

Weston College Corporation

Further and Higher Education Fees Policy 2018/19 ACADEMIC YEAR

This Fees Policy is divided into three sections covering Further Education (FE), Apprenticeships and Higher Education (HE) respectively.

The Fees Policy 2018/2019:

- Is informed by consultation with the Education and Skills Funding Agency (ESFA) & the Higher Education Funding Council for England (HEFCE) and approved by the Corporation Finance Committee
- Should be read in conjunction with the latest version of the ESFA Common Funding Rules 2018/2019 and associated documents and Education and Skills Funding Agency Funding Guidance for Young People 2018/2019
- Is subject to amendment, in year, due to possible changes in national funding policy; these will be authorised and endorsed by the Principal and notified to the Corporation Finance Committee for verification
- Will, if necessary, be interpreted by the Principal with any outcomes being retained for audit record purposes

Section 1: FURTHER EDUCATION

For the 2018 academic year students pursuing further education with Weston College will be one of the following:

1. Fully Funded
 - a. 16 – 19 year olds (at 31 August 2018)
 - b. 19+ year olds (on the first day of learning), unemployed, in receipt of and providing current proof of:
 - i. Job Seekers Allowance (JSA)
 - ii. Employment Support Allowance (ESA) – Work Related Activity Group (WRAG)
 - iii. Universal Credit and earn less than 16 times the national minimum wage per week or £330 per month
 - iv. Incapacity Benefit (during the transition period to ESA)
 - c. English and Maths course will be fully funded where students do not already hold an A*-C grade (Grade 4 or above)
 - d. Students identified as Fully funded in Appendix 1 where none of the above apply
2. Co-funded
 - a. Students identified as Co-funded in Appendix 1
3. Not-funded
 - a. All students aged under 16 (at 31 August 2018), elected home educated learners may be eligible for funding
 - b. All overseas students (i.e. student not meeting Home or EU settled status)
 - c. All students aged 19 and over who are not eligible for fully funded or co-funded status
 - d. All students aged 24 or over undertaking L3 – L6 Certificate or Diploma FE courses.
 - e. All students aged 19-23 who have previously gained a full L3 or above, undertaking L3 – L6 Certificate or Diploma FE courses.
 - f. All HE students

A. Fees

	Fully Funded	Co-funded	Not funded
Tuition Fees	No	Yes ^Ω	Yes
Examination Fees	No	Yes	Yes
Personal Kit / Uniform retained after course	Yes	Yes	Yes
Professional Memberships	Yes	Yes	Yes
Student Union Fee	No	No	No

^Ω currently 50% of the full rate

- Weston College may introduce special schemes to support full time students who are in one of the ESFA identified Disadvantage Uplift categories
- Weston College establishment staff who opt to undertake a ESFA funded course will receive a 50% reduction on the tuition fee element of the course fee
- Forward Futures and other agency staff who opt to undertake a LARS listed course DO NOT automatically receive a reduction on the tuition fee element of the course fee, such a discount would be given at the discretion of the Principal
- Students repeating a course, for which they have already had exam fees paid by Weston College are required to pay full examination / module fees for their second or further attempts at these exams / modules
- Students enrolled at Weston College or who were enrolled in the previous academic year wishing to take examinations in subjects for courses they are not enrolled for will pay an External Entry Fee of £50 per subject in addition to the Examination Board / Module Fees
- Persons wishing to use Weston College as an Examination Centre (not enrolled in the current or previous year) will pay an External Entry Fee of £130 per subject and Examination Board / Module fees. Such students may also incur invigilation and room hire costs if the exam cannot be scheduled to coincide with existing college exams. It should be noted that it may not always be possible to meet all requests to be used as an Examination Centre.
- Students enrolled with the University of London will be charged at the rate of £60 per examination, if they are wanting a separate room an additional charge of £40 per hour will be made
- **Advanced Learner Loans**
 - Students aged 24 years and over, on the first day of learning, undertaking L3- L6 Certificate or Diploma FE courses will need to pay full fees, these can either be paid in full or funded through an Advanced Learner Loan
 - Students aged 19-23 who have previously gained a full L3 or above, undertaking L3- L6 Certificate or Diploma FE courses will need to pay full fees.
 - Students opting to take out an Advanced Learner Loan to pay for their course will be allowed to enrol prior to confirmation, from the Student Loans Company, of a fully approved loan but will be personally invoiced for the full amount of the fees until such time as they provide a copy of the SLC approval letter to the college

B. Payments

- Fees are payable at the time of enrolment
- **Debtors** – Students or sponsors with outstanding debts to the college will not be eligible to enrol until that debt has been cleared, certification will also be withheld until debts are cleared.

- Recurring payment plans via the processes used by the college at any given time are available to Home and EU students or their employers.
 - Paying their own fees and
 - Whose Tuition fee is greater than £120 and
 - Whose course lasts longer than 6 months

Recurring Payment plans requires that:

- 25% of tuition fees and all Examination Fee are paid at enrolment
- the remaining tuition fees are paid in equal instalments **as determined by the college**
- **Sponsorship** – Sponsors must provide a letter of authorisation of payment with valid purchase order where applicable.

C. Refunds

- Refunds are made to the original payee if
 - Weston College withdraws a course - full refund
 - The student changes their minds and notifies the college in writing at least one month before the start of the course – fee paid less 10% or £25 whichever is the greater
 - The student, through exceptional circumstances is unable to complete their course (ill health supported by GP letter, relocation out of area) – pro rata refund to maximum of 50% of tuition fees, examination and resource fees will not be refunded
- Students who are paying for a Level 3 or Level 4 certificate or diploma course via an Advanced Learner Loan or a combination of personal finance and an Advanced Learner Loan will not receive any refund if they withdraw from their course

D. Credit Notes

- Students wishing to withdraw from a course may be eligible for a pro-rata credit note for tuition fee elements of their course fees provided that they notify the college in writing and return their original enrolment form. This will not apply to students undertaking a level 3 or level 4 course who have funded it via an Advanced Learner Loan or a combination of personal finance and an Advanced Learner Loan
- Credit notes are valid for one calendar year and may be used by the named person only
- Once the credit note value is determined a £25 administration fee will be deducted

	Credit note value before £25 admin fee	
Point of withdrawal	30+ week course	Less than 30 week course
1 st third of course	50%	50%
2 nd third of course	25%	None
Last third of course	None	None

SECTION 2: HIGHER EDUCATION

For the 2018 academic year students pursuing higher education with University Centre Weston will be one of the following:

- a. Franchised student with one of our higher education partners (Bath Spa University or University of West of England).
- b. University Centre Weston student (validated by a Higher Education partner and Pearson)
- c. Higher/Degree Apprenticeship.

Franchised students are subject to the finance regulations of the partner university and will pay fees directly to them (with the exception of part-time Bath Spa University courses who will also pay their tuition fees to UCW).

UCW students are subject to the following financial regulations:

Fees

- Tuition fees of £7950pa are payable by all new students on all full-time course with the exception of Health and Social Care Practice and Integrated Mental Health and Social Care which have fees of £6450pa.
- Returning students (including those topping-up to a BA/BSc seamlessly from a Foundation Degree) will continue to pay tuition fees of £7500. *(Students that have changed institution, taken a break that is longer than the summer holiday or changed mode of study are classed as new students and will be subject to the higher fees of £7950).*
- Tuition fees of £5300pa are payable by all new students on part-time Foundation Degree courses.
- Returning students on a part-time Foundation Degree course will continue to pay £5000pa. *(Students that have changed institution, taken a break that is longer than the summer holiday or changed mode of study are classed as new students and will be subject to the higher fees of £5300 pa).*
- Tuition fees of £3975pa are payable for new part-time Honours Top-up courses.
- Returning students will continue to pay £3750 pa for top-up part-time courses. *(Students that have changed institution, taken a break that is longer than the summer holiday or changed mode of study are classed as new students and will be subject to the higher fees of £3975 pa).*
- Tuition fees of £3,225pa are payable by all students on all part-time HNC/HND courses
- Tuition fees for Higher / Degree Apprenticeships are based on the appropriate banding as set out by the Department for Education / ESFA.

The tuition fees for Degree and Higher Apprentices will be agreed with the employer; and will usually be paid on a monthly basis throughout the duration of the course. Further information regarding the fees for Higher/Degree Apprenticeships will be given at the point of application in consultation with the relevant employer.

Payments

The majority of students will be able to access Tuition Fee Loans via the Student Loans Company (SLC) – the SLC letter must be provided at time of enrolment. If the SLC letter is not available at enrolment students will be invoiced – invoices will be cancelled as soon as the SLC letter is provided to UCW. It is the students' responsibility to present this letter to the Higher Education Academic Registry Team (HEART).

Sponsored/self-funding students may opt for one of the following for payment of fees:

- Full payment at enrolment
- Instalment plan – 3 payments
- Instalment plan – 6 payments
- To be invoiced – students can make payments against the invoice throughout the year. The invoice amount must be paid by the end of the academic year.

Sponsored students will need to bring in a letter or purchase order from their sponsor confirming that they are paying the fees in order to claim payment. If students do not have an authorising letter they (or the sponsor) will be subject to the instalment plans above.

Withdrawals

Students who leave during the academic year will be expected to pay the following tuition fees:

Withdrawal date:	Fee Liability
Less than 2 weeks after enrolment	10% of the full tuition fees
Before the end of the first term	25% of the full tuition fees
Before the end of the second term	50% of the full tuition fees
After the start of the last term	100% of the full tuition fees

If a student withdraws less than two weeks after enrolment then they may be subject to a one-off administration fee of £150.

Retake Costs

- Students who have been allowed to trail a module(s) into the following academic year, along with their other scheduled modules, will not be subject to any additional fee liability.
- Students who are retaking the year will be liable to a pro-rata fee based on the size of the module(s) being undertaken.
- Students who are having an additional attempt at a module but who will not be in attendance during the academic year (and those classed as 'exam only') will be subject to an administration fee of £150 per module.

Scholarships

UCW has a number of Scholarships that some students can apply for before the deadline of the 12th October 2018. Eligibility will be assessed on an individual basis and students need to meet certain eligibility criteria; such as level of attendance (above 80%) and paying tuition fees via the Student Loan Company; or through self-funding means. Students that are not paying their fees themselves (sponsored by an employer or a Higher/Degree Apprentice) are not eligible for a Scholarship with UCW.

Bursaries

Students paying their tuition fees to UCW directly may be eligible for a UCW Bursary. Students that are paying tuition of £7950 through a Tuition Fee Loan and have an annual household income of less than £25,000 will automatically be eligible and will then be assessed by the Student Loans Company. Twenty £1000 Bursaries are available (payable across two years) and eligibility will be assessed on an individual basis (attendance must be above 80%). Students will be contacted directly by the Student Loans Company should

Appendix 1

Course Type	Section A		Section B			Section C	
	19 – 23 Unemployed and receiving eligible benefits- see page 2	19 – 23 Other (not receiving benefits)	19 – 23 Prior attainment below L2	19 – 23 Prior attainment of Full L2	19 – 23 Prior attainment of Full L3	24+ Unemployed and receiving benefits	24+ Other (not receiving benefits)
English and Maths	Fully funded	Fully funded	Fully Funded	Fully Funded	Fully Funded	Fully funded	Fully funded
Entry Level	Fully funded	Co-Funded	Fully Funded	Refer to section A	Refer to section A	Fully Funded	Co Funded
Level 1	Fully funded	Co-Funded	Fully funded	Refer to section A	Refer to section A	Fully Funded	Co Funded
Full Level 2	Fully funded	Co-Funded	Fully Funded	Refer to section A	Refer to section A	Fully Funded	Co Funded
Full Level 3	Refer to section B	Refer to section B	Fully Funded	Fully Funded	LOAN	LOAN	LOAN
Full FE Level 4 or higher	Refer to section B	Refer to section B	Fully Funded	Fully Funded	LOAN	LOAN	LOAN
ESOL	Fully funded	Co-Funded	See section A	See Section A	See Section A	Fully Funded	Co Funded