

FEE POLICY 2018-19

SCOPE AND PURPOSE OF POLICY

The purpose of the Fee Policy is to outline the approach for the charging of tuition and other fees to students and users of College Services.

In accordance with the Learning and Skills Act 2002 (The Act) the College has a duty through Welsh Government (WG) to secure:

- 1 the provision of proper facilities for: education (other than higher education) suitable to the requirements of persons who are above compulsory age but have not attained the age of 19 on or before 31 August in any academic year; and
- 2 the provision of reasonable facilities for: education (other than higher education) suitable to the requirements of persons who have attained the age of 19 and associated training and organised leisure time as defined in the Act.

In so doing, the College will seek to provide a schedule of fees and concessions which will encourage participation and inclusion in education and training, whilst ensuring that the College protects its assets and make best use of public funds, and ensures financial security.

This Fee Policy is required to ensure a fair and consistent approach is adopted for the charging of fees to learners in Cardiff and Vale College.

POLICY STATEMENTS

The Fee Policy will inform staff, students and any other stakeholders how course fees and refunds are managed and delivered. It will provide a means of communicating how the aims of the College's strategic and operational plans relate to fee charges.

GENERAL FEE CONDITIONS – APPLICABLE TO ALL LEARNERS

- Course fees will be reviewed annually. Course fees are charged for each year of study, and will be published on the College website on the information page for that course, and in the published College prospectus.
- The College will endeavour to run all classes on time and to schedule. In the event of an act of nature or third party where classes need to be cancelled to ensure the safety of students and staff, refunds will not be given.

- Failure to make scheduled payments may result in your access to College facilities (including IT access) being withdrawn, being prevented from progressing to your next stage of study, being prevented from attending classes, and, in the case of HE learners, being prevented from graduating.
- Fees must be paid at the time of enrolment. Fees can be paid by:
 - (a) Cash
 - (b) Debit and Credit cards
 - (c) Direct debit payments (see section 13)
 - (d) Student Finance Wales/Student Loans Company following receipt of a student's financial notification for a Higher Education Course. If the student has not had their financial support confirmed at the time of enrolment, then they must provide evidence of their application for an SLC loan; acceptable evidence would be a letter/ email from the SLC confirming receipt of application
 - (e) Employer invoice, supported with letter of authorisation from the employer. The letter of authorisation must be on the Employer's headed paper.
- If a sponsor/employer refuses to pay, the student will be liable for any outstanding fee. If the sponsor does not settle the invoice in line with the College's usual payment terms, the student is invoiced. Instalments are not offered to Employers/Sponsors for Commercial or Higher Education Courses.
- Fees will be collected prior to the commencement of the course. Academic staff will not be involved in collecting fees and handling money, but they will be expected to convey information to learners in classes regarding fees. Heads of Department are also expected to provide relevant information to Finance such as information on student enrolment and cancelled courses.
- Course fees or deposits are not transferable from one term/year to another or from one person to another.
- All enquiries relating to Direct Debits will be referred to the Finance Department.
- The College reserves the right to pass on any overdue debt to a third-party debt collection agency.
- Any student who has unpaid debt from prior years and is seeking to re-enrol at the College will be required to make arrangements to settle the outstanding debt before being accepted. Any payments made by the student will be allocated against the oldest debt first.

- Any exceptional circumstances which are not covered by the policy below will need to be considered and approved by the Executive before a decision is made regarding the fee to apply.
- The fee charged to a learner will not be waived or amended from that stated in the published prospectus for that course, except in line with the agreed fee remissions stated in section 4.

FEE REMISSIONS

Fee reductions will only be applied where the student meets the below criteria:

Remission amount	Type of course	Category of student	Evidence required
100% remission	FE funded courses	Asylum Seekers	Proof of Asylum Seeker status
	FE funded courses	Looked-after Children	Local authority documentation
	FE funded courses (course fees only*)	Those under the age of 19	Proof of age
	Basic Skills, Essential Skills Wales and ESOL qualifications up to level 1	All	None

* Under-19s are still required to pay an administration fee and, for part-time courses, exam entry fees if applicable.

FURTHER EDUCATION LEARNERS

All Further Education students will be charged an administration fee, except for recognised asylum seekers and looked-after children.

Full-time learners are entitled to enrol free of charge on any part-time Welsh, Literacy, Numeracy, GCSE English or GCSE Maths course.

Part-time learners pursuing a number of part-time courses does not entitle them to the status of a full-time learner. All fees must be paid in full.

If a learner enrolls on a course after the start date of the course they are to be charged the full fee for the course.

PART-TIME COURSES

PART-TIME COMMERCIAL COURSES

These courses are not funded by Welsh Government and therefore full fees apply to all students. Course fees will comprise a registration fee, tuition fee, and exam fee where applicable. Course fees are available on the College's website. Individuals must pay course fees in full at the time of booking/reserving or set up an appropriate direct debit. There are no remissions or instalments plans available for commercial courses.

PART-TIME WELSH GOVERNMENT FUNDED COURSES

Fees are not payable on Welsh Government funded courses by learners who are:

- under the age of 19 on 31st August at the start of the academic year; or
- undertaking Basic Skills, Essential Skills Wales or ESOL qualifications up to Level 1

For learners who do not meet the above criteria, other Welsh Government funded part-time courses may also be available which do not attract tuition fees. A full list of current courses and fees is available on the College's website.

All students are expected to pay the appropriate administration fee for the Course.

ONLINE COURSES

Course fees for online courses must be paid prior to the commencement of the course and the distribution of course materials or providing log-on information.

TRANSFER BETWEEN COURSES

It is possible that some learners may wish to transfer from their choice of course to another. Transfers will be subject to agreement between both the relevant departments, and the payment of any additional fees. There should be no more than 3 weeks between the withdrawal from the initial course and the commencement of the new course.

If the new course is of a higher value, the difference must be paid before starting the course. If the new course is of a lower value then no further refund will be made. Transfers to a course which commences more than 3 weeks after withdrawal from the initial course will not be possible; the student will be

required to withdraw and re-enrol, and will be subject to the refund policy set out in section 12.

FURTHER EDUCATION LEARNERS – ADDITIONAL COSTS

A list of additional costs per course is available and an applicant will be informed of these at interview. There will be no refund relating to additional costs if a learner withdraws from College.

PRINTING

Payment will be required for printing costs over and above a minimum amount. Details of these costs are available at the College's Success Centres.

PUBLIC TRANSPORT

Students who are eligible to receive subsidised public transport are required to make a financial contribution towards the cost of this. A non-refundable deposit will be payable prior to the transport pass being ordered, with the remaining fee payable on collection. There will be no refund of public transport costs if a learner withdraws from College. Replacement for lost passes will be charged; payment will be required in advance of ordering a replacement pass.

HIGHER EDUCATION COURSES

For HE courses that operate as part of a franchise agreement, fees are set in line with those of the partner organisation.

Students are charged annual tuition fees. Tuition fees for franchised HE courses will be set in agreement with the University, which validates and has overall responsibility for the programme. Students may have all or part of their tuition fees paid via a tuition fee loan from the Student Loan Company, dependent upon certain criteria. Should a student not apply for any type of financial support towards tuition fees, or choose to leave within the duration of the course, they will still be responsible for tuition fees.

Students must agree the method of payment of tuition fees at enrolment, at which time the College will confirm the necessary procedures and timescales for payment.

Fees for Higher Education course fees are published on the website, following HEFCW agreement of partner university fee plans.

STUDENT FINANCE - TUITION FEE LOAN/GRANT

Home / EU students can take out a loan/grant from the Student Loan Company (SLC) to pay tuition fees. The student must make arrangements with the SLC in advance of enrolling on their programme of study.

The student must provide evidence of their application for an SLC loan/grant at the time of enrolment. Acceptable evidence would be either a financial award letter detailing the contribution paid by the SLC towards the student's fees or, in recognition of late applications, a letter/ email from the SLC confirming receipt of application. Students with only confirmation of receipt of application must provide a financial award letter within 60 days. Failure to do so will mean the student becomes liable for the full tuition fee.

If students choose not to take out the full fee support available, the remaining fees need to either be paid in full or via instalments.

INTERNATIONAL STUDENTS

All international students must comply with the Terms and Conditions for International Students which is available from the International Office.

EXAMINATION RESITS

GCSE ENGLISH, MATHEMATICS AND WELSH

Full-time learners may re-sit English, Mathematics and Welsh GCSEs once without being charged the exam entry fee if they have previously achieved a GCSE grade D in the subject being re-taken. For any additional resits, exam entry fees are payable by the learner.

FULL-TIME LEARNERS

Except for those re-sits excluded in 10.1, entry fees for re-sit examinations will be payable by learners in accordance with the rates charged by the Awarding body.

PART-TIME LEARNERS

Part time exam fees are included in the course fee unless the learner is required to make the entry with the board directly, in which case learners will

be required to pay the exam entry fee to the exam board, and the course fee adjusted accordingly.

Any re-sit fee will be payable by learners in accordance with the rates charged by the Awarding Body.

LATE ENTRY FEES

For all re-sits, included those described in 10.1, any late entry fees charged by the Awarding Body will be payable by learners unless incurred due to the fault of the College.

REFUNDS AND COURSE CANCELLATION FOR FULL AND PART-TIME COURSES

FURTHER EDUCATION COURSES- FULL AND PART TIME

College cancelled Course	Full refund
Student cancels prior to commencement of course	Refund of cost of course less £50 administration charge
Student cancels after commencement of course	No refund

INTERNATIONAL STUDENTS (EXCLUDING HIGHER EDUCATION)

College cancelled Course	Full refund
Visa rejected	Refund less an administration fee of £500
Student withdraws	No refund

ENGLISH FOR INTERNATIONAL STUDENTS (EIS)

College cancelled Course	Full refund
Student cancels course after enrolment	No refund

PART-TIME COMMERCIAL COURSES

College cancelled Course	Full refund
Cancellation by participant 2 weeks prior to course start date	Full refund
Cancellation by participant 1 week prior to course start date	50% refund
Cancellation by participant with less than 1 weeks notice	No refund

HIGHER EDUCATION COURSES

A student's liability for fees is dependent on their fee status (Home, EU or International), their franchising university regulations and the date of withdrawal. The following is intended to show the minimum possible liability but students are advised to check their actual liability with the college/franchising university:

Reason for withdrawal	Student's liability for payment of fees
College cancelled Course	None
Student withdraws within 2 weeks of course start date	None
Student withdraws after 2 weeks but within Term 1	A minimum of 25% (note: check individual university regulations)
Student withdraws in Term 2	A minimum of 50% (note: check individual university regulations)
Student withdraws in Term 3	100%

It is the learner's responsibility to ensure he/she is withdrawn from the programme. As the fee charged is dependent on the last date of attendance, specific attention should be paid to the date of withdrawal.

Students who have taken out a tuition fee loan will not be entitled to a refund directly from the college. CAVC will notify the SLC of the student's tuition fee liability and the SLC will amend the student's tuition fee loan liability accordingly.

COLLEGE CANCELLED COURSES

Where a Course has been cancelled by the College a full refund will be given. The Student will be required to complete the "Learning Programme Amendment Form" and send to the Finance Department. All refunds will be made by BACS and may take up to four weeks. A valid receipt indicating payment will be required prior to any refund being processed.

INSTALMENTS

Course fees over £250 are eligible for instalments. 25% of the Course fee is required as a deposit at enrolment and three subsequent monthly direct debit payment each of 25% will be required.

Students enrolling on a course which lasts less than 3 months and the costs are in excess of £250 will be offered direct debits only up until the course completion date.

Instalments are not available for learners that have been withdrawn for non-payment of fees.

ROOM BOOKINGS

Payment for room bookings will be made either at the time of booking, or via invoice.

DAY NURSERY

Fees for Day Nursery at Colcot Road and all associated costs are available separately from the Day Nursery Manager.

Fees will be collected monthly on the 15th of each month. You will be paying 2 weeks in advance and 2 weeks in arrears. Full details of a fee paying, plan, additional/reduction in days required and voucher payment plans are available from the Day Nursery Manager.

AMENDMENT OF FEES

Please note that the College may find it necessary to amend fees throughout the time of this Policy. Please check with the appropriate Manager for up-to-date fees.

EXCEPTIONS

In exceptional circumstances, and with the written approval of a member of the College Executive, the College may choose to exercise discretion in the application of this policy.

Equality and Diversity Statement

In accordance with College procedures, an Equality Impact Assessment is currently being undertaken for this Policy.

Health and Safety Implications

There are no Health and Safety implications for this policy.

Linked Policies

All College Policies. Linked Procedures All College Procedures.

Location and Access to the Policy

This policy is available from the staff intranet and may be out of date if printed.

There is a Welsh version of this document available.

Date approved: June 2018

Approved by: Deputy Principal Curriculum, Quality & Learner Journey and Deputy Principal Resources

Review date: 20/06/2020

Responsible Manager: Head of Finance

Executive Lead: VP Resources

Accessible to Students: : Yes
