



# FEE POLICY

## Fee Policy

<b>Equality Impact Assessment:</b>	
<b>Welsh language Impact Assessment:</b>	
<b>Approved by:</b>	The Corporation and in consultation with the Trade Unions
<b>Tier:</b>	1
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All of our policies and procedures are available in English and Welsh on the [staff intranet](#).

## 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 within the course leaflet found at <http://www.coleggwent.ac.uk>, are for 1 year only and are payable as part of the application/enrolment process.
- 1.3 There are no Tuition fees payable for *home* learners following a Further Education Full Time Learning Area Programme which is funded by the Welsh Government. There may be additional course related fees chargeable for kit, materials, consumables, specialist clothing etc. Such course related fees may not always be payable directly to the college. The details of the additional fees payable can be found at <http://www.coleggwent.ac.uk> within the course leaflets. For Examination cost guidance please refer to section 2 of this policy.

Learners enrolling onto a Part Time Maths or English GCSE alongside their Full-Time course will not be charged. All other Part Time courses will incur fees as 1.4 and 1.5

- 1.4 There are no **Tuition** fees payable in respect of a Further Education Part Time Course which is funded by the Welsh Government 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. **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. The details of these costs can be found at <http://www.coleggwent.ac.uk> within the course leaflets.

- 1.5 For Further Education Part Time Courses which are **not** funded by the Welsh Government, 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 fee.

A learner aged 16-18 will only have to pay Tuition fees if the course being studied does not fall within the overall scope in Wales for Welsh Government Part Time funding. Therefore:

- A learner aged 16-18 will **not** have to pay Tuition fees for any course where the qualification being studied is listed on Search Qualifications ([Qualifications in Wales \(qiw.wales\)](http://www.qiw.wales)) as being eligible for Welsh Government funding. They are still eligible for any other course fees e.g. Examinations, Registration etc.

- A learner aged 16-18 will have to pay Tuition fees and any other course fees such as Examination costs for any course where the course being studied is not listed on Search Qualifications ([Qualifications in Wales \(qi.w.wales\)](http://www.qiw.wales)) as being eligible for Welsh Government Funding

Unless Employer Sponsorship is in place, learners retain ultimate liability for the payment of their fees, whether invoiced or not.

- 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 <http://www.coleggwent.ac.uk>

Unless Employer Sponsorship, or Student Finance Wales funding is in place, learners retain ultimate liability of their fees, whether invoiced or not.

- 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 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.
- 1.9 Information about additional costs can be found on the relevant course information leaflet at [www.coleggwent.ac.uk](http://www.coleggwent.ac.uk).
- 1.10 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](http://www.coleggwent.ac.uk). Learners should be aware that Fee Waivers apply only against Tuition Fees. All other fees remain payable.
- 1.11 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](http://www.coleggwent.ac.uk).
- 1.12 Fee waivers **DO NOT** apply to designated commercial courses or enhanced fee courses where the learner is over 19 years old.
- 1.13 The college reserves the right to offer a discretionary discount to learners employed by organisations signed into the College Employer Pledge Partnership. Details of the Employer Pledge scheme can be found at [www.coleggwent.ac.uk](http://www.coleggwent.ac.uk)
- 1.14 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.

- 1.15 Where a learner requests to transfer between courses they will be charged for the additional costs associated with their new course. Where the College is able to obtain a refund on any amounts paid to third parties as part of the enrollment on the original course these will be offset against these charges.

## **2. EXAMINATION FEES**

- 2.1 Examination Fees are based on fees charged by awarding bodies.
- 2.2 Examination Fees for learners undertaking a Further Education Full Time Learning Area Programme will have the associated registration, entries, certification and 1<sup>st</sup> sitting of any externally assessed examination paid by the college.
- 2.3 Any re-sit costs for an externally assessed examination must be paid by the learner (unless there are extenuating circumstances which have been confirmed by the Head of School).
- 2.4 Learners may also be recharged the examination fee if they fail to attend an examination for no valid reason.
- 2.5 At their own cost, all AS/A2 learners can apply to pay for a re-sit if they wish to improve their grade.
- 2.6 All re-sit examination requests must be approved and organized via the learner's Head of School.
- 2.7 Examination Fees for Coleg Gwent Apprenticeships will have the associated registration, entries, certification and 1<sup>st</sup> sitting of any externally examination paid by the college. Any re-sit costs of an externally assessed exam must be paid by the learner (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 an examination for no valid reason.
- 2.8 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.

## **3. PAYMENTS**

- 3.1 Coleg Gwent collects course fees in accordance with the terms of this and other related policies. 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 1,2,2,3
- In person at Customer Services at any college site
- Bank to bank transfer, quoting Learner ID as the reference to Coleg Gwent Sort Code: 30 92 49 Account No: 00123505
- Direct Debit instalments. Further information can be obtained from the Central Finance team. Any Direct Debit that defaults will automatically incur a £15 fee.

The College Finance team can be contacted using the following e-mail address:

[salesledger@coleggwent.ac.uk](mailto:salesledger@coleggwent.ac.uk) or by calling the number quoted above.

- 3.2 The college does not accept American Express cards.
- 3.3 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.

- 3.4 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. It remains the responsibility of the learner to pay any remaining fees.
- 3.5 The College reserves the right to refuse or reject any financial transaction where the payment origin cannot be identified or confirmed.
- 3.6 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.
- 3.7 If payment is outstanding for 7 or more consecutive days from date of booking, the college reserves the right to automatically close the booking.
- 3.8 Where bookings are made within 3 days from the course starting, on the day the course is due to start or after the course has already started and payment is not made at time of booking, the college reserves the right to automatically close the booking and the learner may be refused access into the class.

#### 4. NON-PAYMENT OF TUITION FEES

- 4.1 As per 3.7, for new course bookings, if payment is outstanding for 7 or more consecutive days from the date of booking, or a suitable payment plan has not been agreed with the Finance team, the college reserves the right to automatically close the request.
- 4.2 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 the issues of non-payment. Satisfactory arrangements are:
- Account paid in full or
  - A repayment plan agreed with the Finance department
  - Set up agreed Direct Debit arrangements and maintain satisfactory repayment without default
  - Provide 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
  - Confirmation of Student Loans Company (SLC) funding for a tuition fee loan to cover the debts Company (SLC) for a tuition fee loan to cover the fee cost (HE Home and EU full-time learners only) within the first term



- Provide evidence of a Means Tested Benefit to allow a potential full or partial fee waiver to recalculate the fee
  - Provide evidence of receipt of a Career Development Loan
- 4.3 If an account has to be passed to the College's external debt collector (TNC Collections), the learner's account will incur an additional charge of 10% of the outstanding balance (min £10)
- 4.4 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.
- 4.5 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. Please refer to the course information leaflets found at <http://coleggwent.ac.uk>

## 5. FEE APPEALS

### REASSESSMENT OF FEES - FURTHER EDUCATION COURSES

- 5.1 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.

For courses spanning more than one year, incurring an upfront fee, no refund will be payable if the learner withdraws from the course before completion outside of the qualifying criteria set out in the Reassessment terms in 5.3.

- 5.2 If a learner on a multi-year course chooses to take a break in learning they are liable for all charges incurred to date. Further amounts relating to the course will not be charged from the date of the break, these amounts will be charged when the learner returns to programme. If a learner has paid in full for the course the amounts already paid will not be refunded but will instead be offset against future costs when the learner returns.
- 5.3 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.
- 5.4 Outside of the timescales set out in 5.1, 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.

5.5 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)**

5.6 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 5.1

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