



HIGHER EDUCATION FEES POLICY ACADEMIC YEARS 2022/23 AND 2023/24

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| Purpose of Policy/Document | <p>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 2022 to 31 July 2023 and 1 August 2023 to 31 July 2024. 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.</p> <p>The College has a policy of equal opportunities and seeks to ensure that arrangements for fees and charges are consistent with this.</p> |
| Target Audience (staff/students/visitors/contractors) | 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. |
| Particular Legal Requirements/Issues outside of EDD | Consumer Markets Authority Guidelines |
| Links with Other Policies/Documents | Higher Education Access and Participation Plan (Formerly OFFA) College Financial Regulations and Procedures. |
| For completion by The Executive | |
| Policy/Document Reference No. | FIN16 |
| Category | Finance |
| Owner (job title) | Vice Principal - Finance & Corporate Operations |
| Issue Date | October 2022 |
| Review Date | May 2023 (rolling 12 months) Update |
| Postholder Responsible for Review (job title) | Vice Principal - Finance & Corporate Operations |
| Authorised By: (SLT/Corporation) | Corporation |
| Communicated via/Location: (Policy Acceptance software/website/portal etc) | Porta Webs ite |
| Equality Impact Assessment Statement | <p>The Equality Act 2010 does not require public authorities to carry out EIAs by law. The College does however, carefully consider the impact, when creating or amending its policies, on all concerned parties regarding</p> <p>Equality, Diversity and Inclusion and records this at SLT meetings in order to demonstrate compliance with Public Sector Equality Duty (PSED).</p> |



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Higher Education Fees policy 2022/23 and 2023/24

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 2022 to 31 July 2023 and 1 August 2023 to 31 July 2024.

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 2022/23 to 2023/24

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, students commencing in 2022/23 and 2023/24 will pay the following fees:

| | 2022/23 | 2023/24 |
|---|---------|---------|
| BA Social Work 1st year | £8650 | £8650 |
| BA Social Work 2nd year | £8650 | £8650 |



| | | |
|---|---|---|
| BA Social Work 3 rd year | £8650 | £8650 |
| Foundation degree Full Time 1 st year | £8000 | £8500 |
| Foundation degree Full Time 2 nd year | £8000 | £8000 |
| HND 1 st year | £8000 | £8500 |
| HND 2 nd year | £8000 | £8000 |
| Part-time (new start) | £4000 | £4250 |
| Part-time continuing | £4000 | £4000 |
| Re-sits: Study and Assessment | Registration fee set by awarding organisation; plus study charged at part-time pro-rata rate per credit. | Registration fee set by awarding organisation; plus study charged at part-time pro-rata rate per credit. |
| Re-sits: Assessment Only | Registration fee set by awarding organisation; plus administration fee of £20 per assessment | Registration fee set by awarding organisation; plus administration fee of £20 per assessment |
| Overseas | £12000 | £12000 |
| Foundation degree payroll/pensions | Fees are invoiced by our delivery partner please see webpage at: https://www.cipp.org.uk/training-and-education/study.html | |

All UK and EU students are liable for the fees stated in this document.

EU students and students from the EEA-EFTA or Switzerland who start a new course in England, Scotland or Wales after August 2021 will no longer be eligible for home fee status. Instead, each UK university will set its own fees for EU students. Students from the EU, EEA-EFTA or Switzerland who start new courses in England, Scotland or Wales after August 2021 will also no longer be eligible for student loans. (<https://study-uk.britishcouncil.org/moving-uk/eu-students>)

If...starting a course on or after 1 August 2021, you usually must have settled or pre-settled status under the EU Settlement Scheme to get student finance. (<https://www.gov.uk/student-finance/eu-students#content>)

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.

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.

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 Head of Finance who will authorise the refund and process these requests as a priority.

Students will be liable for their tuition fee from the start date of their course. Should a student wish to withdraw from studies the student is responsible for contacting the College to formally withdraw [detail who to email/ procedure]. If the student does not formally withdraw they are liable to incur full liability of fees for the academic year.

Students who withdraw from the course within the first two weeks of the start date of the course, will receive a full refund. After this initial period students are liable for the full fee for that term. Fees will be payable as follows:-

| Withdrawal Date | % Payable |
|-------------------------|-----------|
| First 2 weeks of course | 0% |

| | |
|------------------------|------|
| Week 2 – end of Term 1 | 25% |
| After day 1 of term 2 | 50% |
| After day 1 of term 3 | 100% |

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 directly back onto the payment card originally used. Evidence of the original payment must be provided in order to support the refund claim.

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. Where a student is taking out a Tuition Fee Loan evidence of application of loan must be provided upon enrolment. Students are responsible for paying the fees, in line with the “Fees payable” above regardless of loan status.

Payment of fees is by credit or debit card, or electronically by bank transfer. 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 - £250 | Two | 1/2 at enrolment balance by 1 November |
| £251 and over | Four | 1/3 at enrolment remainder in three equal instalments due; 1 November, 1 January & 1 March |

Instalment payments are to be made via credit or debit card.

Any other proposed alternative instalment arrangement must be approved by the Vice Principal - Finance & Corporate Operations or Head of Finance 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.

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/>