

POLICY: HE FEES POLICY

Approval required by:	SMT	Y	Governing Body	Y
SMT Lead:	VP Curriculum			
Responsible Manager:	Director of Quality (HE)			
Date approved:	September 2018 (SMT)			
Date to be reviewed:	February 2019 (SMT)		March 2019 (Board)	

Relevant to: **Students**

Relevant to: Higher Education

Accessible to	Students	Y	Staff	Y
Friendly version	Students	Y	Staff	Y

EQIA required **N**

Significant changes to policy

Removal of Refund section

Impact of changes

The Refund section has been modified to work in conjunction with the new **Higher Education Refund and Compensation (Non-Continuation) Policy** required for registration with the Office for Students.

SCOPE AND PURPOSE

To define the college policy for home students (as defined by *Statutory Instrument 2007 Number 779, Education England, The (Fees and Awards) (England) Regulation 2007*) around tuition fees for prescribed Higher Education courses in the 2018/19 academic year.

A prescribed Higher Education course is defined as a Higher National Certificate, Higher National Diploma, Foundation Degree, Degree, Professional Graduate/Post graduation Certificate in Education or a Certificate in Education.

GENERAL PRINCIPLES

All students that follow a prescribed Higher Education course will pay a fee. Home students following a prescribed Higher Education course can access loans secured through the Student Loans Company to support the payment of fees.

Students can pay fees that are a combination of individual/employer contribution and a loan. Students should identify whether fees are funded through loan, self-funded or sponsorship at enrolment at the beginning of each year. This information is also requested at interview stage and recorded on the interview decision form.

Fee Structure for 'Home' Students

The fee for full time Higher Nationals, Foundation Degrees and other undergraduate programmes validated by partner universities is **£5,995** for each year of study.

The fee for part time programmes is calculated and agreed on a course by course basis and will be a prorata figure based on the duration and number of credits studies per year compared to the equivalent full time programme. Please refer to the advertised fee for each programme.

Payment

The learner is ultimately responsible for the fee being paid.

Where the fee has been identified as being student self-funded, the individual student will be invoiced.

Home students who are identified as self-funded will have to option to pay their fees in full, or in instalments; a third on entry to the course, followed by four equal instalments payable by direct debit.

Where students have obtained a student loan for their fees the college will receive payments in in three parts:

- 25% of the fee will be received following attendance confirmation at the start of the programme.
- 25% of the fee will be collected in semester 2.
- 50% of the fee will be collected in semester 3.

When SLC issues are not resolved the student will be invoiced.

Where the fee has been identified as being paid by sponsorship, the sponsor will be invoiced if written agreement is provided prior to enrolment.

Invoices will be sent preferably in advance of the first day of each academic year. It is anticipated that the fee will be paid within 30 days.

Within 14 days of receipt of an invoice a student should contact the College if they are unable to pay. Over the 30 day period from invoice despatch the college will work with students to resolve any issues. If at the end of this period the situation remains unresolved the College reserves the right to withdraw the student from the programme.

Non-payment of Fees

The College may suspend continued study and/or prevent future enrolment on additional courses if any fees are outstanding. If students fail to arrange payment of tuition fees, Barnsley College

will take action to suspend student accounts (including access/IT/Library Services) and ultimately students may be withdrawn from the course.
Students will not be able to attend graduation if they have course fees outstanding.

Refunds

Where the College is unable to commence or continue to deliver a particular programme of study, any refunds for fees already made by a student or employer will be addressed in accordance with the Higher Education Refund and Compensation Policy. Where a student leaves a continuing programme of study and the student or employer has made a contribution to the fees, the refund of fees will only be approved in exceptional circumstances.

Re-registration Fees

Students who fail one or more modules may be able to retake them the following year, subject to Course Assessment Board decisions and validating institution regulations. The resit fee will be charged based on a pro-rata basis depending on the number of credits required and the number of credits involved within the academic year for the qualification.

FINANCIAL IMPLICATIONS

The College collects over £3 million of income from Higher Education fees.

POLICY IMPLICATIONS

In order to protect college assets there needs to be a robust and fair fees policy.

IMPACT ON STUDENTS

The College has retained a low annual fee for Higher Education. This is to provide value for money to students.

KEY RISKS

Growth in HE is a key college priority. The fees policy provide a sound financial basis for planned growth.

CONCLUSION/RECOMMENDATION

The Committee approves this policy.

LOCATION AND ACCESS TO THIS POLICY

This policy is available on the College's intranet and [website](#).