Fee Policy

March 2026

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
1.4	3.2.3 Updated SFC Circular, 3.4 Refunds & withdrawals updated	A Jones	January 2020
1.5	Section 3.2.2, 3.2.3, 3.4.2 and 5 updated; general update for title changes	S Wilson	January 2023
1.6	Section 3.1, 3.2, 3.3, 3.4, 4 and 5 updated	K Robb	March 2026

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 3.1.5

3.1.2 Variations

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

3.1.3 Resits

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

3.1.4 The College retains the right to amend quoted tuition fees subject to residency criteria as set by Scottish Government guidance

3.1.5 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 (see Section 3.2.2)	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 (see Section 3.2.3)
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 who have been granted settled status are eligible for National Fee Waiver for full-time and for part-time non-advanced courses. The following link gives further information about fee waivers for EU students: EU Fee Waiver.

3.2.3 Non-EU International students are not eligible for Fee Waiver, except where the student is eligible to support as stipulated in the Education (Access Funds) (Scotland) (No.3) Determination 2022. The following link gives further information about fee waivers for non-EU students – Non-EU Fee Waiver.

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 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.

3.2.7 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, e.g. 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 3.3.8.

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 Payment of tuition fees for commercial courses is required in full prior to the commencement of the course.

3.3.8 Table of payment options for students, other than overseas (see 3.3.6)

Where any net fee (after any applicable grant) is:	Instalment option:
£500 or less ***or*** the course duration is less than 60 calendar days	Full fee is payable prior to attending first class or accessing materials
More than £501	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 (see 3.4).	

3.3.9 Students should contact the finance department regarding the payment of tuition fees.

3.4 Refunds and Withdrawals

3.4.1 Where a student withdraws from a full-time course at FE level before the start of the 5th week of the course, a reduced fee will be chargeable to the student or employer if the employer is paying. For other programmes, if a student withdraws before completing 25% of the course, a reduced fee will be chargeable. This will be based on a proportion of the full charge and considering the length of attendance. The minimum charge of the reduced fee will be 25% of the full charge of the course. The Financial Controller and/or Vice Principal – Finance and Corporate Services may apply further discretion considering the personal circumstances of the student. Students should contact the finance department for advice.

3.4.2 Where a student withdraws from a course at HN level before 1 December in the year of study, a reduced fee will be chargeable to the student. This will be based on a proportion of the full charge and considering the length of attendance. The minimum charge of the reduced fee will be 25% of the full charge of the course. The Financial Controller or Vice Principal – Finance and Corporate Services may apply further discretion considering the personal circumstances of the student.

3.4.3 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 Finance department as advised by the respective Head of Sector. Such a refund will be subject to an administration fee of 25% (minimum £30).

3.4.4 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

3.4.5 Where a student is required to provide proof of benefit for a part-time National Fee Waiver, this evidence must be provided no later than2 weeks prior to the commencement of the course, otherwise a fee waiver will not be granted, and the full course fee 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 Resources Committee is responsible for setting the Fee Policy.

4.2 The Executive 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 Financial Controller 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 The Education (Fees and Awards) (Scotland) Regulations 2007

5.2 SFC Circular SFC/14/2007

5.3 National Fee Waiver Grant Policy

5.4 Nationality, Immigration and Asylum Act 2002

5.5 Immigration Act 2014

5.6 Nationality and Borders Act 2022

5.7 Border Security, Asylum and Immigration Act 2025

6.0 Review

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

Status:	Approved by Finance & Resources Committee 12/3/2026
Policy Dated:	12 March 2026
Author:	Vice Principal – Finance and Corporate Services
Review Date:	February 2029
Equality Impact Assessed:	Completed