



Working Together

Fee Policy

May 2017

History of Changes

Version	Description of Change	Authored by	Date
1.1	Policy Reviewed	P Smith	July 2014
1.2	Admin Charges updated	P Smith	January 2017
1.3	3.3 Payment of Fees updated; 3.4 Refunds and Withdrawals updated	S Halliday	May 2017

1.0 Introduction

- 1.1 This Policy sets out the criteria the College will use to set and apply fees and charges to courses of study.
- 1.2 This Policy sets out the criteria under which the College will award Fee Waiver or apply concessionary rates to tuition fees, and the circumstances under which refunds will be given.

2.0 Scope

- 2.1 This Policy covers all fees and charges that the College will levy for courses of study and details all instances where fees may be waived or concessions offered.

3.0 Key Principles

3.1 Fee Setting

3.1.1 Fees will be set in line with the table in 3.1.4

3.1.2 Variations

No variation to published fee levels may be made without the prior approval of the Vice Principal – Finance and Resources.

3.1.3 Re-sits

Students are permitted two free attempts for internal assessments. Subsequent re-sits and all external re-sits will be charged at the full cost.

3.1.4 Table of Fee Setting

	Scottish/EU Students (excluding RUK)	Rest of UK (RUK) Students	Overseas Students
Definition	Fulfil the definition of the term “normally resident” per Schedules 1 and 2 of the SFC’s Bursary Direction	Do not fulfil the definition of the term “normally resident” per Schedules 1 and 2 of the SFC’s Bursary Direction and normal residence is within the UK but not Scotland	Do not fulfil the definition of the term “normally resident” per Schedules 1 and 2 of the SFC’s Bursary Direction
Full-time HNC, HND or Advanced Diploma	Set annually by the Scottish Government	Set annually by the College, taking into consideration inflation, anticipated demand and other business imperatives	
Full-time Non-Advanced	Set annually by the Scottish Funding Council (SFC)	Set annually by the College, taking into consideration inflation, anticipated demand and other business imperatives	
Higher National Units; Non-Advanced Units; Advanced Higher; Intermediate; GCSE	Set annually by the College, taking into consideration inflation, SFC rates, anticipated demand and other business imperatives	Set annually by the College, taking into consideration inflation, anticipated demand and other business imperatives	
Non-standard fees	The College, at its discretion, may set fees for individual courses by agreement with the recipient student or organisation		

3.2 Fee Waiver & Concessions

3.2.1 The College will waive the fees of any student entitled to support under the National Fee Waiver Grant Policy, when that student is undertaking an eligible course of study.

3.2.2 EU students are eligible for National Fee Waiver for full-time and for part-time non-advanced courses.

3.2.3 In accordance with SFC Circular SFC/14/2007, non-EU International students are not eligible for Fee Waiver, except where the student is:

- The spouse or child of a person who is an asylum seeker living in Scotland (as defined by the Immigration and Asylum Act 1999) on either an English as a Second or Other Language (ESOL) course (full or part time) or another part-time advanced or part-time non-advanced course; or
- A non-asylum seeker living in Scotland, on a part-time ESOL course and the student's main purpose for being in the EU is **not** to receive education.
- The three-year residency rule does not apply to refugees. A student is entitled to support from the date of the Home Office letter giving them refugee status.

3.2.4 Fee Waiver is not available under any other circumstances.

3.2.5 College staff members are entitled to a discount of 50% on course fees.

3.2.6 The College operates a discount scheme with certain employers and staff members of those employers are entitled to agreed levels of discount. A current list of participating employers can be obtained by contacting the Business Development Unit.

3.2.7 The College may also operate discounted fee schemes to stimulate demand in certain areas or where it is deemed to be of commercial value. Details of such schemes will be published as appropriate.

3.2.8 Concessions are not normally available on the College's commercial courses. The College will define, from time to time, which courses fall into this category.

3.3 Payment of Fees

3.3.1 On enrolment, students are responsible for providing evidence that they are entitled to fee waiver or that their fees are to be paid by a third party sponsor eg SAAS, Employer, Managing Agent. If they do not provide this, or it is later discovered that they are ineligible for funding, they will be classified as self-funding.

3.3.2 Where students are self-funding the full fee will normally be payable in advance in full, unless they select one of the payment options in table 3.3.7.

3.3.3 In all cases where fees are not paid timeously the College may exclude the student from the course and seek to recover the outstanding debt, utilising collection agents where necessary. Certification may be withheld if fees remain unpaid.

3.3.4 Where course fees for part-time students are to be paid by a third party sponsor, full details must be provided upon application. If, for whatever reason, a sponsor fails to pay, the student will be liable for any fees unpaid and will be treated as self-funding.

3.3.5 The College reserves the right to reject or exclude any student who has an outstanding debt from current or prior years. This includes both unpaid fees and charges, and bursary overpayment.

3.3.6 Payment of tuition fees for overseas students is required in full prior to an unconditional offer being issued.

3.3.7 Table of payment options.

Where any net fee (after any applicable grant) is:	Instalment option:
£200 or less <u>or</u> the course duration is less than 60 calendar days	Full fee is payable prior to attending first class or accessing materials
£201 to £500	25% deposit at enrolment followed by maximum of 3 monthly instalments (final instalment must be no later than 1 month before the end date of the course)
£501 to £750	25% deposit at enrolment followed by maximum of 4 monthly instalments (final instalment must be no later than 1 month before the end date of the course)
£751 to £1,000	25% deposit at enrolment followed by maximum of 5 monthly instalments (final instalment must be no later than 1 month before the end date of the course)
More than £1,001	25% deposit at enrolment followed by maximum of 6 monthly instalments (final instalment must be no later than 1 month before the end date of the course)
Tuition fees are non-refundable once a student commences the course. If a student subsequently withdraws before completing their payment plan, they will still be liable to pay any balance of fee remaining unpaid.	

3.4 Refunds and Withdrawals

3.4.1 Where a student withdraws from a course at HN level or above, or where the student is self-funding a course of study at FE level, and the withdrawal is notified before 1 December in the year of study, then the fee may be reduced pro-rata at the discretion of the College. The pro-rata reduction will be calculated on the number of weeks attended against the number of weeks the course is scheduled for. Such a refund will be subject to an administration fee.

- 3.4.2 Where a student withdraws from a commercial or community class, then no refund will be given, except in exceptional circumstances, at the discretion of the College. Such a refund will be subject to an administration fee.
- 3.4.3 Where a student withdraws from a course and they are paying their fees by instalments, any outstanding balance becomes payable in full within 30 days from the date of withdrawal.
- 3.4.4 Where a student is required to provide proof of benefit for a part-time National Fee Waiver, this evidence must be provided within 2 weeks of the commencement of the course, otherwise a fee waiver will not be granted and the full course fee becomes payable.
- 3.4.5 Where an Employer Discount Voucher is being used, this must be notified at application and the voucher submitted within 2 weeks of commencement of the course, otherwise the voucher will not be accepted and the full course becomes payable.
- 3.4.6 Where a course is cancelled by the College, a full refund of any fees paid will be given.

4.0 Responsibilities

- 4.1 The Finance and General Purposes Committee is responsible for setting the Fee Policy.
- 4.2 The Senior Management Team sets fee levels annually in November for the following academic year.
- 4.3 Senior and Middle Managers with a remit for applying fees have a responsibility to adhere to this Policy.
- 4.4 The Head of Finance and Procurement is responsible for the application of this Policy.
- 4.5 All staff with a remit to advise students and prospective students have a responsibility for the issue of proper guidance under this Policy.

5.0 Related Documents

- 5.1 UK/EU Fee Tariff
- 5.2 International Fee Tariff
- 5.3 The Education (Fees and Awards) (Scotland) Regulations 2007
- 5.4 SFC Circular SFC/14/2007
- 5.5 National Fee Waiver Grant Policy
- 5.6 Immigration and Asylum Act 1999

6.0 Review

- 6.1 This Policy will be reviewed every three years or more regularly, if required.

Equality Impact Assessment

(Rapid impact assessment tool)

What Impacts may there be from this proposal on any group's ability to use the College services?

Policy: Fee Policy

Positive Impacts (Groups affected)	Negative Impacts (Groups affected)
None	None
Actions taken to alleviate any negative Impacts: n/a	
Recommendations: n/a	

From the outcome of the rapid equality impact assessment, have negative impacts been identified for any protected characteristic or any other potentially disadvantaged group?

No

Has a full Equality Impact Assessment been recommended?

Yes

No

Reason for recommendation:

Fee Policy

Status: Approved by the Finance & General Purposes
Committee
Policy Dated: May 2017
Author: Vice Principal - Finance and Resources
Review Date: January 2020
Equality Impact Assessed: Yes