



STUDENT CHARGING AND FINANCIAL SUPPORT POLICY

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STUDENT CHARGING AND FINANCIAL SUPPORT POLICY

1. Policy Statement

- 1.1. The College will comply with current legislation and funding guidance with regards to the fees and any other charges that it makes to students.
- 1.2. Students experiencing financial hardship may be entitled to financial assistance through a variety of funds. Students should contact the Student Services Manager or the Welfare Co-ordinator for information and advice.
- 1.3. A list of current fees and charges will be published annually in advance of the new academic year.

2. Scope

This policy applies to all students who are studying day-time courses at the College. It does not apply to students who are taking evening language courses.

3. Fees and Charges

3.1. Examination fees

- 3.1.1. Students whose attendance at College is 90% or more will not be charged examination fees for the first attempt at each public examination for subjects they have been studying at the College. However, students whose attendance falls below 90% by the time examination or assessment entries are made, will normally be required to pay a contribution towards the cost of assessment. The College will, however, be sympathetic in the case of unavoidable authorised absence¹ and in these cases, is committed to offering support to address problems.
- 3.1.2. Students who choose to re-sit public examinations will be charged the relevant examination fee plus an administrative fee which is used towards the cost of providing invigilators. These charges will be published by the Examinations Office in advance of each examination season.
- 3.1.3. Students who withdraw or do not sit an examination for which they have been entered will be charged the cost of the entry fee or the cost of any withdrawal fee.
- 3.1.4. Students will be charged for any re-marks and re-checks and for the return of any examination scripts that they request.

¹ Unavoidable *authorised* absences for reasons such as a close family bereavement, religious festivals, College trips, university visits or a prolonged absence caused, for example, by long term ill-health.

- 3.1.5. Students will be charged an administrative fee for each examination script that they request to be returned.

3.2. Fines

- 3.2.1. The Open Learning Centre will set a fine for any books or other resources which are overdue.

3.3. Music tuition

- 3.3.1. Students who are taking a music course at College must pay for the cost of any instrumental tuition they receive, although the College operates a subsidy policy (see Appendix 1)

3.4. ID cards, Photocopying and Printing

- 3.4.1. Students will be issued with a photo ID card free of charge at the start of the academic year. Students losing their ID card will pay for a replacement.
- 3.4.2. The photo ID card can be charged by students at the coin machine in the OLC for use on the student photocopiers. Rates will be set for black/ white and for colour photocopies at the start of each academic year and this will be publicised by the OLC.
- 3.4.3. Students will receive an initial allowance of free black and white printer credits for College printers at the beginning of the academic year. Once these have been used, students can purchase extra printer credits from the OLC. A rate for printing credits will be set at the start of each academic year and this will be publicised by the OLC.

3.5. Postage Costs

- 3.5.1. The College makes a one-off charge for students which goes towards the cost of sending exam certificates to their home address by recorded delivery in a sturdy envelope and associated administrative costs.

3.6. Refundable College Deposit

- 3.6.1. All students who start an advanced or intermediate level programme at the College will be charged a refundable deposit. This must be paid at or before enrolment. It will be returned at the end of a course if all outstanding fees and charges have been paid and all books and other items loaned by the College are returned in good condition. Students who take a foundation level programme or one of the English and IT courses for Asylum Seekers and Refugees are not required to pay this deposit. This deposit will be refunded within one year of the student's course ending, providing it has been claimed through the normal College Leavers' procedures.

3.7. Trips

- 3.7.1. Students are required to pay, in advance, the full costs of any extra-curricular trips or activities they choose to attend.

3.8. Tuition Fees

- 3.8.1. Students who are under 19 on 1 September at the start of their course will not be charged tuition fees as long as they have lived in the UK or EAA² for the past three years.

3.9. Use of College Resources

- 3.9.1. The College will provide some text books for students to borrow, and will not charge for the use of resources in the Open Learning Centre and use of equipment and facilities where they are a requirement of their course.
- 3.9.2. The College will not charge students for the use of College equipment where its use is required as part of their course eg video or photographic equipment.
- 3.9.3. Students will be charged for any damage, they cause to text books (including writing which cannot be completely removed) and other College resources they have been lent.
- 3.9.4. Students who take subjects in which consumable materials are used (eg Art, Photography, Textiles) or who are taking a Performing Arts course that includes trips and workshops, will be required to make a contribution towards these costs. These charges will be published annually in advance of the new academic year. Students who are experiencing financial hardship may be eligible for financial support towards some of these costs.

4. Non-payment of College fees and charges

- 4.1. Any fees or charges that are not paid in full by the end of a student's course may result in the withholding of their examination results and/or may be reflected in references given to employers or further and higher educational establishments.

5. Financial Support

- 5.1. Financial support may be available to students who are experiencing financial hardship which is affecting their ability to study effectively. Information and advice is available from the Student Services Manager and the Welfare Co-ordinator. Several sources of support are available:

² The European Economic Area comprises the following countries: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland*, Irish Republic, Italy, Latvia, Liechtenstein*, Lithuania, Luxembourg, Malta, Netherlands, Norway*, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland**, United Kingdom

* These countries are in the EEA, but are not members of the European Union

** An international treaty means Swiss nationals have a similar right to live in the UK as EEA nationals

5.2. Adult Learner Grants

5.2.1. Students over 19 who do not have a full level 2 or level 3 qualification may be entitled to receive financial support through the Adult Learning Grant (ALG). An application pack can be obtained by ringing the Learner Support Helpline: 0800 121 8989, or from the College's Welfare Office.

5.3. Learner Support Fund

5.3.1. This fund is to help students with specific financial needs and hardship. Learner Support Funds are provided to Further Education and Sixth Form Colleges to provide financial support to learners aged 16-18 and 19+, who are experiencing financial difficulty with meeting the costs associated with learning.

5.3.2. BHASVIC, in line with the other local colleges and the Local Authority, may be able to offer assistance with course costs, equipment and materials and College trips where a student or their family is in receipt of a means tested benefit (income support; income-based job seekers allowance and child tax credit).

5.3.3. In administering Learner Support Funds, the College will:

- Keep all documentation for a period of 6 years.
- Request evidence that successful applicants for Learner Support Funds meet the published residency criteria, are one of the published priority groups and are not eligible to receive ALS funding.
- Keep records of application for each successful applicant for Learner Support Funds, detailing specific need and amount, records of approved applications, evidence of actual spend against each application.

5.3.4. The College will not:

- Vire between 16-18 and 19+ funds
- Pay weekly attendance allowances, achievement or attendance bonuses or to make awards solely based on income without specific financial need.
- Use the funding for accelerated learners who are still of a compulsory school age (these remain the responsibility of the local authority).
- Fund a student if they are receiving Additional Learning Support (ALS) for the same purpose.
- For 16-18 students, make payments for fees, childcare costs, transport costs or transport costs for students who have not chosen to attend an institution close to their home address offering the same provision.
Subsidise tuition fees for 19+ learners (except for students in a priority group not supported by fee remission)

5.3.5. Eligibility Criteria for Learner Support Funds

- Students should exercise their entitlement to other forms of financial support (eg ALG and Care to Learn) before they pursue an application for Learner Support Funds.
- A student must have been resident in the UK for the three years prior to their application to be entitled to financial support. Refugees are not required to meet the three years' residence rule if their refugee status was confirmed in the three years prior to the start of the course.
- Asylum Seekers aged 19+ are not eligible to apply for funding

5.4. The Hardship Funds and Governors' Scholarship Fund

5.4.1. The College has limited access to other funds for students experiencing hardship. The Hardship and ESOL Hardship Fund are primarily for those students experiencing unexpected hardship that could include loss of wallet/purse, change in domestic circumstances or delayed payment of benefits. Re-payment of these funds is based on individual circumstances and is at the discretion of the Student Services Manager.

5.5. Old Boys War Memorial Scholarship Fund

5.5.1. This was set up after the First World War as a memorial to those Old Boys of the Brighton Hove & Sussex Grammar School who were killed in the war. Each year a sum of money is made available to students, usually £150 - £250, undertaking a task or venture that furthers their education, usually but not necessarily during their gap year. This fund is not means tested.

5.6. Financial Assistance from the Local Authority

5.6.1. Some students may be eligible for assistance with the costs of travelling to BHASVIC through their Local Authority. If a student thinks they may be eligible, they should contact their Local Authority to request a PS1 form or go to the College's Welfare office. Information on travel support and subsidy schemes is covered in a separate leaflet 'BHASVIC Student Travel Guide' which is updated annually.

6. Review

This policy will be reviewed on a three-yearly basis or more regularly if required.

7. Related documents

- College Charter
- College Contract
- Complaints Policy
- Coursework Deadline Policy
- Educational Visits and Out of College Activities Policy and Procedures
- Equality and Diversity Policy and Race Equality Policy
- Instruments and Articles of Government
- Student Assessment Policy
- Student Attendance Policy
- Student Support and Referral System

Appendix 1

MUSIC SUBSIDIES POLICY

At BHASVIC we recognise the special place that music has within the curriculum and the importance that both instrumental and performance skills have to students of Music and Music Technology at an advanced level. While opportunities for performance are a regular feature of the College programme, we are conscious that the need for individual instrumental tuition cannot be met through standard teaching provision and that additional arrangements are necessary.

Parents of students following an AS or A level course in Music or Music Technology may apply to the College for a per term subsidy of up to 50% (subject to the maximum payments as indicated in the table below) towards the cost of individual instrumental tuition. This subsidy will be provided for tuition on a single, examination related instrument and is available for a period of five terms only.

Students in receipt of Learner Support Funds	AS YEAR:		A2 YEAR:	
	Autumn Term	£70	Autumn Term	£70
	Spring Term	£70	Spring Term	£70
	Summer Term	£60		
Students not in receipt of Learner Support Funds	AS YEAR:		A2 YEAR:	
	Autumn Term	£50	Autumn Term	£50
	Spring Term	£50	Spring Term	£50
	Summer Term	£50		

It is parents'/student's responsibility to settle the account with the instrumental tutor and give appropriate notice of cancellation of lessons to the instrumental tutor according to their policy. The BHASVIC Music Subsidy payment will be made by College cheque and posted to the student's parent or guardian (please complete the appropriate details on the Application Form).

This system will enable students to make their own arrangements for instrumental tuition, either independently or through Brighton & Hove Music and Performing Arts, and allow for greater continuity of choice of teacher. The College will be able to assist in arranging lessons with Brighton & Hove Music and Performing Arts and these can take place on College premises during the day. The subsidy will be paid retrospectively following approval and on production of a receipt or invoice, which should contain the following essential details within it: -

- name, address and telephone number of tutor
- date of lessons or term
- student's name and instrument
- full cost of term's tuition

Please keep your own copy of the receipt or invoice for your own records. Students paying weekly for lessons can request an 'overview' receipt from their teachers in anticipation for this.

The subsidy will be withdrawn should the student cease to follow an A or AS level course in Music or BTEC Music Technology at this College.

What do I need to do now?

- Complete the application form attached and return to Michael James (Course Leader, Music) or Cliff Page (Course Leader, Music Technology).
- Your receipts or invoices should be sent to Michael James or Cliff Page. Each receipt or invoice should arrive no later than 3 weeks before the end of each term. We regret that subsidies cannot be awarded retrospectively and music schools or teachers should be made aware of this.

All students in receipt of a subsidy are expected to take an active part in the musical life of the College by attending Choir and / or Instrumental Group(s) and by performing regularly in College musical events

Appendix 2

Extract from the Young People's Learning Agency Guidelines 2010-11

- a. Tuition fees shall not be charged to learners aged 16–18 in full-time or part-time education. The Department for Education (DfE) has advised that 'no fee should be charged to learners aged 16–18 for instrumental tuition which is part of the syllabus for a prescribed public examination', which includes music qualifications on the Section 96 list. For the purposes of the funding agreement, '18', means 'under 19 on 31 August in the teaching year when the learner commences a programme of study'. It is intended that such learners should continue to receive free tuition in any consecutive subsequent year of study on the same programme.
- b. No compulsory enrolment, registration or examination fees shall be charged to learners aged 16–18 in full-time or part-time education. Providers will, however, be able to seek voluntary contributions from learners or their sponsors.
 - i. Providers would be able to apply reasonable conditions of attendance in order to qualify for free examination entry.
 - ii. Providers will be able to charge for examinations and re-sits as follows:
 - Where the required attendance or completion of work has not been completed.
 - Where the learner fails without good reason to sit the examination for which the provider has paid.
 - Where a learner re-sits an examination resulting from an initial examination failure.
 - Where a learner re-sits an exam with the aim of achieving marginal improvements in grades.
 - iii. Providers should ensure that requirements for attendance and coursework are applied reasonably. Absences or non-completion of coursework because of illness or other acceptable reasons should not be grounds for charging.
 - iv. Requests for voluntary contributions must make it clear that there is no obligation to contribute, and that learners would not be treated differently according to whether they or their sponsors have made any contribution in response to the request. Any request for voluntary contributions needs to be adequately communicated in advance of the activity taking place.
 - v. The prohibition on charging will not apply to other charges, for example relating to equipment, special clothing or materials for vocational-learning aims. Where clothing or equipment is necessary for the learner's health or safety, a charge may be made for clothing and equipment that the learner retains, but only if the learner also has the option of borrowing the clothing or equipment free of charge.
 - vi. Similarly, the prohibition on charging does not apply to the sale of learning materials in bookshops, or similar facilities in institutions, that enable students to secure discounts on books, stationery or similar materials.
 - vii. Some charges are not defined as fees, and therefore fall outside the scope of this condition. Fines and deposits are not fees. Examples include fines for the late return of library books or other disciplinary fines (provided such penalties have been made known in advance); and deposits on lockers, ID cards, keys, library cards or smartcards and equipment that are fully refundable except in cases of damage or theft.
 - viii. Providers may charge learners who require additional administrative services that result in extra expense for the provider and that are consequences of a learner being in default and could therefore have been avoided. Examples are charges for replacement of lost items such as keys, ID cards, library cards and smartcards.

- ix. Charges for photocopying and printing, including computer printouts, are not fees as long as they are not course-specific, are optional and there are alternative sources for these services.
 - x. Providers may charge learners for the recreational use of leisure and other non-academic facilities where the activity taking place is not a requirement of a course syllabus or not part of a student union membership free entitlement.
 - xi. Charges may continue to be made for the travel, board and lodging and other additional costs, including any tuition costs, associated with field trips and similar activities that may form part of or be outside the requirement of the course syllabus or agreed learning programme.
 - xii. Charges may be made for optional extra activities where the activity is taking place outside a required part of an agreed learning programme, and charging is at the discretion of the provider that would otherwise meet the cost of provision. Examples of optional extra activities include theatre, cinema or museum visits or other day or residential visits that are not a requirement of course syllabuses.
 - xiii. There is no requirement to charge for optional extras. The provider funding the activity is free to determine whether any charge should be made for it and, if so, how much should be charged and to whom.
- c. For any provision funded by the YPLA for learners with learning difficulties or disabilities aged 19 to 24 or over the following apply.
- i. No tuition fees shall be charged to learners aged 19 or over studying towards their first full level 2 qualification.
 - ii. No tuition fees shall be charged to learners aged 19 or over but under 25 studying towards their first full level 3 qualification.
 - iii. No tuition fees shall be charged to learners aged 19 or over studying towards level 1 literacy and/or entry level 3 numeracy qualifications. In addition, eligible learners accessing level 1 literacy or entry level 3 numeracy will not have to pay fees in respect of assessment or examination.
 - iv. No tuition fees shall be charged to learners aged 19 or over but under 25 that are eligible for fee remission in accordance with the companion document Learner Eligibility Guidance Section 4 and paragraph 102 points D to K in particular.



Fees/charges for students age 16-18 at the start of their course 2011 – 2012

CATEGORY OF STUDENT	ANNUAL TUITION FEES	REFUNDABLE DEPOSIT	POSTAGE CHARGE FOR EXAM CERTIFICATES See note 1	EXAM CHARGES
EIT and Level 1 (foundation level) programmes	Nil	No	No	No
Level 2 (intermediate level) programme	Nil	£50 See note 2	£5	No but see notes 3 to 7 inclusive
Level 3 (advanced level) programme	Nil	£50 See note 2	£10	No but see notes 3 to 7 inclusive

NOTES

1. This postage charge covers the cost of a sturdy envelope and postage of all examination certificates by recorded delivery and associated administrative costs. This charge must be paid at the start of a course. Students who enrol on a two year programme will be charged £10 at the start of their course. If a student leaves the College before the start of their second year, £5 will be refunded.
2. The returnable deposit of £50 must be paid before or at enrolment. It will be returned at the end of a course if all outstanding fees and charges have been paid and all books and other items loaned by the College are returned in good condition. This deposit will be refunded within one year of the student's course ending, providing it has been claimed through the normal College procedures.
3. All students who re-take an examination must pay the full cost before an entry is made.
4. Any student who is withdrawn from an examination may have to pay a 'late withdrawal' charge.
5. All students who request an examination remark/or recheck must pay the appropriate charge before an application is made.
6. Students whose attendance falls below 90% in tutorial or any subject may be required to pay for their examination entries (see College Attendance Policy for details).
7. Examination charges are only refundable in exceptional cases.

Any fees or charges that are not paid by the end of the course may result in the withholding of examination results and/or may be reflected in references given to employers or further and higher educational establishments.

Charges will be made for College trips and for some courses, such as Art, Photography and Textiles which use materials and for courses such as Theatre Studies and Performing Arts, where a large number of visits to concerts and other performances are made. Any such charges will be advised in advance of the trip or before the start of any course.