

TUITION FEES AND REMISSION POLICY FOR 2010/2011

Prepared by: **Head of Learner Services**

Policy Approved **Strategic Management Team** **24/02/2010** **Minute 1794**
by:

Finance & Estates Committee **08/03/2010** **Minute 501**

Review: **March 2011**

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.

Executive Summary

1 Background

As in previous years, the Tuition Fee Policy takes account of and is influenced by:

- (i) Several statutory and non-statutory frameworks emanating from:-
 - Departments for Children, Education, Lifelong learning and Skills-DCELLS
 - Department for Children, Schools and Families (DCSF)
 - Higher Education Funding Council, Wales (HEFCW)
 - Arrangements between partner organisations such as the University of Glamorgan (UoG)
- (ii) Economic Factors which in turn influence: -
 - a. A calculation which applies an hourly rate (£'s * course hours), augmented by an inflationary factor.
 - b. Tuition fees remission (free courses for some) will support the most disadvantaged..
 - c. The credit period offered to learners.

2 Informing tuition fees development for 2010/11

The present deterioration in the economic climate allows for little expansion in tuition fee increases for the next period. Indeed this situation has also influenced a rethink on extended credit periods to mitigate tuition fee costs borne by some learners that might be disadvantaged.

3 Key Recommendations

It is recommended therefore that in setting tuition fees for 2010-11 the policy is driven by:

- Maintaining a generous fee waiver policy for some learners
- Continued cognisance of several statutory and non-statutory frameworks (DCELLS, (DCSF), UoG and HEFC and others)
- Using an £/hourly rate to arrive at the tuition fee for most courses and applying a **7%** increase to 2009-10 tuition fees (rounded up to the nearest pound) in line with WAG guidance for HE courses (SFWIN 04/2009)
- Maintaining deferred payment periods available to some learners for course above £300.00 per year. This being a reduction on the previous year's figure given the current economic climate.
- Continuing with an administration cost for any refunds made (£25.00)
- Using, in a few instances, differentiated pricing where it is perceived that the value of the courses to learners is higher than the price arrived at by using the £/hourly rate approach.

- Similar to the above the use of price discrimination where the competitive environment would suggest that tactical pricing should be considered.
- The college reserves the right to alter tuition fees at any time in response to, for example, 'market forces' or guidance from DCELLS, HEFCW or any other.
- Previous policies included a rate for training apprentices from other providers and a global NVQ assessment rate, given these arrangements can vary in cost the rates will not be set globally instead they will be priced individually by the College business unit.
- It is not proposed to change the fees to international learners at this time pending a review of the College's international business plan.
- Any effect from WAGs 'investing in skills' consultation can only be estimated at the time of writing this policy. Section 3 of that document outlines various thoughts on fee policies. It is likely that these will come into effect for 2011/12 so at this time only minor changes have been taken into account. The main area of change has been to adopt most of the fee waiver categories found in 3.25 and 3.26 of the consultation document. Whilst the consultation aims for these exemptions to apply to level 2 courses and below this policy would currently apply them to all levels.

Directions for Future Years

This Policy may significantly alter in future years because of present review in tuition fees being undertaken by the Welsh assembly Government through its 'investing in skills' agenda. Current direction being considered is that all adults will have to make some contribution to learning.

4. Fee Payment Policy

- 4.1 All Fees must be fully paid at the time of enrolment or within the period prescribed by the College.
- 4.2 Any disagreement with fee level must be made known and resolved prior to enrolment
- 4.3 Anyone claiming that someone else should be invoiced as a sponsor (e.g. employer) must provide written evidence of consent from the sponsor. Should the sponsor later refuse to pay the learner will become liable for any outstanding fee. *It should be noted that our payment terms are 30 days from receipt of an invoice.*
- 4.4 Learners who fail to make tuition fee payments will be asked to leave their course (see above 4.1)
- 4.5 Any fee waiver or deferred payment terms must be agreed with College staff prior to enrolling and starting classes.

5 Refund Policy

- 5.1 The College will refund fees where the course fails to mature
- 5.2 In exceptional circumstances where the tuition fails to meet the required standard and following a written complaint to the Learner Services Manager.
- 5.3 The College makes a goodwill gesture in response to exceptional circumstances (usually judged by the Learner Services Manager and following written representation).

Further Education

Tuition Fees and Remission Policy for 2010/2011

Fees will be rounded up where appropriate
Fees are charged for each academic year of a course

Fee Type	Rate for 2010/11	Rate for 2009/10
FE Courses Funded by DCELLS/EU		
Full-time (EU learners)	Nil	Nil
Part time courses	£42/annual hour (courses 30 weeks or more) £1.40/hr (courses up to 29 weeks)	£39/annual hour (courses 30 weeks or more) £1.30/hr (courses up to 29 weeks)
Adult Community Learning Courses- registration fee (note waivers do not apply to this fee)	£10 per course	£10 per course
Nationals from Outside EU		
Full time	£4820	£4,820
Part time	£48/annual hour	£48/annual hour
Exam board Fees		
Costs passed on to part time learners. Free for full-time learners.	Cost	Cost
NVQ assessment & APL	Advised by the business unit	
Modern Apprenticeships etc.	Advised by the business unit	

**Further Education
Tuition Fee Remission Policy 20010/11**

None of the below apply to persons funded by ‘New Deal’ or similar government schemes. The College can require the learner to provide documentary proof of their circumstances.

1) Unemployed people in receipt of income-based Jobseeker’s Allowance or the income support element of the Employment Support Allowance. - evidenced by ‘in receipt’ of benefits documentation	100% relief
2) Those in receipt of Council Tax Benefit or Housing Benefit - evidenced by ‘in receipt’ of benefits documentation	100% relief
3) Those in receipt of Working Tax Credit (with a household income of less than £15050) - evidenced by ‘in receipt’ of benefits documentation	100% relief
4) Persons in receipt of severe disablement/invalidity/incapacity benefit - evidenced by ‘in receipt’ of benefits documentation	100% relief
5) Persons aged 60 years and over in receipt of Pension credit (guarantee Credit only) – evidenced by official document with date of birth included	100% relief
6) Refugees or asylum seekers in receipt on the equivalent of income based benefit (assistance under the terms of the Immigration and Assylum Act 1999) and their dependents.	100% relief
7) People studying basic skills courses and generic ESOL courses at or below Level 1.	100% relief
8) Persons attending ‘taster’ courses and other courses used as part of recruitment –participation initiatives (e.g. some taster courses offered during National Adult Learners’ Week –these identified by course classification	100% relief
9) Persons under the age of 19 not funded by any other government scheme – evidenced by official document with date of birth included	100% relief
10) Peculiar circumstances of hardship may be referred, in writing, to the Learner Services Manager who may make a discretionary reduction or remission of fees based on the evidence presented.	

Note regarding Individual Learning Accounts (ILA)

Part-time learners 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.

**Higher Education
Tuition Fees and Remission Policy for 2010/2011**

*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 2010/11	Rate for 2009/10
HE course fees – EU learners		
Full-time	£3290	£3225
Part time	£171 per (11 to 20 credit) module	£168 per (11 to 20 credit) module
PGCE	£1640 per annum £266 per module	£1610 per annum £261 per module
BA Post Compulsory	£607 per annum	£595 per annum
Nationals from Outside EU		
Full time	£9,000 (before sponsorship)	£9,000 (before sponsorship)
Part time	Priced individually at cost.	Priced individually at cost.
Exam board Fees		
Costs passed on to part time learners. Free for full-time learners.	Cost	Cost

HE Tuition Fee Remission Policy 2010-11

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

Other Support for HE Courses

Learners may apply for:-

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

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