



United Colleges Group

Document Title	<b>Higher Education Tuition Fee Policy</b>
Author	Associate Director Higher Education
Responsible	College Principal
Approving Body	Senior Management Team (SMT)/ Higher Education Board/ Governing Body
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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 2018 for the 2019-20 academic year (and to this pattern annually). In order to maintain this schedule of public information the College's HE and International fees 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 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, except where an instalment plan has been agreed.

The College will generally invoice students or their sponsors for any outstanding fees due but in either case, students are contractually responsible for ensuring the timely payment of their fees.

#### **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 enrolling to re-sit an assessment beyond their original period of study will need to pay an enrolment and re-assessment fee, which will be commensurate with the size of the remaining programme to be completed. All fees are 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 March. .

### **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 Circumstances (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.
- Thereafter, refunds are calculated on a pro-rata basis, dependent on the number of weeks completed.

## **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.
- Thereafter, refunds are calculated on a pro-rata basis, dependent on the number of weeks completed, less an administration charge of £100.
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## **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