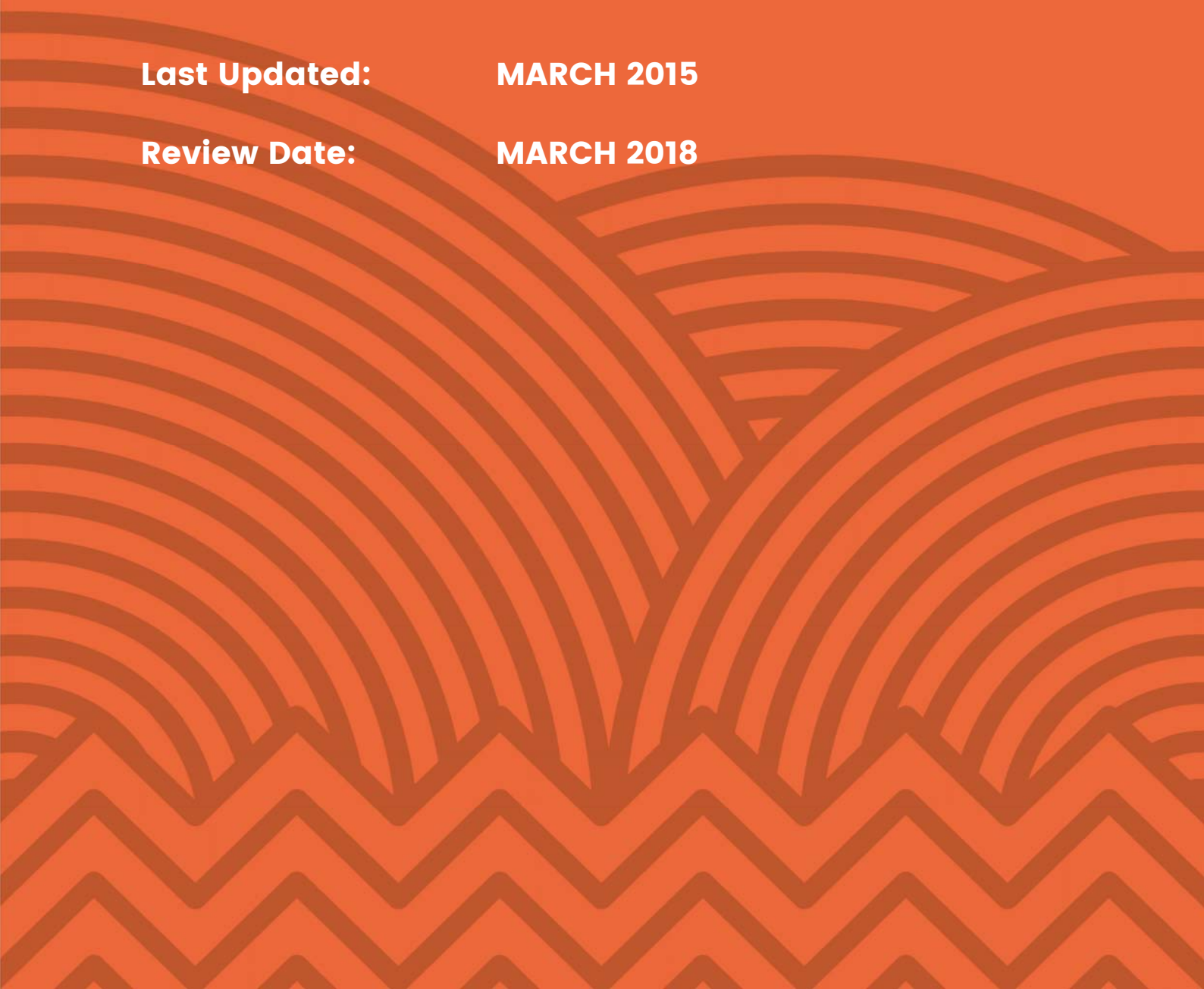


BHASVIC

STUDENT CHARGES POLICY

Last Updated: MARCH 2015

Review Date: MARCH 2018





STUDENT CHARGES POLICY

1. Policy Statement

- 1.1. The College will comply with current legislation and funding guidance with regards to any charges that it makes to students.
- 1.2. Students experiencing financial hardship may be eligible to apply for financial assistance through a variety of funds. Students should contact the Student Services Manager or the Welfare Coordinator for information and advice.
- 1.3. A list of charges will be available annually in advance of the new academic year in the Parents & Carers Information > Parent Pay section of the BHASVIC website.

2. Policy Scope

- 2.1. This policy applies to all 'Home', 'Overseas'¹ and Asylum Seeker or Refugees' students who are studying day-time courses at the College.
- 2.2. This policy does not apply to students who are taking evening courses at the College.²

3. Policy Aims

- 3.1. To provide a description of charges the College makes to students.
- 3.2. To explain the roles and responsibilities of staff and students.
- 3.3. To explain the procedure for dealing with any appeals or complaints in relation to charges.

4. Roles and Responsibilities

- 4.1. The Governing Body is responsible for ensuring that the College has fair and transparent policies and procedures in place for charging students.
- 4.2. **The Senior Management Team (SMT)** is responsible for:
 - 4.2.1 Approving and reviewing all charges made by the College to students and ensuring that all such charges comply with current funding regulations.
 - 4.2.2 Ensuring that charges are publicised in a timely and appropriate manner to inform young people starting College. This includes ensuring the Finance, Admissions and Schools Liaison, Marketing, Student Services, Guidance, Curriculum Departments and Examinations Officer are in line with this policy and its procedures regarding student charges and student debtors.
- 4.3. **The Principal** has responsibility for ensuring that these policies and procedures are fully implemented, is accountable for the College's use of the funds and ensures complaints are dealt with appropriately.
- 4.4. **The Student Services Manager** is responsible for:
 - 4.4.1 Monitoring and updating this policy.
 - 4.4.2 Advising SMT regarding the discharging of duties outlined within this policy.
 - 4.4.3 Ensuring that students and parents/ carers have access to information and advice regarding financial support that may be available when paying for College charges.
 - 4.4.4 Ensuring that a procedure is in place for resolving overdue charges that students owe to the College.
- 4.5. **The Finance Department** is responsible for collecting charges, refunds and maintaining financial records for students who have charges to pay.
- 4.6. **Students and their parents or carers** are responsible for:

- 4.6.1 Paying charges and deposits when requested and by deadlines.
- 4.6.2 Seeking financial support, where relevant, as outlined in the Student Financial Support Policy.

Fees and Charges

5. Tuition Fees

- 5.1. No 'Home'¹ student aged 16,17 or 18 on the 31 August immediately prior to their enrolment will be charged tuition fees as long as they meet the residency conditions as set out in the Education Funding Agency (EFA) Funding Guidance for Young People.³
- 5.2. A student who is 19+ on the 31 August immediately prior to their enrolment may be charged tuition fees, depending on their circumstances. Such students are advised to contact the Local Authority in which they live in the first instance to ascertain whether and at which level they are entitled to study without paying tuition fees. The College can also provide advice through the Admissions Manager and will be guided by the Skills Funding Agency (SFA) funding rules⁴ and written evidence of status provided by the applicant from the relevant Local Authority.
- 5.3. Students will continue to receive free tuition in any consecutive, subsequent year of study on the same study programme as recorded in their learning agreement (i.e. students beginning the first year of a two-year course will not be charged tuition for re-enrolling into the second year if they were not required to pay tuition fees for the first year of the course). The Admissions Manager will respond to student, parent/carer or staff questions relating to tuition fees.

6. Refundable College Deposit

- 6.1. All students who start an advanced or intermediate level programme will be asked to pay a deposit of £50 in advance of enrolling with the College.
- 6.2. Asylum Seekers and Refugees, are not required to pay this deposit.
- 6.3. Arrangements will be made for those students in financial hardship who cannot meet this cost in advance of enrolment. Students in this position will be offered a Part Payment Agreement (PPA). The Student Services Manager or Admissions Manager can discuss PPA options with students and/or parents/carers and can authorise a plan which is agreeable to all parties. An inability to pay will not be a barrier to enrolment.
- 6.4. The deposit will be returned at the end of a student's time at the College if all outstanding fees and charges have been paid, including any charges made due to low levels of attendance, and all books and other items loaned by the College are returned in an acceptable condition. This deposit will be refunded within one year of the student's course ending, providing it has been claimed through the normal College Leaver's procedures.

7. Examination and Assessment Charges

- 7.1. The College makes a one-off charge of £10 to students to cover the cost of sending qualification certificates to their home address by recorded delivery in a sturdy envelope. This £10 is requested in advance of the student's enrolment at the College but those experiencing financial hardship can enter into a Part Payment Agreement if authorised by the Student Services Manager or the Admissions Manager.
- 7.2. All qualifications carry charges made by the examining board for each student's exam entry and coursework assessment. This means that courses which do not have any examination as part of their assessment, and are coursework only qualifications, do still carry associated exam board costs.
- 7.3. Students who are aged 16, 17 or 18 on the 31st August immediately preceding the start of their programme are not charged for the first attempt at each public examination or relevant coursework submission for subjects they have been studying at College, other than in the following circumstances:

- 7.3.1 Students who, at the start of the summer term, have attendance of less than 90% and/or unauthorised absences of above 6% may be charged a £50 contribution towards the cost of their assessment. The College, will, however, be sympathetic in the case of unavoidable authorised absence¹ and is committed to providing support in these cases. The College has the right to withhold the £50 refundable College deposit to contribute towards, or cover, any such charges.
- 7.3.2 Where a student withdraws or fails, without good reason, to sit an examination for which the College has paid.
- 7.3.3 Where a student re-sits an examination resulting from an initial examination failure.
- 7.3.4 Where a student re-sits an examination with the aim of achieving an improvement in grade.
- 7.3.5 A student who requests a re-mark, re-check or the return of an original script will be required to meet any associated costs.
- 7.3.6 Where a student requests entry into a public examination for a subject which has not been part of their programme of study at the College.

8 Course Charges

- 8.1 The College is able to request payments from students/parents/carers for other elements of a study programme. We apply charges in the following circumstances:
 - 8.1.1 Where clothing or equipment is necessary for the student's health or safety it may be charged for and the student would then retain the item(s) at the end of their time at the College.
 - 8.1.2 Items provided by the College which have been ordered in bulk to secure a discount on behalf of the students e.g. stationery, consumables or similar items.
 - 8.1.3 Trips which are deemed to be a requirement of the course.
- 8.2 Students are requested to pay ALL charges due before starting lessons at the College, unless otherwise agreed with the Admissions Manager or Student Services Manager.
- 8.3 All charges are applicable for each year in which the student is studying. For example, a student asked to pay course charges for A-level Photography in the first year, would be asked to pay a further charge for the second year of the A-level.
- 8.4 Course charges can be accessed from the Parents & Carers Information > Parent Pay section of the BHASVIC website in advance of the new academic year.
- 8.5 Students who are experiencing financial hardship may be eligible for financial support towards some or all of these costs and can find information from Student Services or the College website.

9 Trips and Activities

- 9.1 Students are required to pay, in advance, the full costs of any non-compulsory trips or activities they choose to attend which are not covered by a course charge (see section 8 above).

10 Fines

- 10.1 The Library will fine for any books or other resources which are overdue. Fine tariffs will be publicised by the Library.

11 ID cards, Photocopying and Printing

- 11.1 Students will be issued with a photo ID card free of charge at the start of their first academic year at the College. Students who lose their ID card will be charged for a replacement.

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.

11.2 The photo ID card can be charged with photocopying and printing credits at the machines located in the Library. Rates will be set for black and white and colour copies at the start of each academic year and these will be publicised by the Library.

11.3 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 Library. A rate for printing credits will be set at the start of each academic year and will be publicised by the Library.

12 Use of College Resources

12.1 The College will provide some text books for students to borrow, and will not charge for the use of resources in the Library and use of equipment and facilities where they are a requirement of a course. However, fines will be made for any items not returned to the Library as per any loan agreement.

12.2 The College will not charge students for the use of College equipment where its use is required as part of their course e.g. video or photographic equipment. However, fines will be made for any items not returned to the Library/Department as per any loan agreement.

12.3 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. The College has the right to withhold the refundable deposit to contribute towards, or cover, any such charges. A student may be charged for any damage to College premises or equipment. The fine would usually be the amount required to restore or replace.

13 Music Tuition

13.1 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, which can be provided by the Media and Performing Arts Department upon request.

14 Non-payment of College Fees and Charges

14.1 Any fees, charges or fines that are not paid in full by the end of a student's time at the College may result in the withholding of their deposit and/or may be reflected in or lead to the withholding of references to employers or further and higher educational establishments.

15 Financial Hardship

15.1 Financial support may be available to students who are experiencing levels of financial hardship which are a barrier to them accessing or participating in education. Information and advice is available from the Student Services Manager and the Welfare Coordinator and several sources of support may be available, as broadly outlined in the Student Financial Support Policy..

16 Complaints and Appeals

16.1 A student or parent/carer wishing to make a complaint or appeal regarding charges or deposits that they are required to pay should do so to the appropriate member of staff in the first instance. All charges are made by letter and the signatory will either be able to deal with the query or signpost to the correct member of staff. For example, if the charge is in relation to a trip or visit, the student or their parent/ carer should first approach the member of staff who is leading the trip or visit.

16.2 If the student or parent/carer is not satisfied with the response from the appropriate member of staff, he/ she should refer to the College's complaints policy and procedures.

17 Monitoring and Reporting

17.1 This policy will be reviewed on a three-year cycle, or earlier if needed to ensure compliance with EFA and SFA funding advice and guidance.

17.2 Any incident(s) related to the scope of this policy will be reported to the Corporation, whilst maintaining confidentiality of those involved, as appropriate.

18 Related Documents

- College Charter
- College Contract
- Complaints Policy
- Coursework Deadline Policy
- Educational Visits Policy and Procedures
- Equality and Diversity Policy and Race Equality Policy
- Examination and Assessment Policy
- Instrument and Articles of Government
- Student Assessment Policy
- Student Attendance Policy
- Student Discipline Policy
- Student Fees & Charges Schedule
- Student Financial Support Policy
- BHASVIC Student Travel Guide
- 16-19 Bursary Fund Guideline
- 19+ Discretionary Learner Support Fund Guidelines
- Education Funding Agency Funding Regulations
- Skills Funding Agency Funding Regulations

¹ Publicly funded educational institutions can charge two levels of fee: the lower 'home' fee and the higher 'overseas' fee. Whether a student pays the 'home' or 'overseas' fee depends on whether they meet certain criteria e.g. country of birth, length of time in the UK, country of residence, immigration status. In general, British and other European Union citizens qualify for home student status, though there are other criteria to be satisfied.

² Students wishing to study Adult Education courses in the evening will normally be charged a fee and should check the details on the website before enrolling. The Admissions or Adult Education department can also provide information and advice to these students.

³ This departmental advice is updated annually and is available from <https://www.gov.uk/16-to-19-education-funding-guidance>

⁴ This departmental advice is updated annually and is available from <https://www.gov.uk/government/collections/sfa-funding-rules>