New College Swindon

Fees Policy

2010-2011

1 Introduction

1.1 Purpose

1.1.1 The purpose of this policy is to give details of the operation of fees for courses offered by New College Swindon. This policy should be read in conjunction with the Exams Policy and is supported by a more detailed Admissions Procedure.

1.2 Scope

1.2.1 Following approval by the Corporation, the Fees Policy will be communicated via the Director of Finance and the Director of Quality and Customer Service to all relevant staff involved with enrolment and admissions, the policy shall be operated with effect from 1 August 2010.

1.2.2 The Fees Policy will be available from the College website, on request from Reception or via the Admissions team.

1.3 Responsibility

1.3.1 Responsibility lies with the Senior Management Team to ensure the Fees Policy is adhered to. On a day to day basis the Admissions Manager will operate the policy.

1.4 Definitions

1.4.1 A *Course Fee* is made up of three components:

a *Tuition Fee* that is payable for a student to participate in a course;

an *Examination Fee* that is payable for a student to register with an Awarding Body and/or be awarded their certificate;

a *Materials Fee* contribution to the cost of material provided on the course.

i.e. *Course Fee* = *Tuition Fee* + *Examination Fee* + *Material Fee*

2 Procedure

2.1 Applicability

Course Fees

2.1.1 A Course Fee will be set for each education and training course offered by the College.

2.1.2 The Course Fee will be recommended by the Curriculum Managers, Community Education Manager or Business Services Manager responsible for the course. A separate fee will be recommended for International (non-EU) students. The Principal has ultimate responsibility for setting course fees.

2.1.3 For Skills Funding Agency funded students the Course Fee will normally be set at an appropriate band in accordance with the Fee Band Schedule which forms part of the Fees Policy and is attached as Appendix A.

2.1.4 For international students the Course Fee will be set using the International Fees Schedule also included at Appendix A.

2.1.5 For non-funded (full cost) courses the Course Fee will be set using the course costing model to identify the appropriate fee taking into account all direct costs and also a contribution to college overheads. The course costing model is available from Finance.

2.1.5 All Course Fees set will be valid for the period 1 August 2010 to 31 July 2011. Where students enrol on courses that continue beyond 31 July 2011 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 as a result of external influences.

Examination Fees

2.1.6 Where students wish to use the College as an Examination Centre and do not require subject or tutor support, the College will charge for the published examination fee plus an administration fee. All necessary fees must be settled before the student is entered for the examination.

2.1.7 Where a student wishes to use the College as an Examination Centre and requires support for the examination the College will charge for the published examination fees plus an administration charge plus tuition fees. These fees will entitle the student to 6 hours tuition plus assistance with UCAS application or reference writing. All necessary fees must be settled before the student is entered for the examination.

2.1.8 Candidates who fail to sit an exam or meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances will be required to reimburse the college for examination costs incurred.

2.1.9 Where the College incurs late entry or amendment fees caused by the student, he/she may be required to reimburse the College.

2.1.10 Postal result services must be requested and paid for by the student. Proof of payment will be required before the service is requested from the awarding body.

2.1.11 Examination fees charges are set out in the Exams Policy.

2.2 Communication

2.2.1 The Curriculum Managers, Community Education Manager and Business Services Manager are responsible for ensuring that the Marketing Manager is made aware of the Course Fees (including Tuition Fee, Examination Fee and Material Fee breakdown) for brochure purposes and ensuring that the course masterfile is regularly maintained and updated.

2.3 Concessions – Fee Remission

2.3.1 Details of the arrangements for fee remission are set out in the Admissions Procedure, available from Reception.

2.4 Concessions – General

2.4.1 The College reserves the right to verify the funding status of all students and their eligibility for fee remission.

2.4.2 It is the responsibility of the student to notify the College of any change in status that may affect their eligibility for fee remission. The College, however, reserves the right to make checks to verify continuing eligibility to remission.

2.4.3 The College will make students aware of any financial support that may be available to them from the College to assist in meeting Course Fees.

2.5 Means of Payment

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

Direct debit
Credit Card (excluding American Express)

2.5.2 Individual students may pay in instalments, via debit, credit card or direct debit only in the following circumstances:

- the course(s) duration is/are over 10 weeks; and
- the total Course Fee(s) is/are above £200; and
- 50% of the full Course Fee(s) is/are paid before the course commences; and
- The balance is to be paid in no more than two equal instalments to be fully paid by 31 May or the end of the course whichever is the earlier; and
- the student does not have international status; and
- the Course Fee is not being paid by a third party such as an employer; and
- the student is not in arrears with any monies owed to the College.

2.5.3 International students will pay 50% deposit on application, with the remaining 50% fee payable prior to the start of their course.

2.5.4 Instalment plans must be agreed, completed and signed at the time of enrolment.

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

2.6 Methods of Payment

2.6.1 Full payment of Course Fees is due at the time of enrolment except where an instalment plan has been agreed (see section 2.5.2) or payment is made by a third party (see section 2.5.5).

2.6.2 For all courses, payment may be made in person at New College Swindon, by post or by phone.

2.6.3 For courses offered at other premises, payment may be made at the relevant centre if appropriate arrangements have been put in place.

2.6.4 In the event of non payment of Course Fees, students may be required to withdraw from the course and/or may have any achievement certificates withheld by the College.

2.7 Transfers

2.7.1 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.

2.8 Refunds

2.8.1 In the event of a course being cancelled by the College a full refund will be given.

2.8.2 Other than 2.8.1, refunds will only be given in exceptional circumstances at the discretion of the Admissions Manager with the approval of the Director of Finance.

2.8.3 The College offers a refund (money-back guarantee) if a student withdraws up to and including Week 2 of a course lasting 10 weeks or more.

2.8.4 Refunds will not normally be made when a student withdraws after Week 2 of the course. A partial refund or credit note may be granted if exceptional circumstances prevent a student continuing with a course (i.e. serious illness of a student or the death/serious illness of a close family member), these refunds will be partial refunds calculated pro-rata to elapsed weeks of attendance up to the date of withdrawal.

APPENDIX A

Fees Band Schedule approved by Corporation for 2010/11

Hours per week	2010/11
1	£75
2	£165
3	£240
4	£320
5	£400
6	£450
7	£530
8	£615
9	£690
10	£795
11	£825
12	£955
13	£980
14	£1050
15	£1175
16 hours or more	£1450
International students	£6,500