



UCG Higher Education and Further Education Tuition Fee Policy 2019-20

This policy outlines how the United Colleges Group fees are levied appropriately and consistently and the Group is operating in accordance with the requirements of its funding and monitoring bodies.
(for City of Westminster College and the College of North West London).

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1. PURPOSE

The purpose of the policy is to ensure that:

- i. Fees are levied appropriately and consistently.
- ii. The college is operating in accordance with the requirements of its funding and monitoring bodies.

2. SCOPE

The policy applies to all student-based academic activity.

3. RESPONSIBILITY

The College Principals are responsible for policy compliance and implementation.

4. POLICY STATEMENT

United Colleges Group course fees are set annually in accordance with the requirements of its funding and monitoring agencies. These include ESFA, OfS, Ofsted and auditors.

The college endeavours to ensure that all fee information released to the public is accurate.

To support equality of opportunity the college will:

- i. Provide information and assistance in applying for financial support for course fees.
- ii. Provide instalment payment options in cases of financial hardship.
- iii. Provide a range of student support services that include information and guidance on courses, progression, funding, fees, bursary funds and financial support.

5. DEFINITIONS

5.1 HOME STUDENTS

The ESFA only fund Home Students. In all but exceptional circumstances, Home Students must meet the 3-year residency requirement. The student must have been legally and ordinarily resident in the United Kingdom, or another European Union (*EU*) or European Economic Area (*EEA*) country or eligible overseas territory, continuously for the 3 years prior to the commencement of learning. The college will seek authority to fund students from Scotland, Northern Ireland and Wales, from the relevant agency. The full list of qualifying countries and eligible overseas territories is in Appendix 1.

5.2 FULLY FUNDED

Home Students can be fully funded (pay no fees) if both their personal status and their chosen course meet the qualifying criteria. These include the student's funding status, their age, their prior attainment, their benefits status, and the level and type of their course. The personal status criteria are detailed in section 6.

5.3 CO-FUNDED

Some Home Students, dependent on age, benefits status and course, will be charged fees. These may include elements for tuition, exam costs, materials and trips. The tuition fee will be approximately 50% of the un-weighted funding value of the qualification studied or calculated according to the agreed hourly rate. These students are referred to as 'co-funded', because the ESFA pays the college the remainder of the full funding value. The co-funding criteria are detailed in section 7.

5.4 UNFUNDED HOME STUDENTS

Home Students on full cost recovery costs or adults whose prior attainment means they do not meet the criteria for ESFA support will need to pay the full fee.

5.5 INTERNATIONAL STUDENTS

An international student is a one who does not qualify as a Home Student. International students are charged fees at a higher rate to reflect the full cost of their individual learning programme.

6. FULLY FUNDED STUDENTS

The following categories of students undertaking classroom based Further Education (FE) learning will be entitled to full funding of their fees, subject to satisfactory evidence of status being provided at enrolment:

- i. Aged 16 to 18 on the 31st August in the calendar year when the student commences a programme of study.
- ii. Aged 19 and continuing onto the second year of their programme, which they started when aged 16-18.
- iii. Learners aged 16-18 studying an intermediate or advanced Apprenticeship programme.
- iv. Aged 19-23 and undertaking a first Full Level 2, 3 or Level 4 "jumper" qualification (for this category the age at which the learner starts the learning aim applies and not their age at the start of the academic year).
- v. Aged 19 and older undertaking a course up to Level 2 and in receipt of either Job Seekers Allowance (JSA), Employment Support Allowance work related activity group (ESA WRAG), or Universal Credits (unemployed and required to undertake skills training or employed but earning less than £338/month).
- vi. Aged 19 or older and unemployed, studying a learning aim up to Level 2 and receiving any state benefits e.g. Income Support or employed on low income (less than £338/month).
- vii. All learners without grades 4 to 9 (A*-C) in GCSE English and maths (no age restrictions apply) undertaking English and maths as part of the new suite of

- English and maths qualifications up to Level 2.
- viii. Learners aged 19-23 released in the community on temporary licence (*RoTL*) and studying a course up to Level 3.
 - ix. Employed learners in receipt of a low wage, eligible for co-funding and earning less than £16009.50 annual gross salary
 - x. Ex-British Armed Forces personnel discharged on medical grounds or having completed four or more years of service and undertaking their first Full Level 2 or 3 qualifications.
 - xi. Learners aged up to 24 and undertaking a Traineeship.
 - xii. Trade Union representatives studying Trade Union Congress (*TUC*) learning aims.

7. CO-FUNDED STUDENTS

The following categories of students will be charged a tuition fee approximately equal to 50% of the un-weighted ESFA funding rate for the learning aims they intend to study or calculated according to the agreed hourly rate. They will also be charged fees at enrolment to fully cover the costs of examinations, course materials or mandatory trips.

- i. Home Students over 18, studying ESFA funded learning aims below Level 3, who do not meet any of the fully funded criteria in section 6.

8. UNFUNDED HOME STUDENTS

Home Students aged over 18, and studying ESFA funded learning aims at Level 3 or 4 will be unfunded and charged a tuition fee equal to 100% of the weighted ESFA funding rate for the learning aim they intend to study. These students will not be charged examination fees.

- i. Students in this category can either self-fund or apply for an Advanced Learning Loan to pay the cost of their tuition.
- ii. Students will only be eligible to receive a loan that is either equal to, or less than the funding rate for the course. The minimum sum the student can apply for is £300.
- iii. Loans will not be means tested and will be available to eligible learners aged over 18 studying in England on approved qualifications.
- iv. Should a student loan application be declined the student will become liable for the full fees of the course.
- v. Should a student withdraw from the course during any period of the academic year they will be liable for the fees up to the end of the term that they withdraw.

Students on multiple learning aims will have to meet the cost of funding any additional course studied that is not funded by the Advanced Learning Loan. Please note all other rules apply as outlined in section 7(i) above.

9. INTERNATIONAL STUDENTS

International students will be expected to pay fees that reflect the full cost of their learning

and the administrative costs of recruitment, support and meeting Home Office requirements. The tuition fee for Level 3 courses will vary depending on the programme of study; however the minimum overseas FE fee for 2018/19 is £6,500.

10. FULL COST PROVISION

Fees for all full cost courses (courses that do not attract any funding) will be determined on a course by course, formularised basis, by a working party of senior managers, and regularly reviewed by the Senior Leadership Team.

11. SCHOOL LINK AND FRANCHISED STUDENTS

School Link and franchised students will be admitted to courses at the discretion of the College where contracts have been agreed by the College and the external partner organisation. These students are not charged individually as the external partner will be invoiced directly.

12. DISCRETIONARY/ LEARNER SUPPORT FUNDS

Home students who are unable to meet the full costs of tuition fees and/or other fees and meet specific eligibility criteria may be able to get assistance from the College Discretionary / Learner Support Funds. Students can access information from the Learner Support Team pre, during and after enrolment.

13. EXAMINATION FEES

Co-Funded and Full Cost students will, where applicable, be expected to pay the appropriate examination or awarding body registration fees. This includes the payment for re-sits and early examination entries not endorsed by the College. Learners aged 16 to 18 may be charged resit fees at the discretion of the college.

Note: The College will not generally consider requests for early entry or re-sit. However, where such requests are supported by the College (Functional Skills, GCSE Maths/English up to Level 2) the standard cost will be met in full by the College.

Alternatively, where a re-sit or early/late entry request is independently requested by a student, this will be considered on an individual basis by Curriculum Management and the College reserves the right to refuse any such requests. Where independent requests are approved, the associated cost will be met in full by the student. Please refer to the College Examination Re-sit Policy for further information.

The college does not accept exam registrations from students not enrolled on the course at the college ("external candidates").

14. PAYMENT OF FEES BY INSTALMENTS

14.1 HOME STUDENTS

The College may, in exceptional circumstances, permit some fees to be paid by instalments. Students, upon request, will be given information regarding acceptable payment methods and instalment options as part of their enrolment instructions.

Instalment plans will generally only be available where the total fee due exceeds £750. Exceptions to this lower limit are at the discretion of the Principals, informed by the Head of Finance, Vice Principals and the Head of Learner Services. All additional costs will be included when setting up the individual payment plan. There will be a maximum of three instalments, with payment of the first instalment at enrolment, the second by 30th November and the third, where applicable, by 2nd February.

14.2 INTERNATIONAL STUDENTS

International students will be required to pay their fees in full prior to the start of their course.

15. REFUND OF FEES

15.1 REASONS WHERE REFUNDS MAY BE CONSIDERED

The College has a general policy of making no refunds other than in cases where action taken by the College results in a student being unable to take up a place on the course; e.g.

- i. The course is cancelled by the College.
- ii. The dates of the course are changed and the student can no longer attend.
- iii. The student withdraws prior to the commencement of the course due to exceptional circumstances beyond their control.

15.2 EXCEPTIONAL CIRCUMSTANCES WHERE FEES MAY BE REFUNDED AT COLLEGE DISCRETION

- i. Where a student transfers from one course to another, the difference in course fees will be refunded or, should any additional charges apply, the student will be required to pay the difference.
- ii. Where an additional fee has been paid at enrolment for materials, visits etc. the fees may be refunded if approved by the appropriate Director or Head of School. The refunded amount will reflect the period attended and or materials used to date.

15.3 REFUND OF FEES - INTERNATIONAL STUDENTS

- i. If an international student withdraws before the commencement of a course or within two weeks of the course start date a full refund will be given less an administration charge of £100.

- ii. Where the student withdraws after two weeks of attendance but before the end of Term 1, two thirds of the fee will be refunded less the administration charge of £100.
- iii. If attendance includes any period in Term 2, only one third of the fee will be refunded less the administration charge of £100.fee.
- iv. If attendance includes any period in Term 3, no fees will be refunded.
- v. If an international student visa has been refused a full refund will be given less an administration charge of £100.
- vi. In all cases, the Home Office will be informed by the College.

16. FAILURE TO PAY

The College will take reasonable steps to advise and support students in financial difficulty, through the Finance and Student Support services.

Subsequent to support measures being considered and applied, failure to pay agreed monies in line with any agreed arrangements will, in most cases, ultimately result in suspension or withdrawal from the course and the referral of the debt to the College's debt recovery agency.

Appendix 1: Home Student Residency - Qualifying Countries

Countries or areas where residency establishes eligibility for funding

a) Member states of the European Union

Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK.

b) Other territories categorised as being within the European Union

Other territories are categorised as being within the European Union for the purposes of the fees regulations; these are:

Cyprus: any Cypriot national living on any part of the island qualifies for EU residency and is considered an EU national

Finland: includes the Aland Islands

France: the French Overseas Department (DOMS) (Guadeloupe, Martinique, French Guiana, Reunion and Saint-Pierre et Miquelon) is part of metropolitan France and is part of the EU

Germany: includes the former German Democratic Republic and the tax-free port of Heligoland

Portugal: Madeira and the Azores are part of the EU; Macau is not

Spain: the Balearic Islands, the Canary Islands, Ceuta and Melilla are part of the EU

United Kingdom: Gibraltar is part of the territory of the EU

To note: The Channel Islands and Isle of Man are part of the United Kingdom and Islands but not part of the EU

Andorra, Monaco, San Marino and the Vatican are not part of the EU

c) EEA and eligible overseas dependent territories

For funding eligibility purposes, this is defined as all member states of the EU and Iceland, Liechtenstein, Switzerland, Norway and all the eligible British overseas territories and EU overseas territories listed in paragraph d below).

Although Switzerland is not part of the formally recognised EEA, its nationals are eligible under various international treaties signed by the UK and Swiss governments.

d) Eligible overseas territories of other British and EU member states

Learners who are nationals of certain British overseas territories and of certain European overseas territories are eligible for funding, depending on the three-year rule on residence in the EEA.

These are as follows:

- *Anguilla*
- *Bermuda*
- *British Antarctic Territory*
- *British Indian Ocean Territory*
- *British Virgin Islands*
- *Cayman Islands*
- *Falkland Islands*
- *Henderson Island*
- *Montserrat*
- *Pitcairn, Ducie and Oeno Islands*
- *South Georgia and the South Sandwich Isles*
- *St Helena and its dependencies*
- *Turks and Caicos Islands*
- *Greenland and Faroe Isles*
- *Antilles (Bonaire, Curacao, Saba, St Eustatius and St Maarten)*
- *Aruba*
- *New Caledonia and its dependencies*
- *French Polynesia*
- *Saint Barthélemy*
- *The Territory of Wallis and Futuna Islands*
- *Mayotte*
- *French Southern and Antarctic Territories*

Document Title	Higher Education Tuition Fee Policy
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Responsible	Deputy Principal Curriculum and Quality
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1. Policy Statement

The policy sets out the method for:

- Determining the fees for publicly-funded Higher Education courses and details the cost for both home and international students' programme of study.
- It incorporates the policy for instalments, refunds and additional course related charges for Higher Education provision.
- Students and sponsors will be notified, wherever possible, of fee levels as soon as possible and no later than by the offer stage.
- Tuition fees charges are reviewed on an annual basis.
- The College reserves the right to vary the fees without notice at any time up to the commencement of the course.

2. Scope of Policy

The Policy has been produced for the benefit of stakeholders such as potential applicants, current students, College Staff and Higher Education Agencies. The tuition fee policy annual fee schedule, and any student related information will be publicised on the College website by May 2019 for the 2020-21 academic year (and to this pattern annually). In order to maintain this schedule of public information the College's HE and International fees and fee policy will be agreed by the Governing Body by April annually.

3. Linked External Codes/ Regulations

At the time of publication this policy is underpinned by the following regulations and policy guidance.

- The Department of Business, Innovation and Skills (DBIS) Memorandum: Support available under the Education (student support) Regulations for 2014/15.
- The Higher Education (Higher amount) England Regulations 2010
- The Higher Education (Basic amount) England Regulations 2010
- Higher Education Act 2004; sections 24 and 25.
- The Quality Assurance Agency (QAA), the Quality Code
- Strategy for Student Access and Success

4. Tuition Fee

A) Home Students

For tuition fees purposes students who are considered as "home" students are eligible to apply for a Student Loan. A full definition of students who fall under this category can be found in Schedule 1 of the Education (Fees and Awards) England Regulations 2007 (SI 2007 No. 779)

- i. Tuition fee charges for students commencing a Higher Education Certificate/Diploma (HNC/HND), Foundation Degree or Undergraduate Degree course on a full or part-time basis are set at an individual course level.

- ii. The fee charges have been designed to ensure that all full-time undergraduate 'eligible' students will be able to meet the full cost of their fees by means of the government loans available from Student Finance England. Students will only need to start repaying the loans after they have left higher education and start earning above a certain threshold.

B) International Students

The fee charges for International students are higher than the fees set for UK/EU students. International students will be expected to pay their tuition fees in full before the start of the course.

5. Equivalent Level Qualification (ELQ) Fees

Where a student's highest qualification upon entry is the equivalent to or higher than the qualification they propose to study, the student will be charged the standard fee for the qualification or the Home (UK/EU) Non Exempt ELQ fee. Please note that a student loan is not generally available to fund the fees for such a course. However, students may consider applying for a Professional Career Development Loan (PCDL) to fund their programme of study.

6. Fees Funded by Student Loans

Students applying for a higher education tuition fee loan will only be eligible for a loan that reflects the fees charged.

Students, who are not applying for a higher education tuition fee loan and are considered to be self-financing, will have to pay their tuition fee in full with an option to pay by instalment (see Section 9).

7. Fee Payment

Fees are due on or before the commencement of each year of the course. The College will generally invoice students or their sponsors for any outstanding fees due, however these are reminders only and students are contractually responsible for ensuring the timely payment of their fees. Any exceptional fee payment method must be approved by the College Principals.

7.1 Payment dates for Tuition Fee Loans

Tuition fee loans will be paid by the Student Loan Company to the College in three instalments. This payment cycle will apply to all students irrespective of the tuition loan amount.

8. Other Charges

8.1 Re-Enrolment Fee

Students re-enrolling to re-sit an assessment beyond the original period of enrolment for their designated programme of study will need to pay a re-enrolment and re-assessment fee which will be commensurate with the size of the remaining programme to be completed.

All fees to be paid in full prior to assessment attempt.

8.2 Professional Body Re-Sit Fees

Students who have failed their professional body exam will be expected to meet the cost of any professional body re-sit fees. Please note this cost may vary depending on the individual professional body's fee charges.

8.3 Replacement Results Transcripts/ Confirmation of Attendance Charges

Replacement results transcripts or a confirmation of attendance letter can be provided on request. A fee of £30 will be charged to cover the associated administrative and postage costs, in addition to whatever the awarding body may charge for reprinting certification. Only in exceptional circumstances will the College consider waiving this charge.

9. Payment by Instalments

The College will generally expect all students to pay their fees promptly at enrolment or have in place the necessary arrangements for the fees to be paid either by student loan or a sponsor. However in exceptional circumstances, some students may be permitted to pay fees by instalments. Students considering the instalment payment option, will be issued with this information as part of their joining instructions.

9.1 Home Students Payment by Instalments

Instalment arrangements are individually negotiated but would normally be paid at the point of enrolment and subsequently in November and February

9.2 There is no facility for international students to pay by instalments

10. Non Payment Sanctions

The College reserves the right to impose sanctions against students for whom fees remain unpaid following a payment deadline. Such sanctions will include:

- Late payment surcharges
- Withdrawal of library lending facilities
- Removal of access to computing systems
- Denied access to class

11. Refund of Fees

11.1 Reasons where Refunds may be considered

The College has a policy of no refunds other than in cases where action taken by the College results in a student being unable to take up a place on the course.

Circumstances where a student may be entitled to a refund are as follows:

- The course is cancelled by the College.
- The student withdraws prior to the commencement of the course due to a change in circumstances beyond their control.

11.2 Other Exceptional Circumstances in which Fees may be refunded at the College's Discretion

- Where a student transfers from one course to another, the difference in course fees will be refunded to the student or their sponsor or should any additional charges apply as a result of a transfer, the student or sponsor will be required to pay the difference.
- The student withdraws from the course due to mitigating circumstances, beyond their control, following a period of attendance, see section 11.3 and 11.4 below.

11.3 Arrangements for Refund of Tuition Fees in Exceptional Circumstance (Home Students)

- If a student withdraws before the commencement of a course or within two weeks of the course start date a full refund will be given less an administration fee of £50.
- If a student withdraws at any other point during Semester one (up to end January annually), one third of the fees paid will be refunded less an administration fee of £50.
- If a student withdraws at any point in Semester two (up to the end of June annually) no fees will be refunded.

11.4 Arrangements for Refund of Tuition Fees in Exceptional Circumstances (International Students)

- If a student visa has been refused a full refund will be given less an administration charge of £100
- If a student withdraws before the commencement of a course or within two weeks of the course start date a full refund will be given less an administration fee of £100.
- If a student withdraws at any other point during semester one (up to end January annually), one third of the fees paid will be refunded less an administration fee of £100.
- If a student withdraws at any point in Semester two (up to the end of June annually) no fees will be refunded.

12. Failure to Pay

The College will take reasonable steps to give advice and support students in financial difficulty. Any student who is in financial difficulty should seek advice from the Student Advice staff at the earliest opportunity.

Failure to pay the agreed tuition fees or by the agreed instalment plan may result in suspension or withdrawal from the course.

HE Full/Part-time Tuition Fees 2016-17

UCAS Programme	CWC Course Code	Full or Part-time	No. of Years	Course /Programme title	Tuition Fees (per year)	International Fees (per year)
WN31	1931 1st yr 2667 2nd yr	FT	2	FDa Creative Music Production & Business	£6,000	N/A
W641	1207	FT	1	HNC Photography	£5,250	£6,250
001I	1930	FT	2	HND Computing & Systems Development	£5,250	£6,250
046C	1523	FT	2	HND Sport	£5,250	£6,250
001N	1563	FT	2	HND Business	£5,000	£6,250
W37L	1131	FT	2	HND Music/Media Production	£5,250	£6,250
1J22	2089	FT	1	Diploma in Education and Training	£5,500	N/A
N/A	3006/ 3386	PT	2	Diploma in Education and Training	£800	N/A
N/A	1616	PT	2	HNC in Building Services Engineering (Electrical)	£2,625	N/A
N/A	1352	PT	2	HNC in Building Services Engineering (Mechanical)	£2,625	N/A
N/A	1734	PT	2	HNC in Civil Engineering	£2,625	N/A

HE Full/Part-time Tuition Fees 2017-18

UCAS Programme	CWC Course Code	Full or Part-time	No. of Years	Course /Programme title	Tuition Fees (per year)	International Fees (per year)
WN31	1931 1st yr 2667 2nd yr	FT	2	FDa Creative Music Production & Business	£6,000	N/A
W641	1207	FT	1	HNC Photography	£5,500	£6,500
001I	1930	FT	2	HND Computing & Systems Development	£5,500	£6,500
046C	1523	FT	2	HND Sport	£5,500	£6,500
001N	1563	FT	2	HND Business	£5,250	£6,500
W37L	1131	FT	2	HND Music/Media Production	£5,500	£6,500
1J22	2089	FT	1	Diploma in Education and Training	£5,500	N/A
N/A	3006/ 3386	PT	2	Diploma in Education and Training	£800	N/A
N/A	1616	PT	2	HNC in Building Services Engineering (Electrical)	£2,750	N/A
N/A	1352	PT	2	HNC in Building Services Engineering (Mechanical)	£2,750	N/A
N/A	1734	PT	2	HNC in Civil Engineering	£2,750	N/A

HE Full/Part-time Tuition Fees 2018-19

UCAS Programme	CWC Course Code	Full or Part-time	No. of Years	Course /Programme title	Tuition Fees (per year)	International Fees (per year)
WN31	1931 1st yr 2667 2nd yr	FT	2	FDa Creative Music Production & Business	£6,000	N/A
W641	1207	FT	1	HNC Photography	£5,500	£6,500
046C	1523	FT	2	HND Sport	£5,500	£6,500
001N	1563	FT	2	HND Business	£5,250	£6,500
W37L	1131	FT	2	HND Music/Media Production	£5,500	£6,500
1J22	2089	FT	1	Diploma in Education and Training	£4,995	N/A
N/A	3006/ 3386	PT	2	Diploma in Education and Training	£700	N/A
N/A	1616	PT	2	HNC in Building Services Engineering (Electrical)	£2,750	N/A
N/A	1352	PT	2	HNC in Building Services Engineering (Mechanical)	£2,750	N/A
N/A	1734	PT	2	HNC in Civil Engineering	£2,750	N/A
TBC		FT	3	BSc Policing (with Canterbury Christchurch University)	By application to CCCU	N/A

HE Full/Part-time Tuition Fees 2019-20

Site	Full or Part-time	No. of Years	Course /Programme title	Tuition Fees (per year)	International Fees (per year)
CWC	FT	2	HND in Business	£5250	£6500
CWC	FT	2	HND Music Production	£5500	£6500
CWC	PT	1	HNC in Building Services Engineering	£2750	N/A
CWC	PT	1	HNC in Civil Engineering	£2750	N/A
CWC	PT	2	Level 5 Diploma in Education and Training	TBC	N/A
CNWL	FT	2	Foundation Degree in Computing	£5,500	TBC
CNWL	FT	1	HNC in Computing	£5,500	N/A
CNWL	FT	2	HND in Computing	£5,500	N/A
CNWL	PT	3	Foundation Degree in Computing	£2750	N/A
CNWL	PT	2	HNC in Computing	£2750	N/A
CNWL	PT	3	HND in Computing	£2750	N/A
CNWL	PT	2	Level 4 (RQF) HNC in Construction and the Built Environment (Civil Engineering)	£2,750	N/A
CNWL	PT	2	Level 4 (RQF) HNC in Construction and the Built Environment (Construction)	£2,750	N/A
CNWL	PT	2	Level 4 (RQF) HNC in Construction and the Built Environment (Building Services Engineering)	£2,750	N/A

