



FEE POLICY

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COLEG GWENT

FEE POLICY

POLICY STATEMENT

To present a Fee Policy for the college.

PURPOSE AND SCOPE

The Fee Policy provides a framework for setting the College's tuition fees, 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

1. 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, where applicable, can be found at <http://www.coleggwent.ac.uk> within the course leaflets.
- 1.2. All fees, unless otherwise stipulated, are for 1 year only and are payable as part of the application/enrolment process.
- 1.3 There are no tuition or registration fees payable for *home* learners following **full time** further education programmes at Coleg Gwent which are **12** hours and over per week. There will be no admin fee (normally £10) payable for 2022/23, though there may be course related fees chargeable for kit, materials, consumables, specialist clothing etc. Such course related fees may not always be payable directly to the college.
- 1.4 There are no **tuition** fees payable in respect of Welsh Government **funded part time** courses for home learners who have finished their compulsory education and are over 16 years but under 19 years of age on 31 August 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.

Learners over the age of 19 on 31 August of the year of commencement of study are liable for ALL fees for part time courses including tuition, registration, examinations and any other course related fees.

- 1.5 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.

- 1.6 Tuition fees for all Higher Education HNC/Foundation Degree/BA & BSC Top Up/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 <https://www.coleggwent.ac.uk/learning/higher-education/fees-and-financial-support>

1.7 For the purposes of this Policy a learner is only eligible for home fees if they meet the Welsh Government criteria of either being a UK or Republic of Ireland (ROI) citizen, or if not a UK/ROI citizen (then subject to certain criteria) may be eligible if the learner:

- Is an asylum seeker
- Is a refugee
- Has a work related visa
- Has settled status
- Has pre-settled status

The guidance and eligibility is complex and is updated periodically by Welsh Government. Any prospective learner who is not a UK/ROI citizen should contact the college's International Office to seek guidance on their eligibility and 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 on the relevant course information leaflet 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 on the relevant course information leaflet 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 The college aims to run all part-time courses as planned and advertised through our media platforms. Where there is a risk that any course may not run as a result of lack of demand or other extenuating circumstances, the college will give two weeks' notice of this prior to the advertised course commencement date.

2. EXAMINATION FEES

2.1 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.

2.2 Examination Fees for all full time learners 1st sitting are paid by the College.

2.3 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.

- 2.4 All part time learners (or their employer if sponsored) must pay the appropriate examination fee at point of booking onto the course.
- 2.5 External candidates sitting an examination at Coleg Gwent will need to obtain permission from the Head of Centre and be required to pay additional fees to cover costs. Fee will be advised following application.
- 2.6 At their own cost, all AS/A2 learners can pay for a resit if they wish to improve their grade. All resit requests must be approved and organised via the learner's Head of School.
- 2.7 Apprenticeship learners are allowed one free resit per exam/module (in accordance with Apprenticeship funding arrangements).

3. REGISTRATION FEES

- 3.1 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.
- 3.2 Registration Fees for all full time learners are paid by the College.
- 3.3 All part time learners (or their employer if sponsored) must pay the appropriate Registration fee at point of booking 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 booking/enrolment and the College accepts the range of payment methods outlined below:
 - Online using Debit/Credit card
 - By telephone to the College Finance department by calling 01495 333777, opt 1,5,1
 - In person using a credit or debit card, cheque at any college site
 - By post - Cheque (please write learner name, ID and course on the reverse of the cheque) to Central Finance, Coleg Gwent, The Rhadyr Usk, NP5 1XJ
 - Bank to bank transfer to Sort Code: 309249 Account Number: 00123505: - quoting Learner ID as reference
 - Direct Debit instalments are available. Further information can be obtained from the Central Finance team. Any Direct Debit that defaults will automatically incur a £15 fee.

The College Finance can be contacted using the following e-mail address: salesledger@coleggwent.ac.uk or by calling the number quoted above.

- 4.2 The College does not accept American Express cards.
- 4.3 Where the employer is paying fees, learners must ensure 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.

Learners enrolling as part of an Apprenticeship (other than where Coleg Gwent is the provider) should provide proof that their Training Provider has approved their enrolment and accepts responsibility for paying their fees.

- 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.
- 4.6 For Part Time Further Education courses, a booking is not converted to an Enrolment until payment has been made or a payment plan confirmed with Finance.
- 4.7 If payment is outstanding for 7 or more consecutive days from date of booking, the college reserves the right to automatically close the booking.
- 4.8 Where bookings are made within 3 days from course starting, on the day course is due to start or after course has already started and payment is not made at time of booking, the college reserves the right to automatically close the booking and learner may be refused access into the class.

5. NON-PAYMENT OF TUITION FEES

- 5.1 As per 4.7, For new course bookings, if payment is outstanding for 7 or more consecutive days from date of booking or a suitable payment plan has not been agreed with the Finance team, the college refuses the right to automatically close the request.
- 5.2 As per sections 1.9, 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 the 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 evidence of a Sponsor paying the fee via a signed Employers Payment of Fees Form (see Section 4.3). If 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 full or partial fee waiver
 - Provided evidence of receipt of a Career Development Loan
- 5.3 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).
- 5.4 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.
- 5.5 Certain course fees covering specific 2 years 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.

5.6 As per 4.7 if payment is outstanding for 7 or more consecutive days from date of booking, the college reserves the right to automatically close the booking.

6. FEE APPEALS REASSESSMENT OF FEES - FURTHER EDUCATION COURSES

6.1 Learners have the right to request a full refund of payments made up to 14 days from confirmation of **Booking** onto a course. Following this time period fees remain payable in full even if the learner chooses not to attend (or complete) the course.

6.2 Any learner booking onto a course which is due to start within 14 days of the booking date, waive their right to an automatic refund.

6.3 Outside of the timescales set out in 6.1, the college will only consider waiving or refunding all, or a portion of Part Time fees, under the following exceptional circumstances:

FE learners paying their own fees:

- The College does not run, or closes a course following commencement
- 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. Applications must be supported by written confirmation from a doctor or healthcare professional.
- Examination and registration fees will only be refunded where the college has not incurred the associated expenditure.

6.4 Any costs incurred by the Sponsors paying learner fees:

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

REASSESSMENT OF FEES - HIGHER EDUCATION COURSES (Level 4 and above)

6.5 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):

- As per FE guidance

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

COVID/EXTRAORDINARY CIRCUMSTANCES

The stipulations contained within the Fee Policy may be varied or waived for certain exceptional circumstances arising out of the ongoing impact of the Covid pandemic. Authority for varying any provision sits with senior management (Senior Leadership Team members).

No learner should suffer any financial detriment in terms of their course fees and charges, as a result of measures implemented by the College to mitigate the ongoing impact of the Covid pandemic.

The College reserves the right to switch learning platforms to online provision at any time to safeguard its learners or staff members.