



## Fees and Charges Policy

### Policy Statement

The College's policy is to optimise income from fees and charges by adopting a commercial market-driven approach to setting fee and charges levels, but also wherever possible to take account of an individual's ability to pay.

### Principles

These principles extend to all areas of charging for teaching and related services, including further and higher education, education contracts, commercial training and miscellaneous activities. Where an activity is supported by grant, then the terms of that grant, if different from the College fee regulations, must take precedence.

#### *Teaching charges*

Learners, or their employer sponsors, unless qualifying for exemptions or waivers, are to be charged:

- ***a resources fee***
- ***a tuition fee***
- ***a materials charge (specific to a particular course)***
- ***external fees (registration, assessment and exam fees to awarding bodies, and professional body fees).***

A Fees Schedule is produced every year and must be authorised by the College Executive. This will summarise fee levels, concession entitlement and related matters.

Tuition fees are banded with a Standard and a Special Rate (normally around double the Standard Rate) calculated for each band. The Special Rate is primarily applicable to learners for whom the College does not receive any grant funding ('unfunded learners'), and who infill onto a course. Where a teaching group is expected to comprise of mostly unfunded learners, for such learners the charge would be four times the Standard Rate. The College has the discretion to negotiate particular arrangements with employers and other sponsors for bulk training.

External fee charges should be based on the expected cost chargeable to the College. Charges should normally be made for re-sits and for any late fees due which are deemed to be the learner's responsibility.

Fee concessions (on tuition and external fees) are to be offered in accordance with government, Learning Skills Council (LSC) and Higher Education



Funding Council of England (HEFCE) directives (typically 16-18 year olds, those on income based benefits, and adults on basic skills, incl ESOL, courses). In addition a discretionary 100% tuition fee concession applies (only until July 2006) to adults pursuing full time programmes, and staff, governors and learners over 60 are entitled to fee discounts as determined by the College.

A success 'guarantee' scheme is to be offered where practicable, whereby, subject to satisfactory attendance levels and timely coursework completion, tuition and external fees will by application be refunded to learners who do not achieve. The College may also devise other incentive schemes involving discounts and concessions to encourage enrolment subject to a maximum impact of 20% of relevant fees.

Fee concessions in respect of external fees are conditional on the learner meeting certain attendance levels and completing course work on time.

All fees are normally due at enrolment, though in some instances external fees may be charged later. Instalment arrangements are available in certain circumstances for individuals, and credit terms may be agreed with employers. Any such arrangements need the approval of the Director of Finance.

Fee refunds or waivers are only allowable where the College has cancelled a course, there is a justifiable complaint or in the case of exceptional personal circumstances. The Director of Quality, or in his or her absence, a Senior Postholder, must authorise refunds and waivers related to complaints, and the Director of Finance is responsible for authorisations related to personal circumstances.

The Chief Executive has the authority to remit any or all fees where competitive pressure exists.

#### *Trips and visits*

The costs of College organised trips and visits are generally chargeable to participating learners in advance and, whether part of a course syllabus or not, should aim to be self-financing.

#### *Other charges*

The framework for calculating ancillary and miscellaneous charges to learners, staff, and the general public should be reviewed by the Executive on a regular basis and the detailed arrangements approved by the Finance Director.