

# **Fee Policy**

## **2018-19**

## 1 Purpose

The purpose of this policy is to provide a framework for the setting of fees charged for courses offered by Brooklands College.

## 2 Scope

The Fee Policy will be available on request to students from Reception and Admissions. It will also be published on the staff and student intranets and the College website.

## 3 Objectives

- Fees are set in support of the strategic objectives of the College
- Fees are published in a timely manner, in line with the key principles which are applied consistently across the College
- Fees are set in compliance with relevant funding rules
- Students are able to access information about the range of financial support available to them, including loans where relevant

## 4 Definitions

- 4.1 A *Full Time Course* is a period of learning that requires a student to attend the College and have that attendance recorded for a minimum of 540 Guided Learning Hours (GLH) in any one academic year. This definition applies only to those courses funded by the Education Skills Funding Agency (ESFA).
- 4.2 A *Course Fee* is typically made up of several parts:
- a *Tuition Fee* that is payable for a student to participate in a course;
  - an *Administration Fee* that is payable for a student to enrol with Brooklands College.
  - a *Registration Fee* that is payable for a student to register with an Awarding Body or Professional Body to enable the award of any qualification;
  - an *Examination Fee* that is payable for a student to undertake an examination or assessment to enable the completion of any qualification;
- 4.3 *Additional Costs* are those costs that may be incurred by a student when undertaking a course, over and above the course fee (e.g. specialist equipment, educational visits). In some cases, these fees are a compulsory element of the course and must be paid to enable the completion and achievement of any qualification.
- 4.4 For particular identified courses an examination deposit may be requested that will be refunded on completion of the exam.

## 5 Applicability

- 5.1 A Course Fee will be set for each education and training course offered by the College in accordance with the Fee Policy and will be approved as part of the course approval process.

- 5.2 Course fees are set within the following framework:
- a) If a student is fully funded, no fee will be applied
  - b) If a student is co-funded, the fee that the College will charge will be no higher than 50 per cent of the course cost as stated on the Learning Aim Reference Application (LARA) found on the Data Service website
  - c) If a student is financing the course via a student loan, the College will not charge more than the course cost stated on LARA
  - d) If the student is funding the cost of the course completely by themselves (and not via a student loan and no funding is drawn down), the College will determine the fee.
  - e) If a student is an international student, the College will determine the fee.
- 5.3 The College reserves the right to change any Course Fee in advance of taking enrolments on a course.
- 5.4 An administration fee of £25 will be applied to **all students aged 19** or above as of the 31 August 2018 (except HE programmes). This fee covers the costs of administering enrolment, production of a student identity badge and access to the College's Learning Resources Centre and IT network. The fee will be payable once in an academic year. It is non-refundable.
- 5.5 All Course Fees set will be valid for the period 1 August 2018 to 31 July 2019. Where students enrol on courses that continue beyond 31 July 2019 they should be made aware that any fees due after this date (e.g. for the second year of a course) are subject to amendment.
- 5.6 Courses fees are non-transferable between individual students and between academic years.
- 5.7 The College will charge employers for Apprenticeship training in line with the Education Skills Funding Agency guidance.

## **6 Communication**

- 6.1 Published fees will always clearly indicate the different elements of the Course Fee; Tuition Fee, Registration Fee, Administration Fee, Examination Fee and Additional Costs where applicable. Any additional costs should be notified to students on request.

## **7 Concessions – Course Fees**

- 7.1 For ESFA accredited courses (including Apprenticeships) the categories eligible for 100 per cent tuition fee concessions, where no fees are charged, are determined annually by the funding body.
- 7.2 For Higher Education, no tuition fee concessions are given, although limited bursaries may be given.
- 7.3 For project funded students (e.g. ESF), tuition fee concessions will be given in accordance with the project specifications.
- 7.4 For International (non-European Union) students, no tuition fee concessions are given. The charge to international students will be set annually.
- 7.5 For employer funded students or for courses delivered in the workplace, no tuition fee concessions are given.

7.6 For unfunded (full cost) students, no tuition fee concessions are given.

## **8 Concessions – Registration and Examination Fees**

- 8.1 For ESFA funded students, the categories identified in the funding rules as eligible for 100 per cent tuition fee concessions are also eligible for 100 per cent registration and examination fee concessions (i.e. registration and exam fees are zero).
- 8.2 For Office for Students funded students, no registration or exam fee concessions are given.
- 8.3 For project funded students, registration and exam fee concessions will be given in accordance with the project specifications.
- 8.4 For International (non-EU) students, no registration or exam fee concessions are given.
- 8.5 For unfunded (full cost) students and Professional courses, no registration or exam fee concessions are given.
- 8.6 The College reserves the right to charge registration fees to those students eligible for registration and exam fee concessions in the following circumstances:
- attendance and/or coursework requirements have not been met;
  - the student is re-taking a whole or part qualification;
  - the student fails to attend an examination without good reason.
  - after failure to achieve a qualification or element of a qualification, the student repeats an examined element.

## **9 Concessions – General**

- 9.1 The College is required by the funding bodies to verify the eligibility of all students for fee concessions and to make the necessary checks and request evidence to support eligibility of the student. Where a student is in receipt of a fee concession based on information provided at enrolment, if further relevant information becomes available following enrolment that would mean the student was not eligible for this concession, the student will be liable to pay all fees due.
- 9.2 It is the responsibility of the student to notify the College of any change in status that may affect their eligibility for fee concessions. The College, however, is required to make its own checks to verify continuing eligibility to fee concessions.
- 9.3 The College will make students aware of any financial support that may be available to them from the College to assist in meeting fees associated with their course.

## **10 Means of Payment**

- 10.1 The College accepts payment of Course Fees by individuals through the following means:
- Cash (sterling)
  - Debit Card

- Cheque
- Credit Card (except American Express)
- Direct Debit
- Online payment system, Wisepay

10.2 Where an employer or other third party has agreed to pay a Course Fee on behalf of an individual, payment will be by invoice under the condition that a written agreement from the third party to pay the Course Fee is provided at the time of enrolment.

## **11 19+ Advanced Learning Loans**

- 11.1 Students who are 19 or above on the day they start the learning aim (courses starting on or after 1st August 2018) for learning aims at Level 3,4,5, and 6 who are not eligible for funding will be responsible for paying the course fees. This can be by self-funding, through an employer, or where applicable by contacting the Student Loan Company to agree a student loan facility. The Student Loan Company (SLC) is responsible for assessing whether students are eligible for a 19+ Advanced Learning Loan.
- 11.2 Should a student apply for a loan, the College must provide a Learning and Funding Information letter to help them make their application. The letter must include:
- The UK provider reference number
  - The learning aim reference number
  - The title of the learning aim
  - The name and code of the apprenticeship framework level and pathway
  - The learning aim or apprenticeship start date and planned end date
  - The fee charged to the learner, and
  - The maximum amount of loan available for the learning aim or apprenticeship framework on LARA.
- 11.3 Further details on 19+ Advanced Learning Loans can be found in the ESFA Funding Rules.
- 11.4 All students applying for student loan support who have not received confirmation of a loan are required to fill a direct debit form which will be held until confirmation from the SLC is provided to the College by the student. It is the responsibility of the student to provide the College a copy of the confirmation from the SLC.
- 11.5 If the College does not receive confirmation of payment from the SLC by 30 November of each academic year, the student will be charged the full amount of their course fees and the first instalment will be collected on 1 December. Students will be informed by letter two weeks in advance of the planned direct debit collection date.
- 11.6 If a confirmation is received by the student from the SLC after the direct debit has been collected, a refund can be issued to the student.

## **12 Methods of Payment**

- 12.1 Payment of Course Fees is due at the time of enrolment except where a payment is made by a third party (see section 10 and 11).
- 12.2 Students are able to pay by instalments where the cost of the course is £300 or more and the course length is over 10 weeks.

- 12.3 Payment by instalments can be offered to students paying Course Fees, but this is only offered using direct debit collection and on the following conditions:
- A maximum of three instalments is permitted for long (two or three term) courses and two instalments for shorter courses
  - All payments will need to be paid at least two weeks before the end of the course
  - The first instalment (and the Administration Fee) will need to be paid at enrolment and must be at least 50% of the total course fee
  - Instalments are collected by monthly direct debit within the first three months after enrolment
  - The collection dates will be agreed with the student at enrolment and an advance notice will be issued to the student two weeks before the initial collection
  - An arrangement to pay in instalments cannot be offered retrospectively to any student that has already paid their Course Fees
  - This arrangement will be reviewed on an annual basis.
- 12.4 All international students must pay the full fee for their course in advance and will not be offered an instalment plan. This applies regardless of the length of the course.
- 12.5 For all courses, payment may be made in person at Brooklands College, by post, by phone, by a bank transfer into the College's bank account or using the Wisepay online payment system.
- 12.6 For courses offered at other premises, payment may be made at the relevant place of course delivery if appropriate arrangements are available.
- 12.7 In the event of non-payment of Course Fees, students may be required to withdraw from the course and the College will pursue the individual for full payment of the fees by whatever means it feels are appropriate.
- 12.8 Where a student has agreed a student loan, the student will need to provide confirmation from the Student Loan Company. The fees will be collected by the Finance Department from the Student Loan Company.

### **13 Transfers**

- 13.1 In the event of a student transferring between courses, there will be no financial penalty, but if the course transferred into has a higher Course Fee the student must pay the difference at the point of transfer.

### **14 Policy on refund of fees**

- 14.1 The College commits staffing and resources to courses on the basis of student enrolments and will only refund fee payments in the following circumstances:
- When a course is cancelled by the College
  - When a student withdraws their enrolment at least 10 working days before the planned start of the course.
- 14.2 No refunds will be given once the course has commenced, except in exceptional

circumstances as outlined in section 15 of this policy.

- 14.3 No refunds will be given if a student withdraws their enrolment from the course after their enrolment date or if the College withdraws the offer of a place as a result of disciplinary action or non-attendance on behalf of the student.

## **15 Refunds in Exceptional Circumstances.**

- 15.1 There may be unusual and exceptional circumstances (other than those set out in section 13) in which a refund of part or all of a student's fee payment may be made.
- 15.2 Any request for a partial or full refund must be made in writing by the student to the relevant senior curriculum manager, or written by the latter on behalf of the student. Any refunds are at the discretion of the Vice Principal (Finance, Planning and Corporate Services). The decision of the Vice Principal (Finance, Planning and Corporate Services) is final and there is no right of appeal. Refunds will be processed within 10 working days of authorisation.

## **16 Additional Fees**

- 16.1 If a student exceeds the expected duration of a course, for example a student has not completed all assessments within the expected timescale, additional fees may be levied to cover any additional costs of assessment or administration that might arise. These will be determined on a case by case basis and will be approved by the relevant curriculum manager.
- 16.2 The College reserves the right to charge a fee to students for amendments to qualification certificates if the changes requested by the student are for a reason other than an error made by the College.
- 16.3 The College's normal practice is to make qualification certificates available for collection by individual students. If a student requests that the qualification certificate(s) are to be delivered to an address other than the College, then the College reserves the right to charge a reasonable fee for the administration and cost of delivery. The qualification certificate(s) will not be dispatched until the fee has been paid in full.