

## FEE POLICY 2018-19

### Summary of Policy:

- This report sets out academic year 18-19 fee policy for students, including arrangements for discounts and refunds. An appendix is included with more detailed notes for students.

Date of Creation:	February 2018
Date of last update Next Update due:	22 <sup>nd</sup> February 2018 March 2019
Policy Originator/Contact:	Director of Finance & Corporate Operations
Line Management Responsibility:	Director of Finance & Corporate Operations
Approved by:	Executive Leadership Group and Governors - February 2018

## **Barnet & Southgate College**

### **2018-19 Fee Policy**

#### **16-18 learners**

Learners aged 16-18 cannot be charged any tuition, examination, administration, registration or any other fee that is a condition of the learner achieving their qualification.

In 2018/19, there are no particular external changes that would impact on the College's fee policy.

Consequently it is proposed that the policy remains as follows:

- Learners aged 18 who are registered on a 2 year programme at the start will attract full funding from the EFA for the entire programme. These learners will not be required to pay any fees.
- To avoid being required to pay fees, learners aged 18 who are registered on a two year level 3 study programme must be enrolled to a single two-year course. If this does not apply and the programme is made up of a 1 year qualification with a follow on qualification in year 2, the learner will be required to take out an advanced learning loan or pay an equivalent fee to cover the costs of their education.

#### **19+ Learners**

Students aged 19+ are funded depending on their prior attainment and the level of course on which they are enrolled. Learners are entitled to study up to a first full level 2 and first full level 3 from a prescribed list of qualifications. After this learners are required to contribute to their training. At level 2 this is in the form of fees whereas at level 3 this is generally in the form of loans for those who are eligible, or in rare cases, fees.

Learners are categorised as

##### **Fully Funded**

Learners with certain eligibility criteria are not required to pay any fees and the costs of their education is met in full by the SFA

##### **Loan Funded**

Learners, generally at level 3 or above, are required to take out a loan to cover the full costs of their education or pay the equivalent fee. The College is free to set its own fee, but the loan element may not exceed that published by the SFA. It is proposed that the College continues to set the fee at the maximum loan amount, thus maximising income with no additional cost to the learner. This is in keeping with the majority of colleges.

## Co Funded

Learners who are not fully funded or eligible for loan funding are required to contribute to their education. The government assumption is that learners will contribute 50% of the un-weighted rate for each qualification.

It is proposed that the fees for 18/19 continue to be set at values consistent with the matrix funding. (For large qualifications the fee may be split across two years and may be different in the second year).

The table below shows typical qualifications and the fee rates

	<b>Un-weighted rate</b>	<b>Expected Contribution</b>	<b>Proposed Fee</b>	<b>Year 1 Fee</b>
AS level	£724	£362	£362	
Certificate (25 to 36)	£1,265	£632.50	£632.50	
2 yr A level or Eq	£1,987	£993.50	£993.50	£495
First Dip/Sub Dip	£2,573	£1,286.50	£1,286.50	
90 Credit Dip	£4,170	£2,085.00	£2,085	
Extended Dip	£6,602	£3,301.00	£3,301	£1,500

## Full Cost

Full cost fees will be determined by curriculum areas in line with market conditions and will be set at individual course level achieving a minimum course contribution of 50%.

## Exam Fees and Resit Fees

In keeping with previous years, it is proposed that all awarding body and examination fees are included in the funding or tuition fee charged by the college.

Where learners request to be entered for a resit examination the learner will be liable for the cost of the resit entry and any additional administration costs (excluding English and Maths).

Where learners request a re-mark the learner will be liable for the cost of the re-mark and any additional administration costs (excluding English and Maths).

Where learners request a replacement certificate the learner will be liable for the cost of replacement and any additional administration costs.

## HE and Foundation Degrees

In view of the potential growth in this area it is proposed that HE fees will be competitive. It is proposed that the HE Manager in conjunction with Deputy Directors and curriculum managers will set fees at course level. In most cases this will be in accordance with the maximum permissible under the Access agreement, i.e. £6,250 (17/18: £6,000).

## **International Fees**

Overseas learners are those without 'domicile' status in the European Economic Area and who thus cannot be claimed for against the ESFA funding. An analysis of current overseas rates across London colleges was undertaken last year and it is proposed to keep rates at the average for this group:

A levels/Level 3	£6,600
Foundation Degree	£6,800
Degree Top-Up	£6,900

## **Instalment Plan**

The College has been using Oriol Collections' FlexEd product which offers a flexible payment option of 9 monthly payments. This has proved popular with students and we will continue to offer instalments, either via FlexEd or directly, to both funded and full cost learners in 18/19.

## **Discounts**

Discounts for early payment will not be applied to all courses however discounts may be introduced for specific courses and marketing campaigns.

## **Outstanding fees and refunds**

We will continue to collect outstanding fees from students who withdraw from any course and refunds will only be available if the College cancels a course. Fees will only be refunded in exceptional circumstances and will be considered on a case by case basis.

Students are required to pay fees, agree an approved instalment plan or provide evidence of a completed loan application or employer sponsorship prior to enrolment. Eligible students can apply for a portion of their fees to be paid by the LSF on a first come first served basis. Where circumstances change such that fees remain outstanding, the College will, with notice, withdraw access to facilities and will refer debts to a collection agency which may incur additional costs. This will be undertaken in a timely manner to ensure that all learners are fully engaged with their courses and the College receives the full income it is due.

Where learners enrol and pay fees on-line the college must abide by the distance selling regulations. This entitles learners to a full refund if the request is made within 14 days. Notices to this effect are placed on the College website and made clear to enrolling learners as part of the online payment process.

## Appendix to Fees Policy: Procedure Note (2018/19)

Whilst we recognise that the majority of students pay their fees promptly and in full, from time to time we do have issues with non-payment. This document details financial procedures that students are expected to comply with, the consequences of non-compliance and some signposts to advice. These procedures are applicable to all students, with additional procedures for international students and those not carrying a British passport detailed on page 5.

Other relevant documents are:

- [Fees Policy](#)
- [Learner Support Policy](#)

A copy of these policies can be found at: <http://www.barnetsouthgate.ac.uk/the-college/college-policies>

**When to pay tuition fees:** Fees should be paid at the start of the course. However for certain students who are establishing loans or payments plans the process may take a little longer.

Therefore the absolute payment deadline dates for 2018/19 are:

For autumn term starts the 14 day cut off is:

- FE students: 17<sup>th</sup> September 2018
- HE students: 22<sup>nd</sup> October 2018 For

spring term starts the 14 day cut off is:

- FE students: 21<sup>st</sup> January 2019
- HE students: 18<sup>th</sup> February 2019

Therefore any sponsorship or instalment plans need to be approved or active by these dates to avoid a late payment charge or debt collection referral.

- **Tuition fee charges:** The amount that a student pays in respect of tuition fees is dependent on the course they wish to study and whether they wish to study on a part time or full time basis.
- **Barnet and Southgate College reserves the right to reassess** any student's tuition fee liability should new information come to light that may affect the original assessment. If a student changes programme or modules during the course of the year tuition fee charge may also change as a result.
- **Once enrolled** the student is responsible for the payment of tuition fees and any other associated charges, including any amounts due from third parties which are not paid. Failure to settle fees on time will mean that Barnet and Southgate College will withdraw access to learning facilities and this may ultimately lead to deregistration from the College.
- **Where students are unable to make payment** by the relevant deadline as detailed above they will be denied entry to College premises.
- **The student is responsible** for ensuring that their application for financing from Student Finance England (SFE) is made before the start of the academic year and will remain liable for the cost of that course, to the extent it is not covered by SLC loan payments. Applications for HE loans can be made on- line at <https://www.gov.uk/apply-for-student-finance> whilst applications for the Advanced Learner Loan can be made at <https://www.gov.uk/advanced-learner-loan>
- **Any requests for further documentation** and/or information must be complied with as soon as possible.
- **If a student is not in attendance** at relevant confirmation of attendance dates they will not be eligible for government funding and so become personally responsible for any remaining fees due.
- **If an employer or organisation are paying student tuition fees** the student will need to provide evidence of this in writing in line with the payment deadlines above. A purchase order (as provided by the Sponsor) containing the student's details including student ID and the value of the sponsors' contribution should be emailed to [coursefees@barnetsouthgate.ac.uk](mailto:coursefees@barnetsouthgate.ac.uk) . The College reserves the right to reject sponsorship purchase orders or letters if they are not original documents, do not contain the correct information, or if they are found not to be issued by a recognisable third party organisation. All invoices issued by Barnet and Southgate College must be settled in full within 30 days. If invoices are not paid in accordance with these terms the debt will revert to the student.
- **If fees are being paid by a relative or friend** this is not considered as a formal sponsorship by the College. In this instance the student will be regarded as self- financing.
- **Deregistration for non-payment of tuition fees:** students who fail to pay their tuition fees, fail to provide confirmation of sponsorship or have not established a payment plan by instalment will be de-registered at the end of learning week four. *The option to pay by instalments (available at the start of the academic year) will no longer be available.* Any student who has been deregistered will be required to pay the annual tuition fee in full plus a late payment charge in order to be re-instated.

- **Debt policy and procedures:** We aim to ensure that all students are treated fairly and equitably. Failure to pay tuition fees on time means enrolment may be revoked. If a student is unable to pay any fees or charges by the appropriate due date, they should contact the College at the earliest opportunity, as we may be able to help. The College will be sympathetic and assist where it can, however the quality of teaching is dependent upon funding and so it must act to recover all outstanding debts.
- **Late payment charges:** students who fail to pay their tuition fees or provide confirmation of sponsorship on or before payment deadlines will be subject to a £30.00 late payment charge.
- **Returning students with debt:** Students with outstanding Tuition Fee debts from a previous academic year or who have been referred to a debt collection agency will not be permitted to re-enrol. All debts must be paid in full before an individual can return to undertake another year of study.
- **External debt collection agencies:** The College reserves the right to refer debt in respect of any ex-student to an external debt collection for recovery.
- **Withdrawal:** Tuition fee charges are determined on the basis of enrolment status and not actual attendance. This means that if a student stops attending, but does not have an authorised break in study, they will be liable for tuition fees. If a student decides to withdraw from a course they must notify the Admissions Team in writing of their decision.
- **Once a student has completed 2 weeks of their course** they remain liable for the full cost of the course even if they withdraw from the course on day 15. We therefore encourage all students to remain on course and discuss any difficulties with their tutor.
- **Students who benefit from tuition fee loans** should particularly note that a mid-year withdrawal will in most cases leave them liable to significant fees for the remainder of the course as their non-attendance will not be funded by the loans company. Again, in most cases the best advice is to remain on course and complete the year.
- **Verbal recommendations and comments** by staff cannot be relied upon in relation to course fees. The student will remain fully liable for the course fee unless advised otherwise in writing by the College. The fee policy clearly states that the College will only refund or reduce fees in circumstances where it has caused a change in arrangements (e.g. changing the course, or start date) or as a result of a settled dispute. If in any doubt, please contact Customer Services before making the decision to withdraw from your course, as the College maybe able to sign post support in order to enable you to complete your course.
- **Refunds:** The College will continue to collect outstanding fees from students who withdraw from any course and refunds will only be available if the College cancels a course. Fees will only be refunded in exceptional circumstances and will be considered on a case by case basis. Please refer to the Colleges Fee Policy for further information.
- **If a student is asked to leave** by the College due to poor behaviour or none adherence to the student code of conduct, the student remains liable for any outstanding fees.
- **Student Loans Company payments:** Where fees have been paid by the Student Loan Company for HE, any refunds due will be paid to the Student Loans Company thereby reducing the value of the loan. When the student has confirmed liability with the College they should log in to Student Finance England account and reduce, if applicable, the tuition fee loan.

- **Anti-money laundering regulations:** The College will not accept any payment from persons or organisations unless they relate to a valid charge, levied or impending. This is to comply with UK Money Laundering regulations. Any suspicious payments and or refund requests may be reported to the appropriate regulating body.
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## **Paying by Instalment**

**Instalments:** If you are unable to pay the full tuition fee at the start of the year, then the following instalment plans are available to you in academic year 2018/19

Students Start Term: Autumn:

- 1st Instalment 50% at point of enrolment
- 2nd Instalment 25% at end of October
- 3rd Instalment 25% at end of November

Students Start Term: Spring:

- 1st Instalment 50% at point of enrolment
- 2nd Instalment 25% at end of February
- 3rd Instalment 25% at end of March

Termly Courses:

- 1st Instalment 50% at point of enrolment
- 2nd Instalment 50% at end of October, February or April

Courses of less than 12 weeks in length and/or where the course fee is £250 or less will not be eligible for instalments.

Instalment plans will not be available to students who are eligible for a tuition fee loan through Student Finance England.

**Telephone payments:** If you are unable to pay online you can pay by telephone by emailing your request to pay by phone to: [coursefees@barnetsouthgate.ac.uk](mailto:coursefees@barnetsouthgate.ac.uk). An Advisor will call you back within 3 working days.

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## Student Financial Procedures; For international students and those students not carrying a British passport

Tuition fees for all students are payable by the first week of term.

**NON-REFUNDABLE DEPOSITS** International students (students who do not hold a British Passport and NI number) are required to pay a non-refundable deposit to secure a place at the College of 10%. The value of the deposit is deducted from the tuition fee due, upon enrolment. The minimum deposit payment will only be refunded if it is proven the College is at fault. Therefore students should be sure about their enrolment.

In no other circumstances will the deposit be refunded. Students should therefore only pay a deposit if certain they are able to take up their place at Barnet and Southgate College. The instances listed above are deemed null and void if the applicant/student, or any Representatives acting on their behalf, are found to have provided fraudulent information, whether knowingly or unknowingly, in support of the College or UK Visa application, or if the student visa is refused based on a previous record of fraud or non-compliance with Immigration rules, whether in the UK or overseas. In such circumstances any offer from the College will be invalidated and the deposit payment retained. The College will also notify the UK Visas and immigration as appropriate.

Students who are paying their fees themselves will need to ensure that funds are transferred to Barnet and Southgate College as soon as possible and by the deadline provided above. Students should speak to Customer Services if they have trouble raising the necessary funds to discuss potential options.

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### Additional Information

The Customer Service Team will be able to sign post students to sources of funding available. If financial circumstances change after a student starts their course then contact should be made with the Admissions Team at the earliest opportunity to discuss options available for the remaining payments due. To find out more about student fees you can contact the Admissions Team:

- In person with the Customer Services Team at each main campus, Monday to Friday between 9.30am and 4.30pm.
- by email at [coursefees@barnetsouthgate.ac.uk](mailto:coursefees@barnetsouthgate.ac.uk)

**Grants and Bursaries:** The College offers financial support in the form of grants and bursaries.

Details of these can be found on the Financial Support area of the website:

<http://www.barnetsouthgate.ac.uk/apply-and-enrol/financial-information-and-support>