

# **HULL COLLEGE GROUP FEE REGULATIONS**

**FURTHER EDUCATION STUDENTS  
NON-PUBLICLY FUNDED PROVISION  
(INCLUDES FULL COST, INTERNATIONAL &  
ADVANCED LEARNER LOANS)**

**ACADEMIC YEAR 2019/20**

**HULL COLLEGE GROUP FEE REGULATIONS – FURTHER EDUCATION HOME STUDENTS  
NON-PUBLICLY FUNDED PROVISION  
(FULL COST & INTERNATIONAL)**

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This document relates to all students, undertaking courses that are not being publicly funded by the Education and Skills Funding Agency (ESFA), including those who are aged under 16 and are not part of a curriculum school partnership, local authority agreement or the Direct Entry provision.

For the purposes of this document, “the College” relates to the Hull College Group.

## **1.0 CONTEXT – REASON FOR CHARGING FEES**

1.1 Each year the UK parliament sets aside significant sums of money to support colleges such as our own. This money, raised through taxation, is spent on facilities for students from the UK and other parts of the European Union. The money available to support programmes being studied by EU students therefore consists of both the tuition fee and a public subsidy. For International students and for EU students on certain courses not publicly subsidised, the only money available to support their programmes is the tuition fee. As such, the fees paid by International students (or their sponsor) and those on non-publicly funded programmes tend to be relatively higher than the fees paid by students from the UK/European Union on publicly funded courses.

## **2.0 FEES**

2.1 For the purposes of the College’s fee regulations the word ‘fees’ shall be interpreted as:

*a sum of money due to the College in respect of educational services, which include such things as tuition, assessment and examinations, academic supervision, the provision of other academic services and facilities, the provision of pastoral and extra-curricular services and the conferment of awards*

The fees for an individual student are determined with reference to the Fee Schedule, the student’s course of study, mode of attendance and the student’s fee status.

2.2 The payment of any fee must be made in pounds sterling.

2.3 A student shall be liable to pay in full, any fee due to the College. The process of enrolment will not be complete until all fees (including tuition, exam and additional costs) are paid in full or an approved payment plan or payment by a sponsor, has been agreed with the College.

2.4 There are no waivers for any fees for students of any age on full cost courses.

2.5 Enrolment to a course will be refused where there are outstanding fees relating to previous enrolments.

2.6 The College relies on information provided by the student to determine the fee to be paid. It is the student’s responsibility to ensure that such information is accurate and complete and is supplied at the times required by the College. A student who knowingly withholds or tenders false information relating to his or her liability to pay a fee will have breached the College’s regulations on student conduct and will be subject to the College’s disciplinary procedures. This is without prejudice to any rights the College might have in respect of legal proceedings.

- 2.7 Fees are charged based on an individual's status at the time of enrolment. Subsequent changes to an individual's status will not affect their fee status, nor any fee that was payable at the time of enrolment.
- 2.8 Agreement by the College to accept payment of any part of a fee from a sponsor does not extinguish a student's liability to pay a fee, which shall only terminate when payment is received from the sponsor.
- 2.9 It is the responsibility of the student to demonstrate at enrolment and to the College's satisfaction the existence of any sponsor and the ability of any sponsor to make a payment in respect of fees. The College, at its discretion, may refuse to recognise any sponsor where reasonable efforts have not established the existence of a sponsor or of a sponsor's ability to make a payment. The College shall notify a student of its decision to reject a sponsor.
- 2.10 The College will not be held responsible for any charges incurred by the student should he or she fail to amend or cancel any agreed payment arrangements at least seven days prior to the due date.
- 2.11 The College reserves the right to take any reasonable steps to recover any sums due in respect of unpaid fees, which may include using an external debt collection agency.
- 2.12 Fees for business to business contracted provision directly with specific employers, fee rates will be set in accordance with the agreement of the relevant member of the Strategic Leadership Team. This will be dependent upon market needs and potential/current contract value. (For non-Commercial Division provision, the relevant Director of Curriculum will authorise with the Assistant Director of Curriculum). Fees for all apprenticeship provision will be set following agreement between HCUK Training and the employer.

### **3.0 TUITION FEES**

- 3.1 Tuition fees are fees for enrolment, tuition, and assessment.
- 3.2 The College shall publish annually a schedule of fees separately.
- 3.3 Students aged 16-18 on 31 August of the academic year the student commenced their programme of study will have their circumstances assessed on an individual basis to determine whether they will pay a fee.
- 3.4 Tuition fees for the amounts specified in the schedule of fees (full cost & international) are payable each academic session or other relevant period of study as determined by the College.
- 3.5 If in exceptional circumstances a lower fee than that shown in the Fees Schedule is paid in the first year of the programme of study, through special negotiation or in error, this will not automatically apply in subsequent years and will be subject to individual negotiation for each year or level of programme.

3.6 Students following Study Programmes at other institutions but wishing to undertake GCSEs at the College must have approval from relevant Business Partner for the College. Fees for such courses will need to be reimbursed by the lead institution where the main Study Programme is being delivered.

#### **4.0 EXAM FEES**

4.1 Examination fees are those which relate to Registration, Certification and Exam costs charged by the Awarding Organisations which the College incurs on behalf of the student as part of their programme of study.

4.2 The College reserves the right to charge an examination fee in the case of non-attendance where there is a cost involved.

4.3 Students will not be entered for their examination until all fees have been paid, or a payment plan is in place.

##### Resits

4.4 Payment of an Examination fee entitles a student to have one attempt only at that examination.

4.5 All students, regardless of status or age, will be expected to pay to resit an examination, or unit of an examination where the Awarding Organisation makes a charge for resits. This must be paid before the College re-enters the student for the examination.

##### Late Fees

4.6 All students, regardless of status or age, who are late in handing in examination entry forms, will incur an additional cost on top of the examination fee. (The College incurs an additional cost from the Awarding Organisation to enter students for examinations after the original entry/registration deadline has passed.)

4.7 The late fee will be added to the cost of the original examination fee and must be paid in full by the student at the time they hand in their examination entry form.

For details of actual costs of late fees, contact the Examinations Office.

#### **5.0 INTERNATIONAL STUDENTS**

5.1 Students who do not meet the eligibility requirements for Education and Skills Funding Agency funding will pay the international fee.

5.2 International students who require a Tier 4 General Student Visa to study in the United Kingdom are required to pay a deposit of £2000 in order to receive a CAS (Confirmation of Acceptance of Studies)

- 5.3 International students who require an Unconditional Offer to apply for a Short Term Study Visa in their home country or upon arrival in the United Kingdom will be required to pay a deposit of £2000 in order to receive an Unconditional Offer.
- 5.4 In the event of an application for a visa being unsuccessful, the deposit will be returned, less an amount of £200, to cover administration costs incurred by the college.
- 5.5 External examination fees, books and materials costs may be additional to the tuition fees.

## **6.0 UNDER 16**

- 6.1 For students aged 14-15 on 1 September 2019 (younger children only by prior agreement of the College) who are not enrolling as part of a curriculum partnership/local authority agreement, and who are on the Local Authority school roll, the following conditions apply:
- At the discretion of the College
  - One evening class per week only
  - Only with written permission of the Head Teacher or evidence of Local Authority agreement to home education
  - Examination/full cost element is payable in full

## **7.0 PAYMENT METHODS**

- 7.1 Payments will be accepted in cash, cheque, credit card and debit card. Students enrolling for courses that will be paid by a sponsor will need a letter (on headed paper) from the employer, or an employer e-mail (from a business email address), to confirm this.
- 7.2 Payment by direct debit/instalment is only available to those studying courses of at least one term's duration or equivalent and only where fees are £100 or more. Cash payment by instalments may be considered for students who do not have a bank account.
- 7.3 Payment by direct debit instalment or cash instalment will incur an additional non-refundable £15 charge, which will be added to the total fees payable.
- 7.4 If the Direct Debit account holder has insufficient funds in their account the student will incur a default levy of £5. If the direct debit is cancelled and the instalment remains outstanding after the due date a charge of £5 will be made.
- 7.5 Consideration of a 'payment holiday' will be made for students made redundant and suffering particular financial hardship, and will be assessed by an appropriate fees panel on a case by case basis. Requests in the first instance should be made in writing to the Finance Department at Hull College.
- 7.6 Where fees are paid by direct debit/instalment, students will be required to pay 20% of the fee at enrolment.

- 7.7 Payment plans can be made on a weekly, monthly or termly basis
- 7.8 Payment plans can be set up depending on the fees of the course. If the course is between £100 and £499, then the payment plan can be up to 4 months in length. If the fees are over £500 then the payment plan can be up to 6 months in length. All payments must be paid prior to the completion of the course.

## **8.0 ADVANCED LEARNER LOANS**

- 8.1 Students who are studying a level 3 course (approved by the ESFA) are able to pay for their course by applying for an Advanced Learner Loan through the Student Loans Company (SLC).
- 8.2 Students fees/loans are per programme/course and cover the whole duration of the course, irrespective of the number of years. Students will be informed by the Group about the cost of their course.
- 8.3 Students can enrol on their course prior to making an application or before an application has been approved.
- 8.4 Students must be aware that they are liable for the full fees once they have completed 2 weeks of the course (two weeks = 14 days from the first day of the course).
- 8.5 Students who withdraw prior to the 2 week threshold will not be liable to pay any of their tuition fee but will be liable to a £75 admin fee.
- 8.6 Students have 30 days from the date of enrolment to ensure their Advanced Learner Loan has been approved. Failure to ensure their application has been approved will result in the student being liable to the full fee.
- 8.7 Students who have been approved for the loan, who then subsequently withdraw from the course will be liable for the following fees to Hull College Group dependant on their last attendance date

<b>Last Attendance Date (between)</b>	<b>Liable to SLC</b>	<b>Liable to Hull College Group</b>
Two weeks after start date to 30 <sup>th</sup> September 2019	10%	90%
1 <sup>st</sup> October 2019 to 31 <sup>st</sup> October 2019	20%	80%
1 <sup>st</sup> November 2019 to 30 <sup>th</sup> November 2019	30%	70%
1 <sup>st</sup> December 2019 to 31 <sup>st</sup> December 2019	40%	60%
1 <sup>st</sup> January 2020 to 31 <sup>st</sup> January 2020	50%	50%
1 <sup>st</sup> February 2020 to 29 <sup>th</sup> February 2020	60%	40%
1 <sup>st</sup> March 2020 to 31 <sup>st</sup> March 2020	70%	30%
1 <sup>st</sup> April 2020 to 30 <sup>th</sup> April 2020	80%	20%
1 <sup>st</sup> May 2020 to 31 <sup>st</sup> May 2020	90%	10%
1 <sup>st</sup> June 2020 to 30 <sup>th</sup> June 2020	100%	0%

- 8.8 The dates above apply to courses that begin between 9<sup>th</sup> September 2019 and 30<sup>th</sup> September 2019. If the student starts at different times in the year, then students should contact the Data Services department for more information.
- 8.9 Students taking out a loan for a course need to apply for a new loan at the beginning of each new programme/course.
- 8.10 The only exception to this is when a student studying a subsidiary/90 credit diploma who wishes to progress to a 90 credit diploma/diploma or extended diploma. Students need to increase their loan amount with the SLC, in order for the loan to be counted once.

### **9.0 EARLY PAYMENT**

- 9.1 To support our early enrolment process, students are able to defer their deposit or full payment to a later date.
- 9.2 This offer is available for students to defer the agreed fee to the 6<sup>th</sup> September.
- 9.3 Failure to make this deferred payment could result in the student losing their place on the course.
- 9.4 This offer is only available from 10<sup>th</sup> June to 16<sup>th</sup> August.

### **10.0 BREAK IN LEARNING**

- 10.1 A student interrupting their studies on a temporary basis shall not normally be entitled to any tuition fee refund and will remain liable for any unpaid fees for the current academic year. This applies to students paying their own fees and for students paying for their fees through the SLC.
- 10.2 Once a student commences a break in learning they are liable for the total amount payable up to the point they suspend their studies (i.e. the total direct debit payment payable until the end of the previous month or the total SLC amount payable until the end of the previous month).
- 10.3 Upon returning to study on the same level of the same course the student will be liable for the remaining balance of the tuition fee.

### **11.0 FAILURE TO PAY**

- 11.1 Any part of the fee payable by a student/sponsor/employer should be paid within 30 days of invoice/due date of payment. Where a sponsor's payment is outstanding for more than 30 days, the College shall have direct recourse to the student, who shall be automatically liable for any outstanding sum. This is without prejudice to the College's right to require any sponsor to pay a fee on or before enrolment.

- 11.2 Where a payment is outstanding for more than 30 days, a review of the student's individual circumstances will take place. This review will determine finance options and the student's status on the course. Non-payment of student fees in year could result in the removal of facilities (eg. IT facilities, library facilities - depending on a review of individual circumstances), or could result in being removed/suspended from the programme until the outstanding debts are settled.
- 11.3 A student who has been suspended for default in the payment of a fee may be re-admitted to a programme of study where payment in full of outstanding fees is received within 28 days of the suspension. Where payment is received later than 28 days after the suspension, consideration will be given regarding re-entry to the programme. In exceptional circumstances, and at the discretion of the Head of School, the student may be re-admitted in appropriate circumstances. This regulation is without prejudice to the Director of Finance's right to make an arrangement for the payment of fees where a student is in default.
- 12.0 REFUNDS** (this does not apply to students who have paid for their fees through an Advanced Learner Loan – see Section 8 of this document):
- 12.1 Fees will only be refunded in the following circumstances:
- Where the course is cancelled prior to commencement due to low enrolment (the College reserves the right to cancel courses where enrolment fails to meet the required level) – automatic refund of all fees.
  - For courses of >6 hours per week, where a student does not attend or leaves having attended for one week or less full refund less £75 administration fee
  - For courses of <=6 hours per week, where a student does not attend or leaves having attended for up to 2 weeks full refund less £75 administration fee
  - For the purpose of this policy a week = 5 working days (inclusive) and two weeks are = 10 working days (inclusive).
  - Where a student is unable to continue their studies, owing to 'exceptional circumstances', then a refund may be considered, at the discretion of the Group with supporting evidence. Exceptional circumstances may include, significant and debilitating health issues supported by medical evidence from a suitably qualified medical practitioner. No refund for previous terms completed or for current term/s.
  - Where a course is cancelled by the College after commencement – automatic refund of all fees.
  - Additional costs and examination fees will be refunded only where no costs have been incurred by the College.
  - Refunds will be issued only where written/e-mailed application for a refund is received within 21 days of the last date of attendance or of the start date of the course.

### **13.0 LEGAL JURISDICTION**

13.1 Disputes under these regulations or any other regulations of the Hull College Group or any contract between the Hull College Group and any students shall be governed by English Law and the parties agree to submit to the exclusive jurisdiction of the English Courts.

**Notes:**

- 1. Correct at the time of publication. The Hull College Group reserves the right to amend fee regulations to reflect revisions in guidance made by the ESFA or other funding providers.**

**Linked policies**

Praise and Complaints

Equality and Diversity – Single Equality Scheme

Admissions Policy

Learner Support Fund – policies/procedures

Student Behaviour and Disciplinary Policy