



**HIGHER EDUCATION FEES POLICY ACADEMIC YEAR 2020/21**

**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 2020 to 31 July 2021**. 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 **Assistant Principal – Higher Education, Standards and Development** 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>
<b>VERSION</b>	<b>3</b>
<b>AUTHOR / ORIGINATOR</b>	<b>Cherie Clements</b>
<b>ISSUE DATE</b>	<b>August 2020</b>
<b>REVIEW DATE</b>	<b>July 2021</b>
<b>POSTHOLDER RESPONSIBLE FOR REVIEW</b>	<b>Director of Finance</b>
<b>RATIFIED /AUTHORISED BY</b>	<b>Corporation</b>

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# Higher Education Fees policy **2020/21**

## 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 2020 to 31 July 2021** 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 **2020/21 to 2021/22**

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:

	<b>2020/21</b>	<b>2021/22 (indicative)</b>
<b>BA Social Work 1<sup>st</sup> year</b>	£8650	£8650
<b>BA Social Work 2<sup>nd</sup> year</b>	£8650	£8650
<b>BA Social Work 3<sup>rd</sup> year</b>	£8650	£8650
<b>Foundation degree Full Time 1<sup>st</sup> year</b>	£8000	£8000

Foundation degree Full Time 2 <sup>nd</sup> year	£8000	£8000
HND 1 <sup>st</sup> year	£8000	£8000
HND 2 <sup>nd</sup> year	£8000	£8000
Part-time (new start)	£4000	£4000
Part-time continuing	£4000	£4000
Re-sits: Study and Assessment	Registration fee set by awarding organisation; <b>plus study charged</b> at part-time pro-rata rate per credit.	Registration fee set by awarding organisation; <b>plus study charged</b> at part-time pro-rata rate per credit.
Re-sits: Assessment Only	Registration fee set by awarding organisation; <b>plus administration fee</b> of £20 per assessment	Registration fee set by awarding organisation; <b>plus administration fee</b> of £20 per assessment
Overseas	£12000	£12000
Foundation degree payroll/pensions	Fees are invoiced by our delivery partner please see webpage at: <a href="https://www.cipp.org.uk/training-and-education/study.html">https://www.cipp.org.uk/training-and-education/study.html</a>	

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.

## **Attendance, withdrawals and transfers**

Any change in circumstances must be communicated to the College promptly by the student.

This information must be passed to the MIS department to be recorded and held within the Individual Learner Record (ILR).

The Credit Controller within Finance will update the SLC portal with 14 days of the change being made, this will ensure that the student loan liability is correct and up to date.

## 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, via the College portal, on behalf of the student; these requests will be processed as a priority by the Finance team.

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.

The preferred method for payment of fees is by credit or debit card, or cheque; however, the College would accept cash by exception. 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.

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

Instalment payments may be made via credit/debit card.

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.

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

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.

## **Financial support**

Full details of financial support available on our webpage at:

<https://www.howcollege.ac.uk/student-life/student-support/support-for-he-students/>