



QUALITY ASSURANCE

TUITION AND EXAMINATION FEE 2009/2010 – Policy Ref: FM/10/1

This procedure relates to above policy

1. 1 General Principles

- i) The College will charge those learners not eligible for fee remission a minimum of 47.5% of the NBR for any learning aim funded by the LSC.
- ii) Faculty Directors (FDs) are responsible for setting fees for LSC provision in their areas of the curriculum. FDs wishing to charge fees below 47.5% of the NBR for any of their courses must obtain the prior approval of the Appropriate ELT member. Any fees charged above 47.5% of the NBR must be justified by market conditions and will be approved by the Director for Information and IT Services.
- iii) Full cost (self-financing) provision which will/cannot be funded by the LSC will be calculated on the basis of the costs of delivery plus overheads in accordance with the **guidelines attached**.
- iv) Full-time FE students wishing to take additional part-time courses will be charged the fees quoted in the prospectus.

2 Young People 16-18

In accordance with LSC regulations no compulsory tuition, registration or examination fees will normally be charged to learners aged 16-18 taking full or part time courses funded by the LSC. However, the College may charge learners aged 16-18 in the circumstances outlined in paragraph 4.1.4 and for exam and re-sit charges if they do not achieve the required attendance levels or progress (see paragraph 6).

3 Adult Learners

Adult learners (those aged 19 and above) taking full-time courses funded by the LSC will be charged a reduced tuition fee and the examination/registration fees set by the awarding body for any qualification(s) taken. The College will reclaim tuition fee remission for adult learners from the LSC wherever possible.

4 School Pupils

- i) School pupils whatever their age taking evening courses funded by the LSC will be charged the fees quoted in the prospectus. The enrolment of school pupils under 16 requires the prior approval of the school, the parent/guardian and the Faculty.
- ii) When school pupils, whatever their age, wish to follow part of their programme at College during school hours, the College will charge the school for the costs of this provision. Fees charged for this provision within the College will be charged in accordance with the relevant Partnership Agreement.

5 Staff

- i) Fees for LSC funded courses attended by College staff may be waived in accordance with the Staff Development Policy. College staff will be charged a registration fee only, although this fee can also be waived if the course is considered as essential staff development.

Please note:

- ii) Fees for the Certificate in Education course may not be waived since a mandatory tuition fees grant is available from the relevant Local Authority.
- iii) College staff wishing to enrol for PCDL provision may have their fees waived on condition their attendance does not prevent the attendance of an external student.
- iii) In exceptional circumstances staff may gain approval to attend full cost provision not funded by the LSC. In these cases the fees will be charged to the relevant Staff Development budget.

6 Staff from Designated Voluntary/Community Organisations

It is College policy to remit tuition fees for the staff of designated local voluntary and community organisations who enrol on LSC funded courses at level 3 or below. Full fees are payable for courses at levels 4 and 5. Examination and other courses fees are not remitted.

2. College Policy (PCDL, International and HE and Provision)

1 Personal, Community Developmental Learning (PCDL) Provision

- i) Fees for PCDL provision are charged /remitted in accordance with the **guidelines attached**. Where this provision is managed by the Local Authority their policy will apply.

- ii) It is College policy to remit fees for designated Access to FE courses in order to improve retention of adults on learning programmes.

2 International Students

- i) International learners (those from outside the EU/EEA) will be charged an appropriate fee per annum for FE (funded) programmes in 2009/10. The fees charged will include the cost of the first attempt of any approved examination cost. Agreed additional learning support will be charged in excess of this fee. The Director for Information and IT Services will calculate fees.
- ii) International learners taking any other course will be charged the full cost for that course calculated in accordance with the guidelines for full cost provision and taking into account any Licence costs where appropriate.

3 College Policy Higher Education (Associated college -University of Chester

- i) Fees for full time students are set by Chester University and collected by the College
- ii) Tuition fees for part-time foundation degree courses and part time ITT are set by the UoC Liaison Group and collected by the College
- iii) Fees for other part-time courses are set by the College following discussion with the University. Fees for PT courses are collected by the College.
- iv) Some part time learners are eligible to apply for financial support towards the costs of tuition fees from their Local Authority. PT learners not eligible for Local Authority support may have their fees waived in accordance with University policy.
- v) Full-time learners wishing to enrol for any additional part-time courses will normally be charged the fees quoted. This fee may be funded from the income received by the Faculty at the discretion of the Faculty Director.
- vi) Students associated with other HEIs will be charged a fee in accordance with local agreements.

3. Examination Fees (external fees)

- 3.1 All learners whose fees are not fully remitted are normally charged examination/registration fees for their qualifications at the time of enrolment.
- 3.2 Examination/registration fees are not charged to learners identified in 3.1 and 3.2 provided the following criteria are met
 - i) it is the learner's first attempt at the examination at this Centre;
 - ii) the examination entry is supported by the relevant subject lecturer.

- 3.3 If a learner's examination entry is not supported by his/her lecturer as a result of poor attendance or lack of progress the examination fee is charged.

***NB: i) Learners retaking examinations are charged the examination fee plus a Centre fee. This is payable prior to the examination entry
ii) Learners in receipt of a free first attempt for an examination who do not take the examination without good reason will be charged the fee.***

4. College Enrolment/Registration Fees

- 7.1 Fees paid at enrolment include a £5 non refundable administration charge.

5. Refunds

- 5.1 Refunds of fees may be approved in the following circumstances:
- i) If a course is cancelled by the College;
 - ii) If a learner's complaint regarding the quality of the delivery of a course or about the advice/guidance provided is upheld by the Director of Quality and Standards following an investigation in accordance with the College's complaints procedure;
 - iii) No administration charge will be made in the above 2 categories
 - iv) If a learner notifies the College to cancel his/her place on a course 2 working days before the commencement of the course;
 - v) An administration fee of £5 (7.1 above) is charged for the above category.
- 5.2 Once a course has started refunds will not normally be given. However written requests for refunds relating to personal factors will be considered by the Director of Quality and Standards and a credit note may be issued in exceptional circumstances. Any credit note issued will be calculated on the basis of the number of actual attendances less a 10% administrative charge.
- 5.3 Refunds for HE students will be in accordance with UoC policy
- 5.4 Learners have the right to appeal against decisions made regarding the refund of fees. The appeal can be submitted in accordance with the **policy attached**

6. Methods of Payment

- 6.1 Payment in full can be made by cash, cheque or debit/credit card
- 6.2 Learners with course fees of over £50 can pay in instalments via a standing order providing an agreement is completed at the time of application/enrolment. Details of such arrangements and the associated charges are listed below:

Fee range	Payment profile	Standing order charge
£50 - £149	Deposit + 3 x SO	£12
£150 - £399	Deposit + 5 x SO	£15
£400 - £699	Deposit + 7 x SO	£20
£700+	Deposit + 9 x SO	£25

The full fee must be paid before the course is completed

6.3 An additional administration fee of 10% will be charged for each payment missed.

6.4 Where an employer is paying the fee the full fee must be paid at the start of the course.

7. Debtors

7.1 In accordance with College Financial Regulations for any learner who has not paid their tuition or exam fees in full at the end of the academic year:

- i) Exam certificates will be withheld
- ii) Assessed work will not be marked
- iii) References for employment will not be issued
- iv) The learner will not be permitted to progress to the next year of study or enrol on another course at the College

8. Reporting Performance

8.1 The College will report performance in relation to the collection of fee income against targets to ELT/CMT and the Corporation in the monthly Management Accounts.