

## STUDENT CHARGING AND FINANCIAL SUPPORT POLICY

College policy on charging and financial support is reviewed annually. Details are included in the annually updated College Charter. Senior Tutors and Division Managers are responsible for advising staff on the implementation of the policy. All staff, either in their capacity as subject teachers or personal tutors, are expected to advise their students about the application of the policy.

The College's policy towards charges it will make to students is:

BHASVIC will not charge:

- Tuition fees to full time 16-18 year old home or EEA students as this is a condition of our funding
- All full time 16-18 students who have satisfactorily completed a course and who have an average level of attendance for that course or tutorial of higher than 90%<sup>1</sup> will be entered for their first attempt at each public examination without further charge
- For text books, Open Learning Centre resources, equipment and facilities required as part of the course of study
- For travel in the College minibus to and from sporting fixtures
- For the loan of certain equipment where it is required as part of the course eg video and cameras

BHASVIC will charge in all the following cases:

- All students who are aged 19 or over on the 1<sup>st</sup> September will be charged tuition fees, unless they are completing a course started before the age of 19 or they are in receipt of a Learner Account
- The level of tuition fees for non-EEA students is entirely at the College's discretion: the level of charges will be such as to cover the full costs of tuition, additional language support and a contribution to overheads
- All students (other than those following an evening language course) will pay a refundable deposit at the start of their course
- All full time 16-18 students who have not satisfactorily completed a course<sup>2</sup> and/or who have an average level of attendance of less than 90%<sup>3</sup> will be charged exam<sup>4</sup> entrance fees
- All students, except those in receipt of income support, will pay a contribution towards the cost of administration and posting of examination certificates
- All other students and re-sits by full time 16-18 year old students will be charged the full cost of the examination plus an administration and invigilation fee and this will be paid by the student before the entry is made
- If a student withdraws or does not sit an examination for which they have been entered they will be charged the cost of the entry fee or the cost of any withdrawal fee

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<sup>1</sup> Unless there are extenuating circumstances

<sup>2</sup> For example coursework not submitted to deadline

<sup>3</sup> Unless there are extenuating circumstances

<sup>4</sup> Includes all qualification entrance fees

- All students will be charged for any re-marks and re-checks and for the return of any examination scripts that they request
- Students will be charged an administrative fee for each examination script that they request to be returned
- All students are expected to pay the full cost of any College trips
- All students are required to pay for consumable materials used in many practical subjects and they will be advised of costs before the start of the course
- Some departments will charge for non returnable booklets and, where this is the case, students will be advised of costs, where possible, before they start the course
- Departments will charge for textbooks which have been damaged or written in
- All students will pay for personal photocopying, computer print outs beyond the initial allowance, library fines, meals, refreshments, transport to and from College and personal stationery
- All students will pay for instrumental tuition, although a contribution to fees for students following a music course may be made

The College's policy towards financial support is:

- The College will use the 'learner support ' funds made available from government to support students in financial need in accordance with the guidelines from government
- All students are notified of Educational Maintenance Allowances (EMA) on Introductory Day. Students are issued with an application pack on request. The College monitors attendance and authorises weekly payments and bonuses. Students in receipt of EMA may subject fees remitted and paid from the Learner Support Funds if these are sufficient
- All students over 19 are monitored for eligibility to apply for the Adult Learner grant (ALG) and invited to speak to the Welfare Assistant to collect an application pack. The Welfare Assistant monitors attendance and authorises payment each week.
- When a student is experiencing financial hardship and is seeking support other than from the 'learner support' funds, a recommendation to provide a subsidy will be prepared by the appropriate Senior Tutor, on the basis of supporting information from staff, including the appropriate Personal Tutor.

<p>Document History:  Last approved by the Corporation March 2006  Approved by the Corporation July 2007</p>
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