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**POLICY: HE FEES POLICY**


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Approval required by:	SLT	Y	Governing Body	Y
SMT Lead:	Vice Principal, Technical and Professional Education			
Responsible Manager:	Director of Quality (HE)			
Date approved:	May 2022			
Date to be reviewed:	May 2023			

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Relevant to:	Students	Y	Staff	Y
	Visitors	N	ITS	Y
Relevant to:	All students	N		
	16-18 Vocational	N	Sixth Form	N
	Higher Education	Y	Adults	Y
	Apprenticeships	N	14-16	N
	Other	N	.....	
Relevant to:	All staff	N		
	Board	N	SPH	N
	Managers	N		
	Teaching staff	N	Support staff	N

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Accessible to	Students	Y	Staff	Y
Friendly version	Students	Y	Staff	Y

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EQIA required	N
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**Significant changes to policy**

There are no significant changes to the policy. The following minor changes have been made:

- **Policy Details section:**  
Updated - the SLT Lead has changed to the Vice Principal for Technical & Professional Education.
  - Updated to include relevance to Independent Training Services (ITS)
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**Impact of changes**

There is no impact as a result of a change of the SLT Lead.

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## **SCOPE AND PURPOSE**

To define Barnsley College or ITS ('the college') policy for home students (as defined by *Statutory Instrument 2007 Number 779, Education England, The (Fees and Awards) (England) Regulation 2007*) around tuition fees for prescribed Higher Education courses in the 2021/22 academic year.

A prescribed Higher Education course is defined as a Higher National Certificate, Higher National Diploma, Foundation Degree, Degree, Professional Graduate/Post graduation Certificate in Education or a Certificate in Education.

## **GENERAL PRINCIPLES**

All students that follow a prescribed Higher Education course will pay a fee. Home students following a prescribed Higher Education course can access loans secured through Student Finance England (SFE) to support the payment of fees.

Students can pay fees that are a combination of individual/employer contribution and a loan. Students should identify whether fees are funded through loan, self-funded or sponsorship at enrolment at the beginning of each year. This information is also requested at interview stage and recorded on the interview decision form.

### **Fee Structure for 'Home' Students**

The fee for full time Higher Nationals, Foundation Degrees and other undergraduate programmes validated by partner universities is **£5,995** for each year of study.

The fee for part time programmes is calculated and agreed on a course-by-course basis and will be a pro-rata figure based on the duration and number of credits studied per year compared to the equivalent full time programme. Please refer to the advertised fee for each programme.

### **Payment**

The student is ultimately responsible for the fee being paid.

Where the fee has been identified as being student self-funded, the individual student will be invoiced.

Home students who are identified as self-funded will have the option to pay their fees in full, or in instalments; a third on entry to the course, followed by four equal instalments payable by direct debit.

Where a student obtains a student loan for their fees the College will receive payments in three parts:

- 25% of the fee will be received following attendance confirmation at the start of the programme.
- 25% of the fee will be collected in semester 2.
- 50% of the fee will be collected in semester 3.

When Student Finance England issues are not resolved the student will be invoiced.

Where the fee has been identified as being paid by sponsorship, the sponsor will be invoiced if written agreement is provided prior to enrolment.

Invoices will be sent preferably in advance of the first day of each academic year. It is anticipated that the fee will be paid within 30 days.

Within 14 days of receipt of an invoice a student should contact the College if they are unable to pay. Over the 30 day period from invoice despatch the College will work with the students to resolve any issues. If, at the end of this period, the situation remains unresolved the College reserves the right to withdraw the student from the programme.

### **Non-payment of Fees**

The College may suspend continued study and/or prevent future enrolment on additional courses if any fees are outstanding. If a student fails to arrange payment of tuition fees, the College will take action to suspend the student's accounts (including access/IT/Library Services) and ultimately the student may be withdrawn from the course.

A student will not be able to attend graduation if they have course fees outstanding.

### **Refunds**

Where the College is unable to commence or continue to deliver a particular programme of study, any refunds for fees already made by a student or employer will be addressed in accordance with the Higher Education Refund and Compensation Policy. Where a student leaves a continuing programme of study and the student or employer has made a contribution to the fees, the refund of fees will only be approved in exceptional circumstances.

### **Re-registration Fees**

A student who fails one or more modules may be able to retake them the following year, subject to Course Assessment Board decisions and validating institution regulations. The resit fee will be charged based on a pro-rata basis depending on the number of credits required and the number of credits involved within the academic year for the qualification.

### **EQUALITY AND DIVERSITY**

An EqIA is not required for this policy.

### **LINKED POLICIES AND PROCEDURES**

- HE Refund and Compensation Policy

### **LOCATION AND ACCESS TO THIS POLICY**

This policy is available on the College's intranet.