



South Gloucestershire and Stroud College
Fee Policy and Charges 2014/2015

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 Please contact the Human Resources Department**

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Job Title/Role:	Assistant Principal, Finance and Planning
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Approved by:	Corporation
Date:	5 th June 2014

Impact Assessment



Have you consulted on this policy? Details:	No		
What evidence has been used for this assessment?	Detailed preview by Assistant Principal - Finance & Planning		
Could a particular group be affected (negatively or positively)?	Positive Impact Indicate Y where applicable	Negative Impact Indicate Y where applicable	Evidence
Characteristics protected by the Equality Act 2010			
Age	No	No	
Disability	No	No	
Gender Reassignment (inc. Transgender)	No	No	
Race (inc. Gypsy & Traveller)	No	No	
Religion and Belief	No	No	
Sex	No	No	
Sexual Orientation	No	No	
Marriage & Civil Partnership	No	No	
Pregnancy & Maternity	No	No	
Characteristics designated by SGS as requiring due regard			
Carers and Care Givers	No	No	
Persons in Care and Care Leavers	No	No	
If any negative impacts are identified, are there any related policies, services, strategies, procedures or functions that need to be assessed alongside this screening? No			
If yes, please detail: N/A			
Should this policy, service, strategy, procedure or function proceed to a full Impact Assessment? No			
<i>We are satisfied that an initial screening has been carried out on this policy/procedure and a full Impact Assessment is not required</i>			
<i>We understand that the Impact Assessment is required by the College and we take responsibility for the completion and quality of this assessment</i>			
Completed by: Jude Saunderson Position: Assistant Principal - Finance & Planning Date:			
Checked by: Position: Date:			

Fees Policy and Charges 2014/15

1. Introduction

- 1.1. This policy sets a framework for ensuring that comprehensive guidance and information regarding fees for courses is available and accessible to customers and students, staff and Governors.

2. Statement

- 2.1. The South Gloucestershire & Stroud (SGS) College fees policy is that:
 - 2.1.1. Fees will be set at a level that ensures that the College is able to be self sustaining. This requirement can only be varied with the agreement of the Assistant Principal, Finance and Planning.
 - 2.1.2. The minimum hourly fee rates for courses will be set annually. All College marketing material will publish the full cost of each course/programme including tuition fees, exam/registration fees, material fees and any additional fees relating to each course.
 - 2.1.3. Fee concessions and fee remission will be agreed and published annually. These will be set in accordance with funding body guidelines and in line with specific College requirements.
 - 2.1.4. The refund process will be agreed and published annually.
 - 2.1.5. The College Fee policy will require the approval of the Corporation.
 - 2.1.6. The policy will be reviewed annually and any changes recommended will be referred for approval to the Executive Team and the Corporation.

3. Objectives

- 3.1. The purpose of this policy is to provide a framework within which SGS fee setting and fee refund processes will be devised and operated. The policy has been written in accordance with the Skills Funding Agency (SFA) and Education Funding Agency (EFA) funding guidance.

4. Implementation

- 4.1. The responsibility for implementation of this policy rests with the office of the Assistant Principal, Finance and Planning.

5. Responsibilities

- 5.1. The Assistant Principal, Finance and Planning has responsibility for ensuring the policy is regularly reviewed and updated.

6. Related Policies, Procedures, Guidelines and Regulations

- 6.1. Financial Regulations.
- 6.2. Financial Procedures.
- 6.3. Compliments, Suggestions and Complaints Policy and Procedure.
- 6.4. Funding Bodies Guidelines.
- 6.5. 16-19 Bursary Fund Policy and Procedure for the Disbursement of Funds.
- 6.6. Discretionary Learner Support Funds (DLSF) and 24+ Loans Bursary Scheme Policy and Procedure.

7. Procedure

The following details the approved fees for the academic year 2014/15.

7.1. Basis of charge

- 7.1.1. The Corporation has set fees on the basis of continuing to ensure the College's financial viability and the following:
 - 7.1.1.1. Terms and conditions of EFA/SFA funding;
 - 7.1.1.2. Higher Education Funding Council for England (HEFCE) guidelines in respect of HND/HNC and Foundation Degree courses and in consultation with partner Universities;
 - 7.1.1.3. Directives from SFA in respect of Adult Education courses;
 - 7.1.1.4. Market conditions.

- 7.1.2. All fees should usually be rounded up to the nearest £1.
- 7.1.3. Tuition fees may be reduced proportionately for late enrolment with the agreement of the Head of Faculty (HoF).

7.2. Payment of fees

- 7.2.1. Full fees must be taken at the time of enrolment, (including any exam, materials and registration fees) and students should not be enrolled unless they fulfil one of the following criteria:
 - 7.2.1.1. They are remitted from paying fees under EFA/SFA/HEFCE policy;
 - 7.2.1.2. They agree to pay in instalments (including an administration fee) and complete documentation as appropriate (see 7.3);
 - 7.2.1.3. They have evidence of a successful application for Learner Support Funds to cover the cost of any outstanding fees;
 - 7.2.1.4. They have evidence in writing from an approved sponsor that the sponsor will pay their fees in full;
 - 7.2.1.5. There is express permission from the Head of Finance based on the student's individual circumstances.

7.3. Instalments

- 7.3.1. Students may apply to pay course fees in monthly instalments (between three and six depending on the length of the course). The number of instalments may be extended at the discretion of the Head of Finance.
- 7.3.2. Instalments will attract an administration charge of £15.00 which will be added to the first instalment.
- 7.3.3. Except for where a student is being financed by a 24+ Advanced Learning Loan, the first instalment must be paid at the time of enrolment by cash, debit or credit card.
- 7.3.4. Remaining instalments will be paid by direct debit. The student is responsible for ensuring instalments are paid on time. Direct debit paperwork must be completed at the time of enrolment. In exceptional circumstances the Head of Finance may approve collection by cheque, cash, debit or credit card.

- 7.3.5. The student will enter in to an agreement with the College which states that the student understands that should any instalment be declined or cancelled, the whole amount will become due immediately and may result in legal action to recover the debt.
- 7.3.6. The student will enter in to an agreement with the College which states that if the student on an instalment plan withdraws from the course, all fees are payable immediately.

NB. Where a student who is financed by a 24+ Advanced Learning Loan withdraws, the loan ceases from the point of withdrawal and any outstanding course fees become payable immediately to the College. The student will also be liable to repay the amount of loan already drawn down.

7.4. College Administration Fee

- 7.4.1. All full time students on EFA/SFA funded FE programmes, other than those studying a learning aim as part of the new suite of English and Maths qualifications are to be charged an annual fee of £20 to cover administrative costs (initial lanyard, ID badge, exam administration costs). Part-time students will pay a proportion of the full time fee based on £8 per term or part thereof.
- 7.4.2. A full-time student is defined by the EFA/SFA as an individual who is on a study programme of more than 540 hours per academic year.
- 7.4.3. The administration fee will be included in the course materials cost.

7.5. College Materials Fee

The materials fee includes the following:

- 7.5.1. Charge for course materials;
- 7.5.2. Administration cost (see 7.4 above);
- 7.5.3. Equipment usage cost, which provides a contribution to the provision, maintenance and running costs of specialist equipment.

Please note that all materials that are purchased by the college are subject to non-recoverable VAT.

7.6. Sundry Charges

- 7.6.1. Additional charges may be levied for the cost of educational

visits, trips, travel to sports fixtures, etc.

7.6.2. Administration, course material and exam fees will be included in the maximum loan cost charged to a 24+ student on an approved Level 3 programme.

7.6.3. Exam Fee – if the exam fee for 2014/15 is not published by the awarding body within the timescales required by the College, the exam fee will be set as the previous year's awarding body fee plus an increase agreed by the Assistant Principal Finance and Planning.

7.7. Full Time Tuition Fees for Further Education Programmes

Home Students

A home student is one who has been ordinarily resident in the UK or EU for 3 years prior to the start of a course of study.

7.7.1. Under 16's

7.7.1.1. Under 16 students can only be enrolled on full time programmes following the approval of the Head of Enrolment Centres and Head of Faculty at a rate agreed by the Assistant Principal Finance and Planning.

7.7.1.2. Where courses have a restriction in number, the College is entitled to refuse entry to an under 16 year old. The full fee must be paid at the point of enrolment.

7.7.1.3. Students who have previously been Home Educated for a period of 6 months prior to enrolment qualify for Funding via the EFA and are therefore not subject to tuition fees.

7.7.2. 16–18

7.7.2.1. No tuition fees are charged to any home student, aged 16-18 years at 31 August 2014 and students in the second year of a two year course aged 16-18 years at 31 August 2013.

7.7.3. 19+

7.7.3.1. A tuition fee of £1,600 is charged to all students aged 19 years or above at 31 August 2014 at the start of Year 1 programmes unless they fall into one

of the categories below. This is reduced by 15% if paid in full by 31 July 2014.

- Students aged 19-24 with an educational statement and agreed additional learner support costs of £6,000 and over, are funded as per 16-18 students (paragraph 7.7.2).
- For students aged 19-23 years taking their first full Level 2 or Level 3 programme there will be no fee. All students continuing onto the second year of a 2 year course will be charged the 2013/14 rate for their course.
- Students aged 24 or above and undertaking qualifications at level 3 or above, will be charged the full funding rate (as stated on the Learning Aims Reference Service (LARS)). Eligible students will be able to access 24+ Advanced Learning Loans.
- In line with SFA guidelines*, full remission of all fees is given in respect of the following categories of home student studying on FE provision.

Proof of benefits, along with a signed SGS College declaration must be provided to qualify for remission.

** Information based on SFA Guidance available at the time of going to print.*

- a. All students, for learning aims up to and including Level 2 including units, who are unemployed and in receipt of the following income based benefits:
 - Job Seekers Allowance (JSA);
 - Employment Support Allowance (ESA) in the Work Related Activity Group (WRAG);
 - Receiving Universal Credit because they are unemployed and who are mandated (required) to undertake skills training;
 - Students who are the unwaged dependents of JSA and ESA (WRAG) claimants are not automatically eligible for fee remission but they may be eligible under other criteria.
- b. In addition to the above categories, SGS offers fee remission to UNEMPLOYED adults in receipt of the following benefits studying on an SFA funded course:
 - Contributions Based ESA;

- Council Tax Benefit;
 - Housing Benefit;
 - Income Support.
- c. Asylum seekers in receipt of the equivalent of income based benefit (assistance under the terms of the 1999 *Immigration and Asylum Act*) and their dependants.
- d. Students enrolling for learning aims as part of the new suite of English and Maths qualifications, excluding Skills for Life English for Speakers of Other Languages (ESOL).
- e. Students aged under 24, enrolling on an Entry or L1 qualification and need a step up from basic skills to be able to progress to a full Level 2.
- f. Students aged 19-23 enrolling for their first full Level 2 qualification.
- g. Students aged 19-24 (specified) who are unemployed and on a traineeship.

7.8. Overseas Students

7.8.1. Overseas Students (non EC).

7.8.1.1. International students are charged an annual tuition fee based on the full adult funding rate as stated on the LARS plus any additional fees associated with the course (eg materials, exams, academy fees).

7.8.1.2. One terms deposit is expected to secure a place.

7.9. Full time tuition fees for Higher Education Programmes

7.9.1. 'Home' students are charged an annual tuition fee as per our Higher Education published course fees; these fees are loaded onto UCAS. Course fees are approved by the Corporation or set by the partnering University.

7.9.2. International students are charged the following annual tuition:

- £10,500 for directly funded SGS HE courses;
- £10,500 for courses directly franchised by University of the West of England;
- £10,750 for courses franchised by University of Gloucestershire.

7.9.3. Remission is not available for these courses.

7.10. Part-Time Tuition Fees for Further Education Programmes

Home Students

7.10.1. SFA Funded FE Courses

- 7.10.1.1. Students are to be charged fees based on overall course contribution of 45%.
- 7.10.1.2. Fees may be altered to reflect the full market value subject to approval by the Head of Faculty and Vice Principal Curriculum.
- 7.10.1.3. For dedicated employer provision, fees are charged in line with Employers Pricing Matrix, which is subject to change. Prices will differ by course.
- 7.10.1.4. Students may be eligible for remission of fees in respect of the categories of home students studying on full time provision as detailed in 7.7.

7.10.2. Adult Education (AdEd) Students (PCDL)

- 7.10.2.1. Fees charged to students on non-vocational part time courses will be charged in accordance with the SFA. Fees may be altered to reflect the full market value subject to approval by the Head of Faculty and Vice Principal Curriculum.
- 7.10.2.2. Students under the age of 18 can only be enrolled on an AdEd course with the approval of the SFA. These students are not eligible for funding and will be charged as a full cost student.
- 7.10.2.3. Where grants are available the course will be treated as full cost. The grant will be used to partly/fully support students who meet the criteria.

7.10.3. Link/Infill Students

7.10.3.1. 14-16

- School link and other non-EFA/SFA funded infill students will be charged an hourly rate of between £6.00 and £7.00. Fees may be altered with the agreement of the Vice Principal Curriculum.

7.10.3.2. 16-18

- Fees relating to students in-filling in to the College 16-18 provision are detailed in the Concorde Cluster agreement and agreed annually by the Vice Principal Curriculum.

7.10.4. Full Cost Recovery

7.10.4.1. Fees will be set at a level that ensures that the College is able to be self-sustaining. This requirement can only be varied with the agreement of the Assistant Principal, Finance and Planning.

7.10.4.2. The fees for all courses offered by the college must ensure that the income for each course covers the full delivery cost, including an agreed contribution to college overheads.

7.10.4.3. Remission is not available for these courses.

7.10.5. Staff Development

7.10.5.1. Staff infilling on to a course agreed as part of staff development must show a signed approval form at the time of enrolment. Actual costs only should be charged to the relevant budget, i.e. exam and material fees.

7.10.5.2. Staff using their £250 staff voucher can only use this against tuition fees. Fees in excess of £250 to be paid by staff member. Material and exam fees still apply. The voucher may be used once in an academic year.

7.11. Bursaries

7.11.1. College Bursary – Higher Education.

7.11.1.1. A £1,000 College bursary is available for all SGS Level 3 students progressing onto SGS Higher Education courses who are returned under the SGS SNC. This is only for courses that have a fee of £6,000 or above.

7.11.1.2. A partnership bursary is available for all SGS full time level 3 students progressing onto SGS courses franchised by the University of Gloucestershire with a fee of £6,000 and above. Please see University of Gloucestershire's policy.

7.11.1.3. A HEFCE funded National Scholarship Programme bursary is available. This is means tested and restricted to a maximum amount of students as guided by HEFCE.

7.11.1.4. The maximum bursary is reviewed each year in line with HEFCE and Higher Education Institutions (HEIS).

7.11.2. Students Experiencing Financial Hardship.

7.11.2.1. Where students are unable to pay fees after being granted remission as detailed above, or where they are not eligible for remission, they may apply for support via the College's hardship funding/bursary scheme. On no account should College staff make independent decisions about students' fees.

7.12. Refunds

7.12.1. Refunds will only be given if the College has closed, or materially reduced the content of a student's learning programme, or if the advice given at the time of enrolment is deemed by the College to be inappropriate. Companies may request to send a substitute instead of the original nominee, which should be in writing before the start of the course.

7.12.2. If a student requests a refund due to a complaint about the content or teaching of a course then the student should be advised of the College's complaints procedure and provided with the necessary paperwork.

7.12.3. Once a student enrolls onto or starts a course and then fails to attend or leaves, for whatever reason, all fees are still payable and no refunds apply; this includes students who take out a 24+ Advanced Learning Loan.