
CHARGING POLICY & PROCEDURE 2022-2023

Date Reviewed by SMT: October 2022
Date Approved by Governors:
Next Review Date: June 2023

Nationals from countries outside the European Economic Area (EEA) and British Nationals who do not satisfy residency requirements, i.e. have to be in the UK or an EEA country for purposes other than education for at least three years prior to the start of the course (some status specific dates apply), and have settled, Pre-Settled, Indefinite Leave to Enter or Indefinite Leave to Remain status or have the Right to Abode in the UK, will not be eligible for government funding and will, therefore, be charged full cost course and accreditation fees if they are accepted to study at the College. Students will be asked to provide information as part of the admissions process to help the college decide if they are eligible for government funding.

FULL-TIME 16-19 STUDENTS

There are no tuition fees for 16-19-year-old students on Education & Skills Funding Agency (ESFA) courses. However, textbooks and stationery, and other resources like Art equipment or calculators, are not provided by the college. There is a 16-19 Bursary to which students can apply if they are in financial difficulties.

Fees for Examinations

The college does not normally charge for public examinations other than for those not prescribed in the official regulations, e.g. fees from outside public bodies. However, where a student requests a review of marking or wishes to re-sit an examination the college will pass on to the student the exam board fee plus a small administration charge. If students wish to enter to re-sit an examination after the published college deadline, a late entry administration fee will be charged in addition to any exam board penalty fees incurred. Where a candidate is not a student at the college or fails without good reason to complete the examination requirements, or has a very poor record of attendance, the college reserves the right to charge full fees for all examinations taken.

Boarding

Fees are payable if students accept a boarding place and parents or guardians of those students will be asked to sign an acceptance of financial responsibility for boarding fees. Detailed information about boarding fees will be provided by the Head of Boarding or the Finance Manager.

19+ STUDENTS

On the first day of learning, the student must be aged 19 or over on 31st August within the funding year in question.

Changes are made in line with Government policy and ESFA policy on an annual basis. All adult students who are paying towards their course are expected to supply their own books, materials, tools and stationery. These are not included in the course fee. Those who have taken out an Advanced Learner Loan will also be expected to supply these items, except for costs and charges without which the student cannot complete their course. There is a 19+ Discretionary Learner Support (DLS) / Advanced Learner Loan (ALL) Bursary Fund to which students can apply for help with essential course-related costs including childcare, travel, but not course fees, if they are in financial difficulties (conditions and criteria apply).

Students are advised not to make purchases until they are sure that the course will run and that it suits their needs.

1. FEES FOR VOCATIONAL ESFA CO-FUNDED COURSES

Fees for all accredited courses will be charged in line with Government policy. The College may also choose to subsidise students for one or more of the following reasons:

- To increase the number of students from particular wards or post code areas going onto higher education
- To promote the Legal Entitlement for Levels 2 & 3 to those aged 19-24
- To raise participation rates of under-represented groups
- To charge lower prices with regard to market forces

FEE REMISSION

If a student thinks they may qualify for fee remission, they can contact the Student Support team via the Adult & Higher Education division (AHED) Reception to ascertain the criteria. If applicable, they must provide up to date relevant evidence (dated within the last 4 weeks) on enrolment. Fresh evidence is needed within 4 weeks of the course start date if the student enrolls in advance, to confirm that they are still eligible for fee remission.

Students wishing to enrol on a course up to Level 2 and who are unemployed on active benefits such as Jobseekers' Allowance (JSA), Employment & Support Allowance (ESA) or Universal Credit (criterion applies) must supply correspondence they have received from the relevant authority dated within the last 4 weeks which proves they are entitled to that benefit. Fee remission also applies to:

1. Those taking English and Maths GCSE if they do not already have a GCSE grade A* to C or 9 to 4
2. Those unemployed or on low income (criteria apply) having already achieved a full Level 2 and on certain other benefits studying up to level 2, provided the learning is required to gain employment or progress into more sustainable employment
3. Those eligible for the co-funded, subsidised fee but earning less than a specified gross annual salary
4. Students aged 19 to 23 studying their first full Level 2 or first full Level 3 qualification, including Access to HE
5. Students applying for level 3 courses that are eligible for funding under the Level 3 Free Courses for Jobs offer

If a student falls into any one of these groups they will not be required to pay the course fee on ESFA funded vocational courses providing they produce the necessary evidence on enrolment and comply with any other required criteria.

Some accredited courses attract a Government subsidy of 50% from the ESFA. This has already been deducted in the advertised course fees. Please note that any student taking an accredited course but not intending to complete the qualification will lose the subsidy and be required to pay the full cost. They will also be required to complete various forms at different stages of the course.

CO-FUNDED

Students who are not entitled to fee remission can pay for their course on enrolment in full or enter into an instalment plan.

LEVEL 3 NON-FUNDED COURSES

For students aged 19 or over undertaking a Further Education Level 3, 4, 5 or 6 qualification, they will need to pay for their course in full. To help with this, the Government has set up provision for eligible Level 3, 4, 5 or 6 qualifications offering non-means tested Advanced Learner Loans which are loans to cover the course fees. The student does not start paying back the loan until they are earning over £27,295 per annum. If the student undertakes an Access to HE course and then completes a higher education programme eligible for Student Finance England funding, the Advanced Learner Loan balance will be written off. Advanced Learner Loan application is available online once a student has applied for a course and has been given a Learning and Funding Information letter by the College after interview.

EXAMINATION AND ACCREDITATION CHARGES

Details about examination fees for accredited courses are included in the information about the course. The main element of the accreditation charge is determined by external examination boards. Precise cost information is often not available until after courses start in September. The College therefore reserves the right to apply a surcharge in the event of any exceptional increase applied by an accrediting body. Individual students remain personally responsible for their own examination entry. Students failing to observe the deadlines provided by their course tutor will be liable to a late-entry charge.

HIGHER EDUCATION PROGRAMMES

Please see our HE Terms and Conditions, which explain our charging policy and procedures for Higher Education Programmes. These are located on our website under *Wider Information about Higher Education* and further on in this document.

2. PRINCIPLES FOR GOVERNING THE SETTING OF FEES FOR ADULT COURSES

Where students are not eligible for full remission of fees, the following principles will be used in setting fees.

ESFA FUNDED COURSES:

- a) For courses funded by the ESFA the general principle is to charge a fee of 50% of the full funded value as quoted on the learning aims data base.
- b) Account is taken of market forces, however, and in some cases a lower or higher fee will be set.
- c) All courses must break even and contribute to overheads.

LEISURE COURSES:

- a) The fees are set on a full cost recovery basis. The aim is to at least recover the direct costs involved in running the courses and contribute to central overheads involved with leisure courses, such as marketing.
- b) The current year's assumed cost per tutor hour, taking account of contribution to central costs and on costs, is set at £65 p/h. This forms the basis of fee setting for Leisure courses.
- c) Once the fees for Leisure courses are calculated they are subjected to a "market forces" analysis. Comparisons are made with the fees being charged by other local colleges and what, based on previous experience, potential students are prepared to pay for a particular course. The course fee is then adjusted up or down in accordance with these findings.
- d) All courses must break even and contribute to overheads.
- e) Students who join a course late may be eligible for a reduced fee at the discretion of the Director of Adult & Higher Education.

HIGHER EDUCATION COURSES:

Fees for higher education courses (honours degrees and foundation degrees,) are

determined by consideration of the following:

- The maximum of £9,250 per year set by the government for higher education fees
- The fees for these courses start at £5,950 per annum.

LOANS FOR FURTHER AND HIGHER EDUCATION COURSES:

Higher Education: Students enrolling on a higher education course can apply for a student loan via the Student Loans Company.

Further Education:

Students aged 19 and over who enrol on an eligible Level 3,4 or 5 course (**not** degree courses) can apply for an Advanced Learner Loan via the Student Loans Company.

Fees for Specially Tailored Courses:

The charge for this be £120 per tutor hour to include:

- A detailed needs analysis prior to the start of the course
- High quality handouts and refreshments (excluding lunch)
- No minimum number of students

ADMINISTRATION FEES:

We reserve the right to charge an administration fee for higher education courses where registration is via the validating University.

EXAMINATION FEES:

These are determined by the relevant awarding body and added to the overall fee
No individual member of staff has authority to vary conditions of enrolment.

WITHDRAWAL/EXCLUSION FROM A COURSE

Once you have commenced your studies, you will remain liable for any fees outstanding if you withdraw or are excluded from your course. If you withdraw or are excluded within the first term, you will owe the remainder of a third of the course fee plus any registration or exam fees and any materials costs. If you withdraw or are excluded in the second or third terms, you will owe the remainder of the full fees/costs.

For Example:

The complimentary Therapy course costing £4,670

- Within the first term

You will be liable for a third of the tuition fee, plus any registration/exam fee and materials costs, so

Tuition Fee is £4,490 ÷ 3 terms =	£1,496.67
Registration/exam fee =	£ 110.00
Materials costs =	<u>£ 70.00</u>
	£1,676.67
Minus student loan payment	<u>- £1,000.00</u>
Outstanding fees for you to pay	£ 676.67

- Within terms two and three

You will be liable for all outstanding fees, i.e.

Tuition Fee =	£4,490.00
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Registration/exam fee =	£ 110.00
Materials costs =	<u>£ 70.00</u>
	£4,670.00
Minus student loan payment	<u>- £2,000.00</u>
Outstanding fees for you to pay	£2,670.00

You will need to contact our Registry to arrange payment of the outstanding fees.

AHED COURSE FEES REFUND POLICY

Transfers:

There is no administrative charge for transfers between similar AHED courses. Requests should be made in writing to Registry office via email ahed.registry@psc.ac.uk before, or within, 7 days of the commencement of the course. The transfer of fees or substitutions between students is not permitted. No credit can be given in respect of payments made to other colleges.

One Day Workshops:

We require 7 days written notice prior to the commencement of your one-day course for either a transfer or a refund. This is because one day workshops often run with lower numbers and we need to make a decision to employ the tutor 7 days prior to the workshop taking place.

Programme Withdrawal:

Students who withdraw from their programme at any time from 7 days prior to course commencement will remain liable for full course fees.

Higher Education students should refer to the Terms & Conditions given to them during the application process for further information regarding fee liability in the event of withdrawing from their programme.

Administration Charges:

A £25.00 administration fee will be charged for instalment arrangements and will also be raised each time a chosen method of payment is declined. This is non-refundable. **No individual member of staff has authority to vary conditions of enrolment.**

Refunds:

Most providers do not offer refunds because it affects the viability of their programmes. Each course depends on the amount of fees collected to cover the costs of the course and decisions regarding whether the course will run are taken 48 hours prior to the commencement of the course or programme. In the event of the student being unable to commence the course, the following notice periods will apply:

28+ days prior to start of course – Full refund

27 – 8 days prior to start of course – 75%

refund 7 days or less prior to start of course – No refund

We are unable to provide a refund if you decide to withdraw after your programme of study has commenced. If there is a medical reason why you cannot commence or continue the course please write to Registry enclosing a Doctors Certificate, to ask for special consideration:

Registry
Peter Symonds College
Adult & Higher Education Division
Stoney Lane
Weeke, Winchester
SO22 6DR

We do not offer refunds for circumstances out of our control. If a class is cancelled due to circumstances beyond our control, we will endeavour to offer an alternative session to make up the lost class. If a student is unable to attend the alternative session, we regret we are unable to offer a refund. A refund will be made only if we are unable to offer an alternative session.

The college may have to cancel a course for a range of reasons, so the acceptance of a course fee payment should not be regarded as a guarantee that the course will run. Where the college cancels a course prior to commencement, for example, due to insufficient enrolments to make the course viable, we will refund the full cost of the course fees. If the course has to be cancelled after commencement we will only refund partial costs to cover the remaining cancelled sessions.

Refund of Fees for Courses Cancelled by the College:

Higher Education students should refer to the Terms & Conditions given to them during the application process and/or the Student Protection Plan available on our website for further information regarding courses cancelled by the College.

- Fee paid by **credit/debit** card: For immediate refund please contact Registry on 01962 889547 and provide your credit/debit card details as these details are not held on our systems.
- Fee paid by cash or cheque: Fees will be refunded automatically via cheque within 10 working days of the date of cancellation.
- We reserve the right to delay or change start or finish dates, if we are obliged to do so. Only if amendments include a change of day i.e. from a Monday to a Tuesday, or venue will repayment of fees be possible.

If there are low enrolments on any leisure or language course, and the course is not viable to run for the advertised duration, we reserve the right to amend the course duration to prevent course cancellation. This will be either by shortening the duration of sessions or by cutting the number of weeks the course will run. We regret that no refunds will be given in any other circumstances.

Statement on the Management of the Withdrawal of Accredited Qualifications, Non-Accredited Qualifications or Endorsed Learning Programmes
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In the interests of clarity and transparency examination boards encourage schools and colleges to explain what would happen in the event of their withdrawing the college's accreditation to deliver a qualification, or if a college decides to cease delivery of a qualification accredited by an examination board.

The statement below explains how the College would manage such a situation:

On rare occasions, there may be instances where the College intends to withdraw, or is required to withdraw, from delivering an Accredited Qualification, Non-Accredited Qualification or Endorsed Learning Programme.

The College will ensure that all reasonable steps will be taken to protect the interest of students in relation to that qualification and will provide clear, accurate and timely information about any withdrawal to students.

Where possible, the College will seek to mitigate the effect of ceasing to deliver the qualification by enabling students midway through the qualification to complete it.

Furthermore, the College will consult with the affected students, taking action to minimise any adverse effect before ceasing to deliver the qualification, and will meet any unreasonable financial burden incurred by affected students caused by the withdrawal.