



Student Fee Charging Policy

Student Charging Policy 2018-19

Introduction and Policy Statement

The College will charge fees in accordance with this policy, which has been approved by the Finance, Estates & Marketing Committee of the Governing Body. The policy is reviewed on an annual basis to take account of changes in further/higher education funding mechanisms. On occasion, it may be necessary to revise this fees policy at times other than annual review dates, such revision to be undertaken by the Principal in consultation with appropriate members of College staff and approved by the governors prior to implementation.

ID Badges

All students will be provided with an ID badge but a charge of £5.00 will be levied for replacement badges. Students are required to wear ID badges at all times. ID badges are required for identification verification purposes in all College examinations. Students will not be permitted to sit an examination or obtain examination results without having their ID badge.

What you will receive free of charge:

- Exam fees for first entry
- Learning support assessments
- Access to the internet and email
- Classroom handouts
- Careers interviews with a Careers Adviser
- All students receive £5 print credit at the start of the academic year
- All students studying BTEC Entry, BTEC Level 1 and BTEC Level 2 and BTEC Level 3 courses receive another £5 print credit during the year (print charges are 3p per mono and 18p per colour A4 print)

Fees

1 Tuition Fees

All students except full-time home/EU students with residency status aged 16–18 and those falling into exempt categories outlined in Education and Skills Funding Agency legislation (available via Department for Education website), will be liable for tuition fees.

- Students living in the EU aged 19 and over on 31 August 2018. These students will be liable to pay the College for each year of study. In 2018/19 this rate is £4,000. Part time study programmes will be charged on a pro rata basis.
- Overseas students whose fees are payable termly in advance in 3 equal instalments.
- Any student who has arranged with the Finance Office to pay fees in instalments.

Fees should be paid one calendar month prior to the course start date excepting the above.

2 Tuition Fee Exemptions

Fees will be waived for designated students as described in the DfE guidance

Evidence of the exemption is needed before the fees can be waived.

In exceptional circumstances the College may waive fees. Anyone wishing to apply for such a fee waiver should contact the Vice Principal(Strategy and Resources).

3 Examination/Certification fees

Students aged 16 – 18 at the start of the course are exempt from such fees for their first attempt only. Fees for retakes for examinations/course elements previously failed at the College will be the responsibility of the student.

For learners aged 19+ the certification fees and examination fees for first attempt only are included within tuition fees charged, unless otherwise stated.

The College has the right to charge for examination entries and/or resits as follows: -

- a) Where the required attendance or completion of work has not been completed
- b) Where the learner fails without good reason to sit the examination for which the College has paid. This includes those students who leave the College midway through their course.
- c) Where learners are retaking an examination resulting from an earlier examination failure
- d) Where learners are retaking an examination with the aim of achieving marginal improvement in grades

4 Educational Trips and Visits

Educational activities, such as trips and visits offered as part of an agreed programme of study for 16 to 18 year olds are available to all students. The College will charge for travel, board and lodging and other additional costs, including any tuition costs associated with field trips and similar activities, which form part of the requirement of the course/syllabus.

If an activity cannot be funded without financial contribution this will be made clear in the initial letter to the student and/or parent, detailing the proposed activity. Financial assistance is available in certain circumstances to ensure that all students can participate.

The College retains the right to charge for optional activities, which fall wholly, or mainly outside the agreed programme of study for 16 to 18 year olds. The cost of these activities will be made clear to the student and/or their parents.

5 Work Placements

For those students who are required to attend a work placement, as part of their College course, a payment of £56.60 will be required towards the cost of obtaining a Disclosure and Barring Service DBS check.

6 Books & Equipment

Students will be required to purchase text books for their own personal use. Students will have the option to purchase text books through the College in order to benefit from our mass purchasing capability. Classroom textbooks may be loaned without charge. This is at

the discretion of the Head of Department. Students studying Art will be required to buy some materials for their course, which will be stored in the department.

7 Refunds

A minimum number of student enrolments will be necessary for all courses to proceed. If there are insufficient enrolments it will be necessary to cancel the course prior to the first session with a full refund of fees or to offer students an alternative course.

If a student withdraws from a course after it has commenced, fees will not normally be refunded.

8 Charges not defined as fees

- The College may request payment towards the cost of damage to College property, for example, broken windows, defaced/damaged text/library books.
- Charges may be made for photocopying. A copy of these charges is included is published annually.
- Charges may be levied for other items and students will be notified as and when necessary.

9 Late or non-payment of fees

A surcharge of 5% per calendar month or part thereof may be added to bills not paid by the due date (see 1 above). Students who are not able to pay their fees by the due date must inform the College at the earliest opportunity. Every effort will be made by the college to help the student.

10 Overseas Students

Applications from students who have **not** been ordinarily resident in the UK for the three years prior to the start of their programme will be classified as overseas applicants. Those 16-18 year old applicants who have been ordinarily resident in the European Economic Area (EEA) for the three years prior to the start of their programme should be eligible for funding by the Education Funding Agency and, in such cases would, therefore be considered within the application process above.

The College does not hold a licence to issue Confirmation of Acceptance of Studies (CAS) statements required by applicants from outside the EEA to obtain UK Home Office Tier 4 immigration permission. Therefore, the College cannot accept applications from countries outside the EEA.

11 Bursary Fund

All students may be entitled to an award from the 16-18 Bursary Fund and or help from the College Welfare Fund. The College publishes details about eligibility criteria and how to apply before the start of each academic year. The College makes awards from the 16-18 Bursary Fund to all those students fulfilling the eligibility criteria this maybe either in kind or in cash the priority being to help support students in continuing to access their studies. The College also has a Welfare Fund which will usually be used to help in providing equipment, contributing towards the cost of College trips and other cases of financial hardship.

12 Non-ESFA Funded Courses

The college may run courses on a commercial basis and in such cases the fees will be based upon full cost recovery.

13 Publication of the College Charging Policy

An up to date copy of the Charging Policy is available on the College website, www.carmel.ac.uk.

14 Transport

The College runs transport for students residing in the Warrington and Widnes areas. The College will endeavour to keep the cost of the transport at a reasonable level, by subsidising each bus from College funds.

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