

Issue Date:	February 2019
Approved by:	Approved by Executive on 12 February 2019. Further approved by the Finance & Resources Committee on 19 March 2019. Approved by the Corporation on 20 March 2019.
Review Date:	February 2020



POLICY STATEMENT NO. 11m

TITLE: Higher Education Fees Policy

INTRODUCTION/OVERVIEW:

This policy applies to all Higher Education students and outlines New College Stamford's approach to setting and operation of fees associated with academic provision for the period 1 August 2018 to 31 July 2019. In preparing this document care has been taken to ensure that the recommendations of the Office for Students and the Competition and Markets authority have been considered.

STATEMENT/ GUIDELINES

1. General Principals

- 1.1 It is the policy and intention of New College Stamford to determine fee levels, waivers and refunds that encourage access to courses whilst ensuring financial viability. The College has a policy of equal opportunities and seeks to ensure that arrangements for fees and charges are consistent with this.
- 1.2 Fees will operate in conjunction with the student loan availability which supports learners in funding their education.
- 1.3 Learners or their sponsors, unless they qualify for exemptions/waivers are to be charged tuition fees and other fees.
- 1.4 The College must ensure that when a learner starts learning they are aware of fees that they may have to pay including course fees and other fees during the period of their study
- 1.5 The college must also ensure that all learners are aware of their Fees Policy; so that if a learner's circumstances change they are informed of the consequences in respect of the fees which may or may not be charged.
- 1.6 A fees schedule will be produced annually and will be authorised by the College Executive. This will summarise fee levels, concession entitlement and refund policy.
- 1.7 Students and/or their sponsors are responsible for prompt payment. Defaults on payment are treated seriously and will lead to the application of sanctions.

2. Fees

- 2.1 The basic fee which will be charged has been determined by the College based on full or part-time attendance, and in conjunction with the appropriate validating University where applicable (see Appendix 1).

- 2.2 A tuition fee loan up to the full tuition fee amount charged is available from the Student Loans Company. Repayment of the loan will commence once the student has completed the course and is earning over the government set threshold.
- 2.3 The level of tuition fees for each course will be set and published in the HE prospectus and website before the start of the application process. The rate of increase will be published by no later than 6 months before the start of the following academic year. Increases in tuition fees will not be made for applicants who have received offers regardless of whether the offers have been accepted. Deferred applicants will be charged the applicable fee at the start of their study.
- 2.4 All costs that relate to items that are essential to complete the course of study and incur an additional fee will be listed in the HE prospectus and website, these costs are additional to the tuition fee. Costs that relate to items that are not essential to complete the course of study and hence are optional for students are also listed. This will include confirmation or an estimate of each type of optional cost wherever possible. Whilst the College makes reasonable efforts to ensure information regarding additional costs is correct, from time to time, further or different additional costs are incurred to maximise the educational opportunities for its students. In this event, students will be given notice, and those that are unable to meet these additional costs, will not be academically disadvantaged.
- 2.5 Students are responsible for ensuring that all tuition fees are paid on time, even when they are sponsored by a third party, or have applied for a student loan.

3. Instalment Plans

- 3.1 Payment of fees may be made in three equal instalments at the beginning of each term and will incur an admin fee of 5% of the total instalment figure.
- 3.2 Instalment payments may be made via standing order, credit card, or post-dated cheque.
- 3.3 Overseas students are not normally eligible for the instalment plan and any exceptions must be agreed in advance by the Vice Principal, Finance and Resources.
- 3.4 Where the College is unable to collect any instalment payment on its due date an additional £20.00 charge will be levied to cover the costs of re-collection.
- 3.5 Any other proposed instalment arrangement must be approved by the Finance Department before any commitment is made.

4. Non-Payment of Fees

- 4.1 The College adopts a supportive approach to its students with regards to the collection of tuition fees. Where necessary and proportionate, the College reserves the right to apply one or more of the following sanctions to any student who defaults:
 - withdrawal of College library and computing facilities;
 - termination of enrolment and withdrawal from the College;
 - withholding certified transcript;
 - refusal to re-enrol;
 - denial of attendance at awards ceremonies;

- withholding of Confirmation of Acceptance to Study (CAS) (for international students);
 - include relevant details in any reference provided to a third party
- 4.2 Where instalment terms have been agreed, but an instalment is not paid by the due date the full outstanding balance will become immediately payable, together with an additional administration charge to cover the extra collection costs. Learners who default on instalment agreements will not be offered this facility for any subsequent enrolment.
- 4.3 If a learner or their sponsor pays for fees by cheque, and the issuing bank subsequently dishonours this cheque, an administration fee of £20.00 per default will be charged to cover the additional costs of re-collection.
- 4.4 If a sponsor or third party fails to pay some or all of the tuition fee on behalf of a student, the student will become personally liable for payment of the outstanding amount on the date which it was due from their sponsor or the third party.
- 4.5 The College reserves the right to pursue and /or seek recovery of any outstanding tuition fees through the courts. The College also reserves the right to refer students' unpaid accounts to external agencies.

5. Refunds

- 5.1 When a student completes the enrolment process and registers or re-registers for their course, they become liable for the payment of tuition fees. The College applies a policy of calculating non-completion charges where students are unable to complete the academic programme and withdraw from or suspend their studies as set out below:

Withdrawal Dates	Fee Liability
Up to 14 days after acceptance of offer	0% of Tuition Fees
15 days after acceptance of offer to day before start of Term 2	25% of Tuition Fees
First day of Term 2 to day before start of Term 3	50% of Tuition Fees
On or after first day of Term 3	100% of Tuition Fees

- 5.2 Where exceptional circumstances force a student to withdraw from a course, which were unknown to the student at the point of enrolment, that student may request a review of the tuition fee charged, and the College may request such documentary or any other evidence, as it shall reasonably require.

6. Change of Circumstances Form

- 6.1 The Change of Circumstances form is required by Student Finance England, when the student's circumstances change. It ensures that the College's and the student's financial records are identical. SFE require notification of a change of circumstance when a student is changing their programme of study in any of the following ways:
- Withdrawing from a programme
 - Suspending studies (resting)
 - Resuming studies after having suspended studies within the same academic year.

- Repeating a period of study
- Changing mode of study
- Transferring to a new course or HEI
- Updating information regarding course, year, and tuition fee amount or tuition fee liability.

6.2 If a student believes they need to submit a change of circumstance please contact the Finance team on finance@stamford.ac.uk. Once a change of circumstance has been processed, SFE will clawback any overpaid fees from the College. The clawback will be calculated based on the above fee liability dates as set out in section 5.1. This will reduce the tuition fee loan owed by the student to Student Finance England.

7. External references

7.1 Relevant guidance published by the Office for Students or Student Finance England has been taken into account in preparing this policy

IMPACT ASSESSMENT:

This policy has been assessed and considered for impact upon people who share the following protected characteristics and factors: race, gender and gender identity, disability (including learning difficulty), religion and belief, sexual orientation, age, pregnancy, maternity and marital status.

EQUALITY IMPACT ASSESSMENT SUMMARY:

This policy has been impact assessed and has identified the following:

- Negative impacts (Y)
- Appropriate actions/mitigations to address the negative impacts have been put in place (Y)
- Positive impacts (Y)

For further detail of the impacts and associated actions, please see the EIA which is attached to the filed copy of this document.

PRIVACY IMPACT ASSESSMENT

NCS is committed to protecting the personal data of its students, employees and other stakeholders in accordance with the General Data Protection Regulation (GDPR). We have a variety of measures and controls to ensure we protect that data appropriately. Personal data processing activities are subject to a Data Protection Impact Assessment (DPIA) as a key component of a 'Privacy by Design' approach. The risks to the rights and freedoms of individuals resulting from the processing of personal data are examined, and appropriate measures are put in place to protect these risks throughout the processing lifecycle.

LINKED POLICIES:

HE Refund and Compensation Policy

MONITORING PROCEDURE:

RESPONSIBILITY:

Head of HE

ENDORSED BY EXECUTIVE:

Principal: *Janet Meenaghan*

Date: 21 March 2019

HIGHER EDUCATION FEES POLICY – APPENDIX 1

2018/19

HNC	Part-time	£3250 p.a.
HND – all programmes	Part-time	£3250 p.a.
	Full-time	£6500 p.a.
Foundation Degree - Professional Studies		£5500 p.a.
All other Foundation Degrees		£6500 p.a.
Certificate in Education pGDE/PGCE		£2500 p.a.
Professional Diploma – Therapeutic Counselling		£2500 p.a.

2019/20

HNC	Part-time	£3520 p.a.
HND – all programmes	Part-time	£3250 p.a.
	Full-time	£6500 p.a.
Foundation Degrees		£6500 p.a.
Certificate in Education PGDE/PGCE		£2500 p.a.
Professional Diploma – Therapeutic Counselling		£2500 p.a.
Level 6 Top-Up	Full-time	£7500 p.a.