a student or sponsor's obligation to pay outstanding fees.

The College does not refund tuition fees where a student simply decides to stop attending a course.

Refunds of tuition fees will be given in the following circumstances,

- When the college cancels a course.
- When a student withdraws from a course before any costs have been incurred, traditionally, the first meeting date, a full refund will be provided although an administration fee may be chargeable).

- In all other situations refunds or compensatory action will be at the discretion of the Principal if, as the result of a complaint, the college is found to be at fault.

The College will provide proportionate refunds or waivers where the College has cancelled a course, there is a justified complaint, or due to exceptional personal circumstances. This is regardless of the nature of how the fees have been paid, SLC loan or direct payment etc.

If a course is cancelled the department concerned will complete a refund request on behalf of the student, and pass this form directly to the Finance Manager who will authorise the refund and process these requests as a priority.

With the exception of cancelled courses, all other students requesting a refund of fees must complete a "Tuition Fee Refund Request". These are available through the Student Portal.

Refunds will normally be made by cheque, or directly back onto the payment card originally used. Evidence of the original payment must be provided in order to support the refund claim.

Students requesting a refund will have a refund / cancellation fee deducted from any refund awarded, and in addition any external fees already paid over to awarding or other bodies will not normally be refunded.

Refunds will normally be made within 10 working days of receipt of an authorised refund request.

## **Payment of fees**

All fees become payable on the completion of an enrolment form either by the student or their sponsor unless the student is entitled to full fee remission.

Payment of fees may be made by cash, credit or debit card, or cheque. Instalment payments may also be made by recurring card payment.

The College also offers an on-line payment facility.

## **Instalments**

Payment of fees may be made in instalments when fees due at enrolment exceed a pre-determined level. An instalment fee of £7.50 is charged to administer this facility.

| Fee Amount    | No. of instalments | Payment of instalments   |
|---------------|--------------------|--|
| £0 - £75      | Not available      | N/A  |
| £76 - £150    | Two                | 1/3 at enrolment<br>balance by 1 November  |
| £151 - £250   | Three              | 1/3 at enrolment<br>remainder in two equal instalments due;<br>1 November & 1 January            |
| £251 and over | Four               | 1/3 at enrolment<br>remainder in three equal instalments due;<br>1 November, 1 January & 1 March |

Instalment payments may be made via credit/debit card or post-dated cheque.

Instalment applications will not be considered unless accompanied, at enrolment, with a payment equal to 1/3 of the total cost plus the instalment administration charge of £7.50.

Where the College is unable to collect any instalment payment on its due date an additional £5.00 charge will be levied to cover the costs of re-collection.

Any other proposed alternative instalment arrangement must be approved by the Director of Finance or Finance Manager before any commitment is made.

For international students payment strictly in advance only.

### **Student Loan Company (SLC) funding**

Some students have their tuition fees funded via a SLC loan. Continued payment of Loan funding by the SLC to the College is dependent on the students continued attendance on the programme of study. If a student drops out or fails to complete the course or programme of study then Loan funding will cease.

In these cases the student becomes personally liable for any part of their fees not covered by Loan funding and will be responsible for reimbursing the College for that portion of their agreed fee no longer covered by SLC payments. This liability is reiterated on the enrolment form.

### **Non-Payment of Fees**

Continued attendance on a programme of study is dependent upon the students' payment of their fees. Where instalment terms have been agreed, but an instalment is not paid by the due date the full outstanding balance will become immediately payable, together with an additional administration charge to cover the extra collection costs.

Students who default on instalment agreements will not be offered this facility for any subsequent enrolment.

If a student or their sponsor pays for fees by cheque, and the issuing bank subsequently dishonours this cheque, an administration fee of £5.00 per default will be charged to cover the additional costs of re-collection.

Students undertaking a two-year programme will not be allowed to automatically progress to the second year of the course where fees relating to the first year remain unpaid. In

addition, students who complete a programme of study but have fees outstanding will not be allowed to enrol on further programmes of study until arrangements to clear the outstanding debt have been agreed.

Where fees remain outstanding on completion of a programme of study examination and other certificates may not be released and students will not be entitled to graduate until the debt is cleared.

The college uses a debt collection agency to recover unpaid fees and students should be aware that the college reserves the right to share certain personal information necessary to facilitate the collection of debts with that agency.