

BHASVIC

STUDENT CHARGES POLICY

For the academic year 2024 to 2025





STUDENT CHARGES POLICY September 2024-25

1. Policy Statement

- 1.1. The college will comply with its primary funding body statutory guidance and legislation with regards to any charges that it makes to students. The Education and Skills Funding Agency (ESFA) is the college's primary source of funding.
- 1.2. The college will be clear and transparent about all charges and deposits at all stages of a student's BHASVIC journey, ensuring all charges are clear at every information point, along with information about access to financial support (examples of information points include: Admissions, Courses and Parent/Carer webpages; Prospectus; Admissions letters; college events such as Enrolment, the A1 to A2 Transfer Process and Information Evenings).
- 1.3. A list of college and course charges will be available annually within this policy. Details of charges for the current year can also be found on the BHASVIC website <https://www.bhasvic.ac.uk/parents-carers-dashboard/payments-and-donations>
- 1.4. As a publicly funded institution, providing state education to 16-19 year-olds, the college will endeavor to only make charges where it is absolutely necessary to do so, to ensure ongoing viability and resources for current and future students. Charges will be approved by the governing body and will be published ahead of the start of the Admissions and Applications process.
- 1.5. The college seeks to avoid charges becoming a barrier to students accessing its Study Programmes and will provide information and links to financial support throughout all communications and documentation: students, parents and carers should refer to the Student Financial Support Policy or contact BHASVIC Student Services for information and advice.
- 1.6. Students experiencing financial hardship may be eligible to apply for financial assistance, through a variety of funds, or can agree an instalments payment plan.

2. Policy Scope

- 2.1. This policy applies to all 'Home', 'Overseas' and Asylum Seeker or Refugee' students who are studying ESFA-funded, day-time courses at the college (Level 3 Study Programmes or ESOL Study Programmes).
- 2.2. Currently, the college does not enroll students for its daytime Study Programmes who do not qualify for ESFA funding. If you are a foreign national wishing to study at BHASVIC, you will need to refer to the latest ESFA Funding Guidance for Young People, available from the DfE website, or by contacting BHASVIC's Admissions Department (admissions@bhasvic.ac.uk). If you do qualify for ESFA funding, you will be required to prove your immigration status (refugee status, humanitarian protection, discretionary leave or ELE/ELR in the UK, Asylum seekers with an application registration card issued on or close to the date of your asylum claim).
- 2.3. This policy does not apply to students who are taking Adult Evening Languages courses at the college. Students wishing to study Adult Evening Languages will normally be charged a fee and should check the details on the college's main website before enrolling. The Admissions or Adult Education departments can also provide information and advice to these students.
- 2.4.

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 detail specific charges made to students ahead of their application and enrolment to the college.
- 3.4. To explain the procedure for dealing with any appeals or complaints in relation to charges.
- 3.5.

4. Roles and Responsibilities

4.1. The Governing Body is responsible for ensuring that the college has reasonable, fair and transparent policies and procedures in place for charging students and that the college complies with its own policy statement, above.

4.2. **The Senior Leadership Team (SLT)** is responsible for:

- Approving and reviewing all charges made by the college to students and ensuring that all such charges comply with current funding regulations.
- Ensuring that charges are publicised in a timely and appropriate manner to inform young people starting at the college. This includes ensuring the Finance, Admissions and Schools Liaison, Marketing, Student Services, Guidance, Curriculum Departments, Library 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, as well as ensuring complaints are dealt with appropriately.

4.4. **The Head of Student Support** is responsible for:

- Monitoring and updating the Student Financial Support Policy.
- Advising SLT regarding the discharging of duties outlined within this policy.
- Ensuring that students and parents/carers have access to information and advice regarding financial support that may be available when paying college charges.

4.5. **The Finance Department** is responsible for

- collecting charges, refunds and maintaining financial records for students who have charges to pay.
- ensuring that a procedure is in place for resolving overdue charges that students owe to the College.

4.6. **Students and their parents or carers** are responsible for:

- Paying charges and deposits when requested and by deadlines. If a student is in debt to the college, this may be reflected in references given to employers/ educational establishments.
- Seeking financial support, where relevant, as outlined in the Student Financial Support Policy.

5. Student Charges for the academic year 2024 to 2025)

5.1. College Charges apply to all students who are studying ESFA-funded, day-time courses at the college (Level 3 Study Programmes or ESOL Study Programmes).

5.2. This schedule does not apply to students who are taking Adult Evening Languages courses at the College.

Category of Student	Exam & Assessment Charges	Course Charges	Other Charges (such as trips, etc)
Full or part-time 16–19	No but see notes 6 to 12	Yes	Yes
Asylum seekers and Refugees	No	No	Varies by charge

5.3. Exam and Assessment Charges

- Any exam charges incurred by a funded, daytime student at BHASVIC who is in receipt of the bursary can be considered for financial support, including retakes and admissions entrance tests.
- All qualifications carry charges made by the Awarding Body for each candidate's qualification entry.
- All associated charges to do with examinations and assessments are published to students in good time before the relevant exam or assessment season starts. Other associated charges (such as appeals to Awarding Bodies or internal / external review of marks), are published with results.
- Any exam fees or charges that are not paid by the relevant deadline may result in the student not being entered for assessment or examinations with examination boards and / or the withholding of assessments made by the college.
- Students who are not charged for the first attempt at each public examination or relevant coursework submission for subjects they have been studying at college, as part of their agreed Study Programme, other than in the following circumstances:
 - Where a student, without good reason, withdraws from, or fails to sit an examination or complete another compulsory assessment (including failure to submit a final coursework portfolio) for which the college has paid.
 - Where a student re-sits an examination or other assessment resulting from an initial examination failure.
 - Where a student re-sits an examination or other assessment with the aim of achieving an improvement in grade.
 - A student who requests a re-mark, re-check or the return of an original script will be required to meet any associated costs.
 - 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.
- Maths and English Language GCSE Retakes: The college will pay for Autumn and Summer GCSE retake exams for all students who are still aiming to gain a minimum of a Grade 4 in either course.
- University and other education admissions entrance test charges will not be covered by the college, whether taken onsite, online or elsewhere.

6. Course Charges Schedule for the academic year 2024 to 2025

6.1. Course charges comply with ESFA regulations, as outlined in the 16-19 Funding Guidelines.

6.2. The college makes charges to students for certain courses within their Study Programme:

- Visual Arts courses carry a charge to the student for consumables, enabling the college to pass on bulk price savings to students and averting the need to run an Arts Shop or Store.
- Dance, Drama, Performing Arts and Geography courses charge for a large number of visits to concerts and other performances and a contribution towards field trips, respectively, enabling savings to be passed to students via pre and group bookings.

Courses	£ Overall Charge (i.e. payable only once)	Length of Course (years)
Advanced Graphic Design Portfolio	40	1
Dance A level	100	2
Digital Art for Beginners Portfolio	40	1
Drama & Theatre Studies A level	150	2
Drawing for Textiles Portfolio	40	1
Fine Art A level	190	2
Geography A level	50	2
Graphics A level	190	2
Graphics AS level (Y2 students)	95	1
Life Drawing Portfolio	40	1
Performing Arts BTEC	100	2

Photography A level	190	2
Photography for Beginners Portfolio	40	1
Photography for Photographers Portfolio	40	1
Textiles A level	190	2

- 6.3. The charge is made only once, whether it is one or two years long, and is payable prior to enrolment on that course.
- 6.4. There is no option to opt out of course charges if the student wishes to study the course at the college, unless the student qualifies for financial support via the 16-19 Bursary Fund (please see Student Financial Support Policy).
- 6.5. Course charges apply for some Portfolio Courses (second-year student short courses, which students choose in the Spring of their first year and enroll upon in August/September of their second year). Portfolio Courses may vary year-on-year and course offers that have only recently been created may be promoted to students. Therefore, the schedule of charges listed above may not include every portfolio course and the documentation outlined in the A1 to A2 Transfer guidelines for students, as well as the payments and donations lists on the college's website, should always be checked carefully by the student, parent/carer when considering A2 portfolio course choices.
- 6.6. Financial Support, including Personal Payment Plans are available, please see the Student Financial Support Policy or details on letters and webpages.
- 6.7. Current and future course charges can be accessed from the Parents and Carers section of the BHASVIC website in advance of the new academic year: www.bhasvic.ac.uk/parents-carers-dashboard/payments-and-donations.
- 6.8. Students who are experiencing financial hardship may be eligible for financial support towards some, or all, of these costs or can agree an instalment plan and can find information from Student Services or the College website.

7. How to pay

- 7.1. Payments are to be made via the college's website in the Parents and Carers Dashboard. Visit the Parents and Carers page of our website to find information about making payments and for contact details for any questions that may arise: <https://www.bhasvic.ac.uk/parents-carers-dashboard/payments-and-donations>.

8. Other Charges

8.1. Course Printed Materials

- Normally, printed class learning materials will be provided by the college's curriculum department. Wherever possible, teachers, course teams and departments are encouraged to reduce paper usage and provide materials online. However, in some cases, a printed version of a learning resource is much more effective and useful.
- In some cases, departments may give the option for students to purchase large paper resources (such as revision booklets) at a significantly lower cost than individual students printing these for themselves at home, at college or elsewhere. Such resources will always also be made available for no cost in digital format.

8.2. Music Peripatetic Tuition

- 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.
- Costs vary depending on the instrument, level and amount of time used.
- All information is provided by the Media and Performing Arts Department, at time of setting up tuition or upon request.

8.3. Trips and Activities

- Students are required to pay the full costs of any non-compulsory trips or activities they choose to attend which are not covered by a course charge (see Educational Visits Policy and Procedures).

8.4. ID cards, Photocopying and Printing

- Students will be issued with a Photo ID Card and lanyard free of charge at the start of their first academic year at the college. Students who lose their Photo ID Card and lanyard will be charged for a replacement.
- 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, the Photo ID Card can be charged with photocopying and printing credits from 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.
- Visual Arts students will have a specific Visual Arts allowance, adjusted depending on the course. Once the allowance has been used, the Photo ID Card can be charged with separate Visual Arts printing credits from the Library.

9. Use of College Resources

- 9.1. The college will provide some textbooks for students to borrow and will not charge for the use of resources in the Library or 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.
- 9.2. 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.
- 9.3. Students will be charged for any damage they cause to textbooks (including writing which cannot be completely removed) and other college resources they have been lent. 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.

10. Fines

- 10.1. The Library will charge a fine for any books or other resources which are overdue. Fine tariffs will be publicised by the Library on the college's Virtual Learning Environment, Library pages.

11. Refunds

- 11.1. Refunding policy is specific to each cost incurred.
- 11.2. As a general rule, refunds for events (trips, visits, tickets, etc) will not be covered by the college and will need to be made by the company providing the event, or the college insurance policy if the event or causes are covered. For significant trips and visits, students/parents/carers are advised to hold their own insurance cover for their costs.
- 11.3. Refunds for course charges may be payable where a department budget remains due to less than anticipated spend on said charges. Refunds will be given to students who leave a course early, with charges divided by each whole remaining half term of lesson time missed for the course.

12. Non-payment of College Charges

- 11.1. Any charges or fines that are not paid in full by the end of a student's time at the college may be reflected in, or lead to the withholding of, references to employers or further and higher educational establishments.

13. Financial Support

- 13.1. 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. Further information is available from Student Services and the College's website.
- 13.2. The 16-19 Bursary is aimed at providing the most vulnerable young people with a specific level of support. The College will be able to use its discretion to award monies from the Bursary Fund in ways that best fit the needs and circumstances of individual students. This could include providing help with travel, books or other course-related costs.
- 13.3. The College will look to target support to those young people facing the greatest financial barriers to participation e.g., to a student's family who received free school meals, are on a means tested benefit and fall into a priority group. Application forms are available from the Student Services Centre.

14. Complaints and Appeals

- 14.1. 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.

- 14.2. If the student or parent / carer is not satisfied with the response from the appropriate member of staff, they should refer to the college's complaints policy and procedures.

15. Monitoring and Reporting

- 15.1. This policy and college charges will be reviewed annually to ensure compliance with the EFSA's annual funding guidelines.
- 15.2. Any incident(s) related to the scope of this policy will be reported to the Corporation, whilst maintaining confidentiality of those involved, as appropriate.

16. Related Documents

- Student College Contract
- Complaints Policy
- Coursework Deadline Policy
- Educational Visits Policy and Procedures
- Equality, Diversity and Inclusivity Policy
- Examination and Assessment Policy
- Instrument and Articles of Governance
- Student Attendance Policy
- Student Behaviour Policy
- Student Financial Support Policy
- Education Funding and Skills Agency Funding Regulations
- 16-19 Bursary Fund Guideline