

# Tuition Fee Policy 2019-20

Policy/Procedure Title	Tuition Fee Policy
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In consultation with	Finance & General Purposes Committee
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## TUITION FEE POLICY 2019-2020

### 1. Key principles

Abingdon & Witney College is committed to a fair and transparent policy in respect of charges made to students. As far as possible, the college seeks to:

- Set fees that are in line with funding guidance and other relevant agency policy
- Set fees that are competitive in the different markets in which the college competes
- Ensure coherence in fee levels across different funding streams.

### 2. Fee principles by category of learner

Category of learner	Fee (including exam fees)	Materials or other fees
14 – 16 year olds	By individual arrangement	None
16 – 18 year olds	Free	Charged at course level for optional additional activities
FE 19+ students who are fully funded*	Free	Charged at course level for optional additional activities
FE 19+ students who are co-funded**	Fee charged	Charged at course level for optional additional activities
FE students who are funded via loans	Fee charged – paid in full by the student or via loan	Charged at course level for optional additional activities
Apprentices	No charge to apprentices. Charge to employers made in line with national apprenticeship funding guidelines and agreed with each employer in advance	19+ professional body fees (eg AAT) to be paid by the learner.
HE students	Fee charged (via HEI where appropriate) – paid in full by the student, employer or via loan	Charged at course level
Students on unfunded programmes	Fee charged – paid in full by the student	Charged at course level
International students	Fee charged – paid in full by the student	Charged at course level
Community Learning	Fee charged – paid in full by the student	Charged at course level

\*Fully funded adult learners are those who are unemployed or on certain benefits, those who enrol on entry level or level 1 qualifications that lead to a level 2, and 19 – 23 year olds enrolling on a full level 2 or full level 3 if they don't already hold these qualifications, and the qualification is fundable through entitlements

\*\*The term co-funding is used to demonstrate that the college receives some funding for such courses from the SFA and the remainder from the student.

### 3. Calculation of fees and comparison 2019/20 to 2018/19

Fees are reviewed on an annual basis by the Finance Director and approved by the Senior Management Team. Calculations are made on the following basis:

Category of learner	Basis for calculating fee	Fees 2018/19	Fees 2019/20
FE 19+ students who are co-funded	Students pay 50% of the funding banding up to a cap of £1,250.	50% of the funding banding, to a maximum of £1,250 for full time courses	50% of the funding banding, to a maximum of £1,250 for full time courses
FE students funded via loans	SFA fully funded rate	As funding band table	As funding band table
Apprentices	No charge to apprentices.  19+ co-funded charge made to employers based on market rates.	Negotiated on an individual basis with employers with a pre agreed framework of minimum and maximum fees approved by DP and FD	Based on the maximum funding cap applicable under the new apprenticeship funding rules. 10% employer contribution required by non-levy payers, in line with funding rules. Additional contributions charged as approved by DP/ FD.
HE students on courses run via partner universities	Oxford Brookes courses	Foundation Degrees per year:  Full time £7,200 Part time £4,900 (3 yrs)  Foundation Diploma, Top-up fees: £7,200  BSc Equine: £9,250	Foundation Degrees per year: (new starters)  Full time £7,350 Part time £5,010 (3 yrs)  Foundation Diploma, Top-up fees: £7,350  BSc Equine: £9,250
HE students on college HNC and HND courses	£2,000 per year for last 5 years	HNC Full Time (1 year): £4,500 HNC Part Time (2 years): £2,250 p.a. HND Full Time (2 years): £4,500 p.a. HND Top Up (1 year from HNC) Full Time: £4,500	HNC Full Time (1 year): £4,500 HNC Part Time (2 years): £2,250 p.a. HND Full Time (2 years): £4,500 p.a. HND Top Up (1 year from HNC) Full Time: £4,500
Students on unfunded programmes	Unfunded hourly rate	£8.75 per hour	£8.75 per hour
International FE students	SFA fully funded rate	As funding band table	As funding band table
Community Learning: Standard Enhanced Workshop Engagement Community led learning Family Learning	Hourly rates	£4.90 £5.50 £7.00 £2.70 £0.00 £0.00	£4.90 £5.50 £7.00 £2.70 £0.00 £0.00

All materials and other fees are determined at course level and reviewed annually by the Finance Director.

The college retains the option to 'market price' courses when and where appropriate at the discretion of the Finance Director.

#### **4. Payment of fees, including tuition, materials and other fees.**

All fees payable to the college will be due at enrolment, except for trips managed through the Wisepay payments system.

Fees can be paid in one of the following ways:

- During main enrolment fees can be paid by:
  - a. bank card (to the enrolment team)
  - b. cash or cheque to the finance team
  - c. electronically via bank transfer
- After main enrolment, fees can only be paid by bank card to the finance team, or electronically via bank transfer
- No cash or cheques are to be taken after main enrolment, except very exceptionally and as approved by the Head of Finance and paid to the finance team.
- Invoice to employer – a letter from the employer must be provided at enrolment
- Instalments – provided that a standing order or direct debit is in place:
  - Fees between £100~~50~~ and £149 are paid in 2 equal instalments
  - Fees between £150 and £599 are paid in 3 equal instalments
  - Fees between £600 and £999 are paid in 4 equal instalments
  - Fees over £1000 are paid in 5 equal instalments
  - The first instalment is made on enrolment and the final instalment is made prior to the completion of the course
  - Students must not have an outstanding balance from previous years or have previously defaulted on payment arrangements
  - Students who withdraw from their programme remain liable for full fees
  - Instalment plans are not available to overseas students, employers or students without a UK bank account
  - Instalments will be collected on the first working day of each month. Any payments that are unsuccessful on the prescribed date of collection will still be collected, following a notice period of seven days from the original scheduled date. Where the College is unable to collect payment the student may be asked to leave their programme of study but will remain liable for payment of any outstanding fees
  - Instalment plans outside the above terms must be approved by the Finance Director
  - All instalment plans must be completed within the academic year to which the course relates

Places on a course are not confirmed until payment has been received.

#### **5. Refunds**

##### **5.1 Refunds for cancelled courses**

The cancelled course refund policy applies to all students who have paid a tuition fee either directly (have funded their own courses) or indirectly to the College (via a sponsor, a bursary or the Student Loans Company for example).

Refunds will be made where it is necessary to close a class due to insufficient numbers. Should this action prove necessary, the College will aim to contact all enrolled students at least 3 working days before the course is due to start.

Refunds in respect of a cancelled course are automatically issued to self-funding students and to sponsors. In the case of student loans/bursaries, the College will inform the student loan company/bursary team that the student will not be attending a programme.

## 5.2 Refunds to students no longer attending courses

If a student is unable to begin their course, has paid a tuition fee for that course and wishes to claim a refund, they must write to the finance department to request a refund. Refunds are usually only made for illness and applications for a refund on this basis must be accompanied by a doctor's certificate. Refunds for other special circumstances are at the discretion of the Finance Director.

For self-funding and sponsor paid fees; if a student withdraws after starting the course and has paid a tuition fee, their fee is still due unless a successful application for a refund is approved by the Finance Director.

For fees paid by the Student Loan Company/bursary payments; the loan/bursary amount will still be due for the period of attendance on your course, i.e. if you attend your course from September until December and then withdraw, you will still be liable for tuition fees that period of attendance. For the purpose of this policy, attendance refers to both physical attendance on the course or in the case of remote learning, the submission of coursework/attendance to exams.

## 5.3 Refunds for materials/exam registrations

Refunds will not be made for any personalised kits or materials which are being retained by the learner or any registration fees which have been paid to another party by the college on behalf of the learner.

## 5.4 Compensation

Financial compensation may be considered in exceptional circumstances, for example, where the College has made such changes to a programme of study that attendance of learners is made impossible. Examples of this may include; 'loss of opportunity' e.g. failure to complete a placement, apply for a bursary or to seek paid employment where this arises from an act or omission by the College, expenses the student has had to pay or money they have lost as a result of any College/course failings or closure.

When considering whether financial compensation is appropriate, the College will take into account the following:

- Any reasonable steps which have or have not been taken by the student and/or the College to minimise financial loss
- Whether the student has unreasonably refused or rejected an option that was available
- Whether the delays in resolving a matter may have been partly caused by the student

In all cases, the College requires the student to provide evidence of actual financial loss.

## 5.5 Financial Implications of Refund and Compensation Policy

Refunds and compensation are managed out of College reserves. Our cash at bank balance never falls below £250k which the College feels is sufficient for that eventuality.

## **6. Procedure for exam resit fees**

The college has a separate procedure for exam resit fees. The procedure is available on Office 365.

## **7. Review of fee policy and charges**

The college will review the fees and policy annually but reserves the right to make changes to this policy at any time.