

WORCESTER SIXTH FORM COLLEGE

FEES & CHARGING POLICY

AIM

To clarify the fees and charges payable to the College.

RESPONSIBILITY

It is the responsibility of the Principal to ensure that fees and charges for are fair and consistently applied in accordance with the policy.

Tuition Fees

Students: 16-18

No tuition fees are charged to students aged 16-18 in respect of courses for which funding is claimable from the ESFA (age 18 being defined as aged under 19 on 31st August prior to the start of their programme of study).

Full-time students are required to pursue a programme of study amounting to at least 540 guided learning hours – (National Funding Guidance).

Students Aged 19 or over

All students who are aged 19 or over are liable to pay fees, unless they were under 19 on 31st August prior to the start of their programme of study where they do not qualify for funding.

Students who are aged 19 or over who are returning to complete their studies in the 2020-21 academic year will be subject to the same charging regime as in previous academic years.

The College will not ordinarily enrol students aged 19 or over unless they are in their third year of study. In instances where the College has an obligation to enrol a student aged 19 or over and they do not qualify for funding, any fees will be based on the funding received for a 16-18 student on a full-time programme of study.

Any requests for refunds of fees should be referred to the Principal. Refunds will not be given in the event of students changing their minds about a course, unless they can demonstrate that course information was misleading. Students who withdraw from a course without evidence of compelling personal circumstances will be liable for the balance of any fees remaining for that academic year.

Students Not Eligible for ESFA Funding

Full-time students without a residency qualification (as defined by the DfE) are not eligible for ESFA funding and will be charged fees based on the average unit of funding available for a ESFA funded full-time student. The level of this fee will be recommended by the Principal and will be approved each year by the Senior Leadership Team. It should be noted that students from the European Economic Area are eligible for ESFA funding only if they are intending to complete the courses on which they enrol.

The fee for full-time students covers:

Study of up to three full blocks of subjects (where one block occupies four hours fifteen minutes on the timetable)

Tutorial and enrichment

Associated examination entry fees (subject to provisos in the College's Examination Policy about circumstances under which a student may not be entered for the examination)

It does not cover additional costs which might arise in the case of overseas students, such as student recruitment or transport costs. Further charges might be made to recoup these costs.

Students without a residential qualification who are studying in two or fewer blocks of the timetable will be charged a fee proportional to the full-time fee.

Additional fees will be charged for additional elements of a student's programme, including additional subjects and those activities which would generate additional support funding in the case of an ESFA funded student. In this event, the student, their parent or the institution which is paying their fee will be informed of the cost of this provision. No additional support will be provided until the fee payer has agreed to bear the cost of such additional support.

Students who are fully funded at other institutions, which have an agreement to buy into College courses, will not be charged directly. However, their institutions will be charged, as appropriate, the full-time fee or a proportion of the full-time fee.

Charging for Premises Hire and Lettings

Bookings for the hire of College premises will be managed by the Premises and Estates Manager and Finance will invoice as appropriate.

In the case of cash lettings, an official receipt should be issued and the cash passed immediately to Finance.

Charges for lettings should be reviewed annually by the Premises & Estates Manager and the Principal.

Individual letting charges of a non-standard nature may be determined by the Premises & Estates Manager.

Student ID Badges

It is College policy that students must carry their College ID badges at all times. Whilst a temporary day badge will be issued where this is forgotten, where the badge is lost or a student frequently forgets, a fee is chargeable for a replacement.

Other Fees and Charges

Certain other fees are chargeable, for example, trips and visits, books and materials to be retained by the student and will include some refundable deposits to cover loan of College resources.

MONITORING

This policy will be regularly reviewed by the Senior Leadership Team and shared annually with the Finance & Resources Committee for approval.

Ed Senior
April 2020

Item:	Charge:
<p>Tuition Fees:</p> <ul style="list-style-type: none"> • Under 19, U.K. resident • 16 -19 from overseas: <ul style="list-style-type: none"> ○ whose parents are the holders of British citizen passports ○ are dependents of teachers on exchange schemes ○ are EU nationals or have other rights of abode • overseas students • students from other colleges 	<ul style="list-style-type: none"> • No charge • No charge • No charge • No charge • Currently, we are not licensed to accept overseas students • Charge would be determined based upon funding received by 'home' college plus an admin fee and charge for learning support
<p>Premises Hire & Lettings:</p> <ul style="list-style-type: none"> • Hall • Netball court <p>Other spaces within College can be let on a needs basis and costs will be agreed.</p>	<ul style="list-style-type: none"> • £55 per hour • £12-15 per hour (depending on day/time)
<p>Replacement ID badge</p> <ul style="list-style-type: none"> • ID badge 	<ul style="list-style-type: none"> • £1.50