

## FEES POLICY – HIGHER EDUCATION 2018/19 – 2019/20



### PURPOSE OF THE POLICY

This policy details how Yeovil College will establish fee levels for courses from levels 4-7 of the qualifications framework<sup>1</sup> funded by the Education and Skills Funding Agency (ESFA), the Office for Students, and those courses where the college receives no government funding which are referred to as “Full Cost” (charged) provision. This policy details the circumstances in which fees are chargeable by the college for provision of services and also details financial support available to students.

### SCOPE

Tuition fees for students registering on a higher education programme for the first time for 2018/19 are set out in the Fees Schedule as published <http://www.ycuc.ac.uk/FeesFunding.html>. The Fees Policy is reviewed annually and fees will increase appropriately in line with CPI and market conditions and the basis for the review published and authorised by the Vice Principal Finance and Resources. Students continuing on their programme will remain on the same tuition fee for the duration of their academic programme however where students progress, for example from HNC to HND, or from Foundation degree/HND to BA/BSc (Hons), this is considered to be a new programme and will attract a new programme fee. See the Access and Participation Plan 2018/19.

The Fees Policy does not apply to commercial, partnership or subcontracted provision, which is negotiated separately.

For full and part-time higher education courses, tuition fees are payable at the start of each academic year.

For applicants registering on HE programmes with equivalent or lower qualifications (ELQ), the college will apply the tuition fee payable by Home/EU applicants registering on programmes for the first time however the student may not be able to obtain funding from Student Loan Company.

There will be a re-assessment charge of £25 for each ‘rework’ of specified criteria, (up to 3 criteria per assignment) and/or £50 for resubmission of an assignment or resitting an examination, to cover re-assessment and administrative costs. Students will be advised of the charge prior to its application to their student account which will be collected by the Finance Office; however, the number of permitted attempts an individual will have will be in line with the governing academic regulations of the awarding body.

Where an individual wishes to study individual module(s) either as a source of Continuing Professional Development (CPD) or via a Flexible route there will be a charge of £671 per module (attendance for tuition only, no credit value); or £771 (accredited) plus registration costs according to the awarding institution.

<sup>1</sup> <https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels>

Students who withdraw from, or suspend their studies will be subject to the following tuition fee liability schedule.

Students who withdraw or suspend ...	Dates (or link to published Term Dates)	Tuition Fee Payable by student	If fees paid in full by date of withdrawal or suspension, refund due
Before the start of Term 2	17 September 2018 – 06 January 2018	25%	75%
On or after the start of Term 2 but before the start of Term 3	07 January 2019 – 22 April 2019	50%	50%
On or after the start of Term 3	23 April 2019 – 21 June 2019	100%	0%

The fee liability schedule dates align to the Student Loans Company Attendance Confirmation Periods. Attendance and withdrawal or suspension will be reported to the Student Loans Company in accordance with the Student Loans Company guidance (<http://media.slc.co.uk/sfe/quickStartFinanceGuide/home.html>).

For Students on flexible learning programmes (such as the flexible HNC/D Aeronautical Engineering programme) the liability for fees following their withdrawal from an academic programme is on a different scale to align with actual student start date, as indicated below:

- Withdrawal within the first 3 calendar months of initial enrolment: liability for 25% of the annual fee.
- Withdrawal after the first 3 calendar months of the initial enrolment: liability for 100% of the annual fee.

Where fees are directly payable to the awarding University under a ‘franchised’ agreement, students will be governed by the awarding university’s fee policy. Franchised provision – the fees for this provision are set by the appropriate University. HE fees published here: <http://www.ycuc.ac.uk/FeesFunding.html>

The published tuition fees includes registration with the awarding University of Pearson Education. If the programme has complementary qualifications, e.g. through a professional or regulatory body, there may be additional charges which will be specified at the start of the programme.

## INTERNATIONAL APPLICANTS

International applicants are generally non EU nationals and those Students who have not been resident in the EEA for 3 years prior to the start of the course or are nationals from outside of this area with “Permanent Leave to Remain” without restriction. Non EEA or Swiss Nationals require Immigration Sponsorship and a Certificate of Acceptance of Studies (CAS) from Yeovil College to present to the UK Border Agency (UKBA) as part of the entry requirements to the UK. Detailed information can be found at <https://www.gov.uk/browse/visas-immigration/student-visas>

International Higher Education applicants are required to pay a non-refundable application fee of £1000 prior to the confirmation of a place and provision of a CAS to progress a visa application. The costs associated with the applicant attaining an appropriate Student Visa for entry into the United Kingdom will be carried by the applicant. More information on these costs can be located at <https://www.gov.uk/browse/visas-immigration/student-visas>

It must be noted that Students from outside the EU or EEA who do not hold "Permanent Leave to Remain" can only apply for Full-time Higher Education programmes which are 15 hours per week of in-class study (or greater). The programme must be for a general duration of over 1 academic year (depending on circumstances). Applicants must also demonstrate the appropriate English Language qualification to meet UK Visa and Course entry requirements – which are specified in course details, but equates to a minimum of IELTS 6.0/6.5.

The Student must have and be able to demonstrate that they have the necessary finances as detailed in Yeovil College's Tier 4 Points Based System Policy Guidance. This must be open to demonstration at the time of application for sponsorship through Tier 4 licence procedures.

The Full Time Higher Education course fees for 2018/2019 are calculated on the basis of the published Home/EU fee + £1,000 (non-refundable application fee) for each academic year.

All fees paid are non-refundable, unless entry to the UK is denied. In such cases 95% of the Student's deposit will be refunded, see Refunds and Compensation Policy [link].

## **SUPPORT WITH COSTS**

Bursary Support Funds are available to support higher education students who are assessed as being in need of financial assistance on either full or part-time funded courses. Please refer to HE Bursary Policy.

## **OTHER**

**Higher and Degree Apprenticeships:** Employers that are interested in exploring higher and degree apprenticeship options with Yeovil College University Centre should contact the Employer Engagement team directly.

**Professional Courses:** Tuition, registration, and other relevant fees are set on an annual basis and published on each course website:  
<http://www.ycuc.ac.uk/Postgraduate/Postgraduate.html>.

**External Candidates:** A charge of £100 in addition to the exam fees will be made to any candidate whom the college enters for an examination and who is not a registered Student of the college. The college reserves the right to refuse any such entry.

## **PAYMENT OPTIONS**

All appropriate fees must be paid at enrolment. However, to assist Students who would otherwise suffer financial hardship in paying their fees in one sum, fees over £250 may be paid by instalments.

Home/EU students can opt to pay their course fees for the academic year by a maximum of 4 instalments, however additional instalment payment schedules may be considered by the Head of Finance. The first instalment must be paid and all instalment paperwork must be completed and agreed at the time of enrolment. The remaining instalments will be taken over the next 3 consecutive months by direct debit. All instalment plans will be prepared to ensure fees are settled in full in line with the agreed payment schedule.

If an instalment is declined or cancelled, the college reserves the right to withdraw and de-register the Student from the course and the full outstanding amount will become payable.

Payment options are not available for amounts owed under £250.

Where payment is made by instalments, and a Student has started the course then withdraws before the whole fee has been collected, any amounts outstanding will be collected in line with the agreed payment schedule under the Withdrawal and Fee Liability policy. This includes fees for HE courses which have been funded by the Student Loans Company in accordance with SLC guidance.

If the College cancels a course it will contact the Student and automatically refund the fees paid by the Student for that academic year.

The Student Withdrawal Policy will apply if a Student withdraws due to a serious medical condition.


## **RELATED POLICIES, PROCEDURES, DOCUMENTS, DEFINITIONS**

This policy must be applied in conjunction with the annual tuition fees for the current year which are updated annually: <http://www.ycuc.ac.uk/FeesFunding.html>

The following documents should be read in conjunction with this policy:

- Terms and Conditions of Offer
- Student Protection Plan
- Refund and Compensation Policy
- Access Agreement/Access and Participation Plan
- Student Withdrawal Policy

*If this document is required in an alternative format, please contact [universitycentre@yeovil.ac.uk](mailto:universitycentre@yeovil.ac.uk)*

Policy Review				
Author/Owner	Position	Approved by Corporation	Approval date	Review date
Mark Bolton	Vice Principal Curriculum & Quality	Signed: 	12.07.18	July 2019

### Document Control – Revision History (Policies only)

Author/Owner	Summary of Changes	Date	Date last reviewed by SED	Recommend to SED Y/N
Mark Bolton	New Policy	15.06.18	-	Yes

Initial Equality Impact Screening			
Have you consulted on this policy, service, strategy, procedure or function? Yes Details: consulted with relevant staff and legal team; under consideration with Office for Students with no feedback from them at this point.			
What evidence has been used for this assessment?			
Could a particular group be affected differently in either a negative or positive way? Indicate Y where applicable			
Group	Negative impact	Positive impact	Evidence
Age Disability Gender (incl. Transgender) Race (incl. Gypsy & Traveller) Religion or belief Sex Sexual orientation Marriage & civil partnership Pregnancy & maternity Other groups (see guidance)			
Please give details:			
If any negative impacts are identified, are there any related policies, services, strategies, procedures or functions that need to be assessed alongside this screening? If yes, please detail below: N/A			
Should the policy proceed to a full Equality Impact Assessment? No If no, please give reasons: there are no negative impacts identified.			
<b>Declaration</b> We are satisfied that an initial screening has been carried out on this policy and a full Equality Impact Assessment is not required.  We understand that the Equality Impact Assessment is required by the College and that we take responsibility for the completion and quality of this assessment			
Completed by Author: Mark Bolton		Position: VP Curriculum & Quality	Date: 15.06.18
Reviewed by Safeguarding, Equality & Diversity Group:			Date: 27.06.18
<b>Comments from Safeguarding, Equality &amp; Diversity Group Review:</b>			

