

Name of Policy:	Tuition Fees Policy
Last Approved:	December 2019
Approved By:	Corporation
SLT Owner:	Director of Finance

Separate fees apply to home and overseas students. Home students are those students classified by the Education and Skills Funding Agency and supported by government guidelines on fees, as determined by the Education (fees and awards) Regulations 1997, and subject to residency criteria. This generally includes nationals of the European Economic area and other overseas nationals holding a home office settled status. The Director of Finance will assess the requirement to charge fees against ESFA Guidance and with the ESFA as necessary.

The ESFA funded 16-18 students, and students with learning difficulties or disabilities aged 19 – 24 who have an EHC Plan, are exempt from tuition fees as currently stated in the Funding guidance for young people. 16-18 refers to students in full-time or part-time education who are under the age of 19 on 31st August in the teaching year when the student commences a study programme. It is intended that such students must continue to receive free tuition in any consecutive subsequent year of study on the same study programme as recorded in their learning agreement.

Adult funded students are students aged 19 and over on 31 August in the teaching year when the student commences a study programme and pay tuition fees

1. Setting fees

- 1.1. Fee rates will be set annually as proposed by the Leadership Team and approved by the Corporation on the advice of the Finance & Resources committee. Adult EU Student Fees for 2020/21 for a full time course will be £5,650.
- 1.2. Fees for 2020/2021 for the Art Foundation Course will be £2,400. Most students on the course will be eligible for fee remission as their places will be funded by the ESFA. Students who are aged 19 and over at the start of the course will be required to pay a fee.
- 1.3. Fee rates will be based on the indicative rates given in the ESFA funding guidance.
- 1.4. Variations to fees during the year require the approval of the Principal and the Chair of the Finance & Resources committee.
- 1.5. Fees for Non EU Students studying a full time course will be agreed at time of application and will be linked to market rates.

2. The Process for Invoicing fees:

- 2.1. The Director of Finance will advise Registry of the fees to be charged, and confirmation of fees will be sent to the student. The fee information letter will be signed by the Director of Finance to evidence authorisation. The communication will be sent to the students and their parent/carers in the early part of the summer term.
- 2.2. A copy of the fee information letter will be signed as acceptance by the person responsible for paying the fees and returned to the college. The Registry Manager

will provide a copy of this acceptance letter to Finance to raise the invoice and will update the student database.

- 2.3. If the information to assess fees is not available at the stage of the offer letter the offer will be given subject to agreement on fees. This agreement will be confirmed in writing by the Registry Manager and they will provide evidence of the agreement and acceptance to Finance.
- 2.4. Invoicing and payment of invoices is expected in full before the course starts. By agreement with the Director of Finance invoicing and payment may be termly or monthly in advance. Invoices are due for settlement within 30 days or before the start of the course if sooner. Where payment is overdue the Finance Office will inform the Director of Finance, who will ensure that the matter is resolved.

3. Refunds of fees

- 3.1. Refunds will only be made in exceptional circumstances and may only be made with the written approval of the Director of Finance.

4. Examination, assessment and registration fees

- 4.1. Examination, assessment and registration fees will not normally be due for full time students for initial entry for any component of a qualification.
- 4.2. Fees for resits, remarks and any associated late entries will be charged at the normal rate set by the College based on the costs from the examinations boards.