



FEE POLICY 2019/2020

Date Equality Impact Assessment Completed:	March 2019
Approved By:	Corporation
Date Approved:	March 2019
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Review Date:	March 2020

Published on:	Website (✓)	Intranet (✓)	Learner Portal (✓)

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COLEG GWENT

FEE POLICY 2019/2020

POLICY STATEMENT

To present a Fee Policy for 2019/20.

PURPOSE AND SCOPE

The Fee Policy provides a framework for setting the College's tuition fees for 2019/2020, and details the conditions under which tuition fees may be waived or abated. The Policy broadly covers all tuition fee income charged by the College including FE, HE, LEA, International and Commercial.

DETAIL OF POLICY

INTRODUCTION

- 1.1 Coleg Gwent annually charges fees for its programmes of study and these fees are liable to change year on year. Tuition Fees can be found at <http://www.coleggwent.ac.uk> and in the Part Time and HE Guides.
- 1.2 There are no tuition or registration fees payable for Home and EU learners following **full time** further education programmes at Coleg Gwent which are over **12** hours per week. There is an admin fee of £10 to pay per full-time learner, and there may be course related fees for materials, consumables, specialist clothing etc. The admin fee also applies to courses starting mid-year but may, with CMT approval, be waived in certain instances. The £10 admin fee does not apply to HE courses.
- 1.3 There are no tuition fees payable in respect of **funded part time** courses for home and EC learners that have finished their compulsory education and who are over 16 years but under 19 years of age on 1 September of the year of commencement of study. However, registration and examination fees are payable for part time courses regardless of age. There may also be course related fees for materials, specialist clothing and DBS checks etc
- 1.4 For non-funded part-time courses, the fee payable is determined by the age of the learner and whether the course is accredited. A learner aged 16-18 will not have to pay tuition fees for any accredited course but they are still eligible for any other course fees e.g. registration or exam fees. All fees are payable for any course which is not accredited regardless of the age of the learner.
- 1.5 Tuition fees for all Higher Education HNC/Foundation Degree /PGCE learners on franchised courses are charged in line with the College's contractual arrangements with the partner University. The College's Higher Education Tuition Fee schedule is available at www.coleggwent.ac.uk
- 1.6 Overseas learner tuition fees are available at www.coleggwent.ac.uk Learners who are unsure of their status should refer to guidance published by the Welsh Government on their website www.wales.gov.uk or contact the Business Partner for the course faculty of their choice (contact details are available at www.coleggwent.ac.uk)
- 1.7 The Part-time guide details charges for courses and operates alongside a number of other related College policies. These policies work together to provide a framework for the setting, payment and collection of tuition fees.
- 1.8 Unless Employer Sponsorship, or Student Finance Wales funding (HE students), is in place, learners retain ultimate liability for the payment of their fees, whether invoiced or not.
- 1.9 Any learner with outstanding debt may not be permitted to enrol at any College site, or progress within a programme of study, until all outstanding fees have been paid.

- 1.10 No fees will be charged for a full time Coleg Gwent FE learner attending a GCSE Maths or English course. For any other additional mainstream further education part-time course, whether or not the additional course is relevant to the full time course, fees will be charged (unless the part-time course forms part of the full-time Learning Area Program – LAP). Under 19s will not be charged tuition fees but will be charged any additional fees.
- 1.11 Information about additional costs can be found at www.coleggwent.ac.uk
- 1.12 Learners, depending on their circumstances and the course, may be entitled to a Fee Waiver. Further details on eligibility for Fee Waivers are available at www.coleggwent.ac.uk. Learners should be aware that Fee Waivers apply only against Tuition Fees. All other fees remain payable.
- 1.13 Fee waivers **DO NOT** apply to designated commercial courses or enhanced fee courses where the learner is over 19 years old.
- 1.14 Those learners who do not qualify for a Fee Waiver may still be entitled to access other means of Financial Support, details of which are available at www.coleggwent.ac.uk.
- 1.15 Fees are generally payable at the commencement of each year of study. Exceptions to this general rule are identified in the prospectus.

2. EXAMINATION FEES

- 2.1 Examination Fees for all full time learners 1st sitting are paid by the College
- 2.2 All full-time learners who wish to re-sit an exam must pay the relevant exam fee (unless there are extenuating circumstances which have been confirmed by the Head of School). Learners may also be recharged the examination fee if they fail to attend for no valid reason.
- 2.3 All part time learners (or their employer if sponsored) must pay the appropriate examination fee at enrolment.
- 2.4 Examination Fees are based on fees charged by awarding bodies and where applicable, are included within the fee that the learner is charged when enrolling onto the course.
- 2.5 External candidates sitting an examination at Coleg Gwent will be required to pay additional fees to cover costs, details of which are available at www.coleggwent.ac.uk.
- 2.6 All AS/A2 learners will have to pay for a resit if they wish to improve their grade
- 2.7 WBL learners are allowed one free resit per exam/module (in accordance with WBL funding arrangements).

3. REGISTRATION FEES

- 3.1 Registration Fees for all full time learners are paid by the College.
- 3.2 All part time learners (or their employer if sponsored) must pay the appropriate Registration fee.
- 3.3 Registration Fees are based on fees charged by awarding bodies and where applicable, are included within the fee that the learner is charged when enrolling onto the course.

4. PAYMENTS

- 4.1 Coleg Gwent collects tuition fees in accordance with its annual fee schedule and related policies. Tuition fees are due at the time of enrolment and the College accepts the range of payment methods outlined below:
- In person using a credit or debit card, cheque, bankers draft or cash

- By telephone by contacting either the appropriate campus or the College Central Finance department based at Pontypool Campus (contact details available at www.coleggwent.ac.uk)
- By post – Cheque or bankers draft (please write learner name, ID and course on the reverse of the cheque)
- Bank to bank transfer – quoting Learner ID as reference
- Direct Debit instalments are available for a minimum amount of £20 per instalment and a minimum number of 2 instalments. Further details are available at www.coleggwent.ac.uk. Any Direct Debit that defaults will automatically incur a £15 fee.
- The College Central Finance can also be contacted using the following e-mail address: salesledger@coleggwent.ac.uk.

4.2 The College does not accept American Express cards.

4.3 Where the employer is paying fees, learners must ensure that the College receives an **Employers Payment of Fees Form** otherwise the learner will be invoiced and will be liable for the total amount outstanding. A letter on Company headed paper, or an email from the employer is also acceptable authorisation

4.4 All HE learners in receipt of financial support must provide a copy of their financial notification letter headed up 'University or College Payment Advice' at the time of enrolment at Coleg Gwent, or as soon after as possible. This advice indicates the amount of tuition fee payable by Student Finance. It also includes the Student Support Number which is required to release the tuition fee payments and student grants. Any remaining fees need to be either paid in full or via instalments.

4.5 The College reserves the right to refuse or reject any financial transaction where the payment origin cannot be identified or confirmed.

5. NON-PAYMENT OF TUITION FEES

5.1 As per section 1.8, learners who default or miss agreed payments may be excluded from the College if satisfactory arrangements are not made with the Finance Department to resolve issues of non payment. Satisfactory arrangements are:

- Paid in full or
- Taken out agreed Direct Debit arrangements and maintained satisfactory repayment without default or
- Provided a signed Employers Payment of Fees Form (see Section 4.3)
- Where a sponsor fails to pay within 60 days of invoice date, liability reverts to the learner who will be invoiced for the outstanding debt
- Agreed a repayment plan with the Finance department
- Provided a copy of written confirmation of application to the Student Loans Company (SLC) for a tuition fee loan to cover the outstanding debt (HE Home and EU full-time learners only) within first term
- Provided proof of benefit concerning a potential fee waiver
- Provided evidence of receipt of a Career Development Loan

5.2 An additional charge of 10% of the outstanding balance (min £10) will be added if a learners account is passed to the college's external debt collectors (TNC Collections)

5.3 Any balance that remains unpaid after the account has been referred to TNC may result in legal action being taken against the learner. In this situation, the account will incur daily interest and administration charges and could lead to a CCJ being lodged against the learner.

5.4 Certain course fees covering specific 2 year courses are payable in full at enrolment and cover the full 2 year duration of the course. No fee refund will be payable if the learner does not commence the second year of such courses, unless any of the qualifying criteria set out in the 'Reassessment of Fees Policy' can be satisfied.

FEE APPEALS

6. REASSESSMENT OF FEES

6.1 Fees will only be refunded in the following circumstances:

FE learners paying their own fees:

- The College does not run, or closes a course, following commencement
- A learner withdraws from their course within 3 weeks of commencement of a standard length course. Where possible, learners who find themselves on an unsuitable programme of study will be offered a suitable alternative.
- Examination and registration fees will only be refunded where the College has not incurred the associated expenditure.
- Learners are unable to continue their course because of ill health. Applications for refunds must be supported by written confirmation from a doctor that prolonged ill health prevents the learner from continuing their course.
- Learners who have to leave their course due to the prolonged ill health of a member of their family, where they are the primary carer.

Sponsors paying learner fees:

- The College does not run, or closes a course, following commencement

HE learners who discontinue their studies (withdraw, suspend, and transfer) incur a fee liability as follows:

FT and PT HNC/HND and FD courses:

- Grace period up to 14 days from **official course start date** (as per university) – 0% tuition fee liability
- Any attendance after grace period to end of Term 1 – 25% full tuition fee liability
- Any attendance for Term 2 – 50% full tuition fee liability
- Any attendance for Term 3 – 100% full tuition fee liability

PT Professional and Finance Students (AAT):

- Grace period up to 14 days from **official course start date** - 0% tuition fee liability
- Any attendance after grace period but within 4 teaching weeks of course start date -25% full tuition fee liability
- Any attendance after 4 teaching weeks but within 8 teaching weeks of course start date -50% full tuition fee liability
- Any attendance after 8 teaching weeks of course start date -100% full tuition fee liability

In all other circumstances the learner is liable for the full course fee.