

HIGHER EDUCATION FEES POLICY 2023- 2024



Policy Review				
Author/Owner	Position	Approved by SMT	Approval date	Review date
Mark Bolton	CEO and Principal	Signed: 	23.06.23	1-year June 2024

Document Control – Revision History (Policies only)

Author/Owner	Summary of Changes	Date	Date last reviewed by SED	Version	Recommend to SED Y/N
Mark Bolton	New Policy	15.06.18	-		Yes
Mark Bolton/Rose Cooper	Updated to clarify the process and charges for resubmissions and re-assessments.	10.10.18	27.06.18		No
Mark Bolton/Sian Deasy	Minor amendments	24.09.19			
Sian Deasy	Updated term dates and minor changes to wording to reflect partnership updates and updates to gov.uk guidance around Tier 4.	04.08.2020			N
Sian Deasy	Updated information around new Student Visa route. Increased clarification around liability for non-standard years.	04.07.2021			
Sian Deasy	Introduction of more sub-headings and slight reordering of information to increase clarity.	12.04.2022		v1	
Sian Deasy	Increased line spacing and left justified text in line with Accessibility best practice. Minor changes to wording. Included new term dates.	14.06.2023			

Initial Equality Impact Screening

Have you consulted on this policy, service, strategy, procedure or function? **Yes**
 Details: consulted with relevant staff and received feedback from expert reader team at Open University for external consideration.
 Reviewed policy to confirm no gendered pronouns are used.

What evidence has been used for this assessment?

Fee payment terms in line with Student Finance England approach (in particular, term dates and payment periods)

Could a particular group be affected differently in either a negative or positive way? Indicate Y where applicable

Group	Negative impact	Positive impact	Evidence
Age Disability Gender (incl. Transgender) Race (incl. Gypsy & Traveller) Religion or belief Sex Sexual orientation Marriage & civil partnership Pregnancy & maternity Other groups (see guidance)			

Please give details:

If any negative impacts are identified, are there any related policies, services, strategies, procedures or functions that need to be assessed alongside this screening? If yes, please detail below:

<p>The HE Withdrawal and Temporary Suspension Policy provides provision for students who may need to suspend their studies as a result of mitigating circumstances (including those linked to a protected characteristic, such as maternity or disability), ensuring appropriate academic and / or pastoral support sits alongside the procedural and financial matters outlined in this policy.</p> <p>This policy outlines multiple payment methods for tuition fees, including without accessing Student Loans Company funding, for those who cannot access a loan owing to religious reasons.</p>
<p>Should the policy, service, strategy, procedure or function proceed to a full Equality Impact Assessment? No If no, please give reasons: there are no negative impacts identified.</p>
<p>Declaration We are satisfied that an initial screening has been carried out on this policy) and a full Equality Impact Assessment is not required.</p> <p>Completed by Author: Sian Deasy Position: Head of Higher Education and Adult Learning Date: 14/06/2023</p> <p>Reviewed by Safeguarding, Equality & Diversity Group: Date: 27.06.18</p>
<p>Comments from Safeguarding, Equality & Diversity Group Review:</p>

PURPOSE OF THE POLICY

This policy details how Yeovil College will establish fee levels for Office for Students fundable Higher Education (HE) courses, including but not limited to, Higher Nationals, Foundation Degrees, Bachelor’s and Honours Degrees (including top-ups) and the Level 5 Diploma in Education and Training. This policy details the circumstances in which fees are chargeable by the College for provision of services and also details financial support available to students.

1. SCOPE

- 1.1 Tuition fees for students registering on a higher education programme for the first time are set out in the Fees Schedule as published in the ‘Policies and Reports’ section of the college website¹.
- 1.2 The Fees Policy is reviewed annually and fees will increase appropriately in line with CPI and market conditions and the basis for the review authorised by the Vice Principal Finance and Resources. Any amendment to fee levels will be subject to approval by the Office for Students.
- 1.3 Students continuing on their programme will remain on the same tuition fee for the duration of their academic programme. However, where students progress, for example, from HNC to HND (top-up), or from Foundation Degree/HND to BA/BSc (Hons), this is considered to be a new programme and will attract a new programme fee. See the Access and

¹ <https://www.yeovil.ac.uk/policies-reports>

Participation Plan in the 'Policies and Reports' section of the college website² for more information.

- 1.4 The Fees Policy does not apply to commercial, partnership or subcontracted provision, which is negotiated separately. Where fees are directly payable to the awarding University under a 'franchised' agreement, students will be governed by the awarding University's fee policy. The fees for this provision are set by the appropriate University.
- 1.5 For full and part-time higher education courses, tuition fees are payable at the start of each academic year.
- 1.6 For applicants registering on HE programmes with equivalent or lower qualifications (ELQ) – i.e. the applicant already holds a qualification at the same level, or a higher level, than the course they are registering to study - the college will apply the tuition fee payable by Home applicants registering on programmes for the first time, however, the student may not be able to obtain funding from the Student Loans Company.
- 1.7 Where an individual wishes to study individual module(s), either as a source of Continuing Professional Development (CPD) or via a Flexible route, and where modular study is permitted by the awarding body, there will be a charge that is proportionate to the full-time, 120 credit, fee (e.g. 12.5% for a 15 credit module, or 25% for a 30 credit module), plus registration costs according to the awarding institution.
- 1.8 The published tuition fees include registration with the awarding university or exam board. If the programme has complementary qualifications, e.g. through a professional or regulatory body, there may be additional charges which will be specified in course marketing material and made clear to students prior to enrolment.

2. REASSESSMENT AND REPEAT UNITS

- 2.1 Where an awarding organisation charges fees for reassessment, these will be passed on to the student. At the time of writing, none of our partner universities charge reassessment fees, however, , this may change if a partner university or other awarding organisation changes their policies with respect to reassessment fees. Students will be advised of the charge prior to completing the reassessment and will need to ensure its timely payment to the Finance Office.

² <https://www.yeovil.ac.uk/policies-reports>

2.2 Students should be aware that there may be a limit to the number of permitted reassessment attempts an individual will have, in line with the governing academic regulations of the awarding body.

2.3 Students who are required to repeat a unit in full with attendance will be charged a fee for the repeat unit which is proportionate to the full-time, 120 credit, fee (e.g. 12.5% for a 15 credit module, or 25% for a 30 credit module), plus registration costs according to the awarding institution.

3. TUITION FEE LIABILITY SCHEDULE

3.1 Students who withdraw from, or suspend their studies, will be subject to the following tuition fee liability schedule:

Students who withdraw or suspend ...	Dates (for students on a 'typical' September – June academic year)	Tuition Fee Payable by student	<u>If fees paid in full</u> by date of withdrawal or suspension, refund due
Before the start of Term 2	11 September 2023 – 01 January 2024	25%	75%
On or after the start of Term 2 but before the start of Term 3	02 January 2024 – 14 April 2024	50%	50%
On or after the start of Term 3	15 April 2024 – 21 June 2024	100%	0%

3.2 The fee liability schedule dates align to the Student Loans Company Attendance Confirmation Periods and apply to all fee-paying HE students who come under scope of this policy, regardless of whether they are personally receiving financial assistance from the Student Loans Company. Attendance and withdrawal or suspension will be reported to the Student Loans Company in accordance with the Student Loans Company guidance³.

³ <http://media.slc.co.uk/sfe/quickStartFinanceGuide/home.html>

- 3.3 For students on programmes with in-year start dates (for example, a course which starts in February, rather than September), the 25% / 50% / 100% liability schedule will be appropriately transposed to align with equivalent Term 1 / 2 / 3 dates, in line with Student Loans Company Attendance Confirmation Periods.
- 3.4 If a HE student accepts an offer of a place less than 14 days before the commencement of their course, and then withdraws within that 14-day window, they shall be required to pay an administrative fee which is in proportion to the services which have been performed as at the point the student communicated their cancellation to the College.
- 3.5 For Students on flexible learning programmes the liability for fees following their withdrawal from an academic programme is on a different scale to align with actual student start date, as indicated below:
- Withdrawal within the first 3 calendar months of initial enrolment: liability for 25% of the annual fee.
 - Withdrawal after the first 3 calendar months of the initial enrolment: liability for 100% of the annual fee.

4. INTERNATIONAL APPLICANTS

- 4.1 It is a prospective student's responsibility to identify whether they will require a visa in order to study their chosen course. More information can be found on the gov.uk website⁴. It is worth noting that in 2020 the regulations and processes around HE study in the UK changed, and the 'Tier 4 Visa' was replaced by the Student Visa route. Most international students will need a Student Visa in order to live and study in the UK during their course.
- 4.2 Students who are applying for a Student Visa will require a Certificate of Acceptance for Studies (CAS) from Yeovil College as part of the entry requirements to the UK. Detailed information, including timeframes, and other documentation and evidence which will be required as part of the application process, can be found online via the gov.uk website⁵.
- 4.3 International Higher Education applicants are required to pay a non-refundable application fee of £1000 prior to the confirmation of a place and provision of a CAS to progress a visa application. The costs associated with the applicant attaining an appropriate Student Visa for

⁴ <https://www.gov.uk/browse/visas-immigration/student-visas>

⁵ <https://www.gov.uk/student-visa>

entry into the United Kingdom will be carried by the applicant. More information on these costs can be located on the gov.uk website⁶.

- 4.4 There are restrictions to the courses that Student Visas can cover. These are listed online on the gov.uk website. Not all courses offered at Yeovil College University Centre meet these criteria. It is the responsibility of prospective students to contact the University Centre to identify whether their chosen course meets the requirements to be eligible for a Student Visa. Applicants must also demonstrate the appropriate English Language qualification to meet UK Visa and Course entry requirements. Entry requirements are typically published on the College website, and prospective students are welcome to contact the University Centre team with any queries.
- 4.5 The Full Time Higher Education course fees are calculated on the basis of the published Home fee + £1,000 (non-refundable application fee) for each academic year.
- 4.6 All fees paid are non-refundable, unless entry to the UK is denied. In such cases 95% of the student's deposit will be refunded.

5. SUPPORT WITH COSTS

- 5.1 A range of financial assistance including Bursary, Hardship Fund and Diagnostic Support Funds are available to support higher education students who are assessed as being in need of financial assistance on either full or part-time funded courses. Please refer to HE Student Bursary, Hardship and Diagnostic Support Fund Policy for more information.

6. OTHER PROVISION TYPES

- 6.1 **Higher and Degree Apprenticeships:** Employers that are interested in exploring higher and degree apprenticeship options with Yeovil College University Centre should contact the Employer Engagement team directly.
- 6.2 **Professional Courses:** Tuition, registration, and other relevant fees are set on an annual basis and published on each course website.

⁶ <https://www.gov.uk/browse/visas-immigration>

6.3 **External Candidates:** A charge of £100 in addition to the exam fees will be made to any candidate whom the college enters for an examination and who is not a registered Student of the college. The college reserves the right to refuse any such entry.

7. PAYMENT OPTIONS

- 7.1 All appropriate fees must be paid at enrolment. However, to assist students who would otherwise suffer financial hardship in paying their fees in one sum, fees over £250 may be paid by instalments.
- 7.2 Home students can opt to pay their course fees for the academic year by a maximum of 4 instalments. However, additional instalment payment schedules may be considered by the Assistant Principal - Finance. The first instalment must be paid and all instalment paperwork must be completed and agreed at the time of enrolment. All instalment plans will be prepared to ensure fees are settled in full in line with the agreed payment schedule.
- 7.3 If an instalment is declined or cancelled, the College reserves the right to withdraw and de-register the student from the course and the full outstanding amount will become payable.
- 7.4 Payment options are not available for amounts owed under £250.
- 7.5 Where payment is made by instalments, and a student has started the course then withdraws before the whole fee has been collected, any amounts outstanding will be collected in line with the agreed payment schedule. This includes fees for HE courses which have been funded by the Student Loans Company in accordance with SLC guidance.
- 7.6 If the College cancels a course it will contact the student and automatically refund any tuition fees paid in advance by the student for that academic year, in line with the 14 day payment terms outlined in the HE Refund and Compensation Policy.

RELATED POLICIES, PROCEDURES, DOCUMENTS, DEFINITIONS

This policy must be applied in conjunction with the annual tuition fees for the current year which are updated annually and published in the Policies and Reports section of the college website⁷.

The following documents should be read in conjunction with this policy:

⁷ <https://www.yeovil.ac.uk/policies-reports>

HE Student Terms and Conditions

Student Protection Plan

Refund and Compensation Policy

Access and Participation Plan

HE Student Withdrawal and Temporary Suspension of Studies Policy

Student Loans Company guidance documentation, including on Attendance Confirmation Periods (available via <https://www.heinfo.slc.co.uk/resources/guidance/student-information-service-user-guide/>)

If this document is required in an alternative format, please contact universitycentre@yeovil.ac.uk