

TUITION FEES AND REMISSION POLICY 2009/2010

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Policy Approved by:	Strategic Management Team	01/12/08
	Finance & Estates Committee	09/03/09
	Corporation Committee	23/03/09
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Preamble to the Policy

Equal Opportunities

The College shall comply with all statutory duties in respect of equal opportunities in the areas of sex, race, age, disability, sexual orientation, transgender religion, belief and the rehabilitation of offenders. The college shall also comply with the Human Rights Act 1998 and any subsequent enactments or modifications.

1. Tuition Fee Payments

All Learners should be aware that examination, registration and some other costs are NOT included in the tuition fee charged at enrolment. These additional costs are charged at varying times during the academic year and are influenced by, for example, examination and certification awarding bodies and NOT the college.

Learners must also ensure that they: -

- 1.1 Pay in full the tuition fee for the course(s) they enrol on at the time of enrolment or prior to the start of their course or within the period agreed with the College – see below
- 1.2 Agree any fee waiver or deferred payment terms with College staff prior to enrolling and starting classes. Note that the college's payment terms are 30 days from receipt of an invoice
- 1.3 Note that instalments (or deferred payment schemes) are allowed over 3 consecutive monthly payments if the tuition fee for a course exceeds £350. Where tuition fees exceed £1,500, instalments are allowed over 3 consecutive termly payments.
- 1.4 Agree prior to enrolment the fee level being charged and method of payment
- 1.5 Provide written evidence of consent from their sponsor (e.g. an employer or other organisation) at the time of enrolment. Should the sponsor organisation fail to provide written consent following 2 reminders, the liability will transfer to the student
- 1.6 Students who fail to make tuition fee payments will be asked to leave their course

2. Refund Policy

The College will refund fees when: -

- 2.1 The course fails to mature, is cancelled or when there is a timetable change following enrolment

- 2.2 In exceptional circumstances when the tuition fails to meet the required standard and following a written complaint to the Learner Services Officer, the College upholds this complaint.
- 2.3 The course fails to mature or is cancelled
- 2.4 The College makes a goodwill gesture in response to exceptional circumstances), for example changes in employment or ill health (a request in writing has to be made and each request will be judged by the Learner Services Officer). In appropriate circumstances (e.g. loss of employment) the college will signpost the learner to alternative potential sources of funding.
- 2.5 An administration fee of £25.00 will be charged and deducted from the refund for reimbursements made in cases where the reason for the reimbursement is not attributable to a college act, e.g. the cancellation of a course.

**3. Further Education
Tuition Fees for 2009-10**

Tuition Fees will be rounded up to the nearest pound where appropriate

Fees are charged for each academic year of a course

Fee Type	Rate for 2009-10
<p>FE Courses Funded by DCELLS/EU</p> <p>Full-time (EU students)</p> <p>PT Day and PT Evening</p> <p>PT Evening second year only</p>	<p>Nil</p> <p>£39/annual hour (courses 30 weeks or more) £1.30/hr (courses up to 29 weeks)</p> <p>£39/annual hour (courses 30 weeks or more) £1.30/hr (courses up to 29 weeks)</p>
<p>Nationals from Outside EU</p> <p>Full time</p> <p>Part time</p>	<p>£4,940</p> <p>£49/annual hour</p>
<p>Exam board Fees</p> <p>Costs passed on to part time students. Free for full-time students.</p>	<p>Cost</p>
<p>Assessment</p> <p>Full Time</p> <p>Part time students are responsible for lead body / Examination Body charges. These may include:</p> <ul style="list-style-type: none"> ○ Registration ○ Log books etc. ○ Where assessment is part of course. No extra charge. ○ If assessment is not part of course it is charged <p>If on college site</p> <p>If off college site</p> <p>APL packages are individually priced</p>	<p>Nil</p> <p>£38/hour</p> <p>£60/hour</p>
<p>Work Based Learning, including Modern Apprenticeships etc.</p> <p>Exclusive courses to be individually priced</p> <p>Modern Apprentices/students who are part of other organisations' schemes (Training Agents/Companies) infilling into existing provision</p>	<p>Full Costs apply</p> <p>£4.61 per hour - Additional assessment and examination related costs may apply</p>

**4. Further Education
Tuition Fee Remission Policy 2009/10**

The support of remission fees is provided to anyone who falls within the categories stated below. The College requires the student to provide documentary proof of their circumstances at the time of enrolment.

However, tuition and other fees will be charged for individuals who fall in some of the categories (such as those claiming Job Seekers Allowance and Incapacity Benefit) below but are in receipt support from other agencies or schemes (these include ‘Job Match’, ‘Want to Work’ or ‘Flexible New Deal’) to support their training

a. Persons in receipt of Job Seekers Allowance - Evidenced by ‘in receipt’ of benefits documentation	100% relief
b. Persons in receipt of severe disablement/invalidity/incapacity benefit or dependants of persons in receipt of severe disablement/ invalidity/ incapacity benefit - evidenced by ‘in receipt’ of benefits documentation	100% relief
c. Persons of pensionable age and in receipt of Pension Credit – evidenced by official documentation	100% relief
d. Persons attending ‘taster’ courses and other courses (defined by the College) used as part of recruitment –widening participation initiatives (e.g. some taster courses offered during National Adult Learners’ Week – these identified by course classification	100% relief
e. Persons under the age of 19 not funded by any other government scheme – evidenced by official document with date of birth included	100% relief
f. Peculiar circumstances of hardship may be referred, in writing, to the Learner Services Officer who may make a discretionary reduction or remission of fees based on the evidence presented.	100% relief
Note the exclusions stated in the introductory part of this section.	

Other related information: -

Note regarding Individual Learning Accounts (ILA)

Part-time students may be able to obtain help with fees in the form of an ILA. These grants are administered by DCELLS and must be approved before studying starts. The college staff can advise on applying.

5. Higher Education- Tuition Fees and Remission Policy for 2009-10

Fees will be rounded up to the nearest pound where appropriate

Fees are charged for each academic year of a course

Fee Type	Rate for 2009-10
HE course fees – EU students	
Full-time	£3225
Part time	
First year	£168 per (11 to 20 credit) module
Second Year	£168 per (11 to 20 credit) module
PGCE	£1,610 per annum £261 per module
BA Post Compulsory	£595 per annum
Nationals from Outside EU	
Full time	£9,000 (before sponsorship)
Part time	Priced individually at cost.
Exam board Fees	
Costs passed on to part time students. Free for full-time students.	Cost

HE Tuition Fee Remission Policy 2009-10

HE students **do not have the same remission** as FE students. Students should contact their LEA for a grant.

Other Support for HE Courses (FT)

Students may apply for:-

- **sponsorship – subject to eligibility – see grants officer**
- **‘fee plan’ (payment by instalment)**
- **Bursaries – Contact the LEA**

PGCE students should note that they must apply to their LEA for help with fees otherwise they will be expected to pay the full rate.