



# HUDDERSFIELD NEW COLLEGE FURTHER EDUCATION CORPORATION

Title of Paper	<b>FEES &amp; CHARGES POLICY 2018/19</b>		
Date of Meeting	<b>25 June 2018 5.00pm</b>		
Submitted by	<b>Andrew Shaw</b>	Date	<b>20<sup>th</sup> June 2018</b>

Amendments from 2017/18 in **BOLD**

1. Tuition fees

1.1 Tuition fees will not be charged to students in full time education funded by the EFA, being aged 16-18 on 31 August at the start of the academic year.

1.2 *Post level 3 course fees*

Post level 3 students will be charged:

- £2,500 for full time courses funded through the EFA (where the student is over 18 years old on 31 August before the start of the academic year), in line with other Sixth Form Colleges offering these courses.
- £5,995 for full time HEFCE funded courses
- Support; full time HEFCE learners may be charged the appropriate costed rate for support if their needs suggest this is required. Please note that students with an Educational Health Care Plan will be exempt from this clause.

1.3 *Overseas students*

A baseline charge for each academic year will be £4,000 This will cover a full-time combination of three AS/three A2 level , BTEC, OCR or GCSE programme. Any additional support will be agreed in advance and charged at cost.

1.4 *Evening and weekend programmes*

For 2015-16 there will be no evening or weekend adult education courses run directly by the College.

1.5 *Students under 16 years of age*

The college may admit students under the age of 16 where an appropriate course is available and where this and funding is agreed with the Education Funding Agency or the appropriate local education authority. Funding is then recovered from the relevant Local Education Authority.

## 2. Student charges

**In all cases where charges are applicable, and a student experiences financial hardship, please see section 3 for the help available.**

### 2.1 *Car parking and Motorcycle Helmet & Bike Storage lockers*

The registration mark of authorised vehicles will be stated on the permit (and each can carry the registration mark of up to two vehicles used by the permit holder).

There will be a refundable charge for barrier cards for car park users and Motorcycle Helmet & Bike Locker keys of £20. Replacement cards/ keys will be charged at £5.

### 2.2 *Books and study guides*

**A recommended reading list of mandatory and non-mandatory texts will be provided where appropriate.**

**In some cases, the college will purchase a stock of books and students can 'loan' these books for the duration of their studies. In this case, a deposit of £10 per book must be paid by the student. This will be redeemable upon return of the book in good condition.**

**For non-mandatory texts, we may ask students to purchase their own copy of a book and we will aim to secure financially advantageous prices and pass this onto the student.**

### 2.3 *Examination fees*

For full-time 16-19 students, the college will pay examination fees for the first sitting of each subject/module. Subsequent entries and module re-sits will be charged at cost to the student.

Examination fees are payable at the appropriate rate by part-time students.

If students are absent (without good cause) from an exam, then the College may charge the entry fee.

### 2.4 *Computer printing & photocopying*

**Each student is allocated a user ID at the start of each year and a print allowance based on the subjects they are studying. This allowance is £3 per month (or £5 per month if studying an Art, Media, IT subject) and will be automatically topped up each month. This allows**

students access to the network of College printers & photocopiers through the student membership card. Student printing is monitored on a monthly basis by the Associate Assistant Principal - Planning and Admissions. This is in order to consider the environmental & economic impact from printing & photocopying. This considerate usage of printing & photocopying will be part of the induction programme for new students. Top-ups can be requested via teachers and these will be monitored monthly.

## 2.5 *Library*

Fines will be charged on overdue items at the rate of 5p per item per day, to a maximum of £1.50 per item. If items are not returned at the time the maximum fee is reached, an invoice will be issued for the replacement cost of the item plus the maximum fee.

## 2.6 *Transport*

Passes for the college buses will be charged at £180 for the full year, which equates to about 50p per journey. Termly passes will be charged at £75 for the autumn term, £65 for the spring term and £45 for the summer term. Students without passes can use the service on payment of £1.00 for each journey

Students with disabilities may be entitled to taxi transport to and from college. If this is the case, the student will contribute the equivalent of a monthly Metro pass (currently **£35.00** per month).

## 2.7 *Stationery*

Students are expected to provide their own stationery and personal study equipment. Wherever possible the college will aim to secure a financially advantageous price on such items and pass this on to the student.

## 2.8 *Trips and visits*

In many subjects it is desirable, or even essential, that learning takes place outside the classroom. If a trip or visit is essential to the course, and by definition all students need to participate, then these trips and visits will be free or **significantly subsidised by the College**.

Non-essential trips and visits will be costed as effectively as possible and students will opt-in on a voluntary basis, subject to paying the necessary costs.

## 2.9 *Clothing and equipment*

**Non Sport subjects**

**All essential specialist clothing or equipment needed for particular subjects will be provided, such as protective coats and goggles in science laboratories. These will be available for students to purchase, should they wish to keep the item(s) in question.**

#### **Sport subjects**

**Students are encouraged to buy clothing (team branded) which the student will own. The college will aim to secure financially advantageous prices on the recommended clothing and pass this onto the student. Students unable to meet these costs may borrow the items free of charge where appropriate.**

#### **Sport Academies and Development Programmes**

**It is mandatory for students to buy clothing and kit (relevant to their academy or development programme area), which the student will own. The college will aim to secure financially advantageous prices on the recommended clothing and pass this onto the student. This is necessary to participate in the programme. As Sports Academies and Development Programmes are optional components of a student's study programme, this cost is only relevant if a student applies and is accepted as part of the programme.**

#### 2.10 *Additional Performance tuition*

Any tuition costs will be free if related to the course, or if desirable there will be a cost which may be subsidised by the College. Specific terms will be notified to relevant students annually before enrolment by the Associate Assistant Principal - Planning and Admissions. **The College reserves the right to withdraw this service if the student fails to attend regularly or does not pay the fee. Refunds will only be given if students leave the course within four weeks of enrolment.**

#### 2.11 *Replacement Membership Cards/ Catering Cards*

Membership Cards, including card Holders and lanyards are free in the first place. Any replacements will be charged at £2 each for **membership card** and £5 each for Catering Cards, to cover the actual cost of replacement.

#### 2.12 *Loss of or damage to college property*

Students may be asked to pay for or contribute to the cost of any wilful damage to or loss of property belonging to the college.

### 3. Financial hardship

**Students experiencing exceptional financial hardship at any time during their studies can apply for funding from the college's Hardship Fund. This could be for various reasons e.g.**

**living independently and can be used to contribute to transport to get to and from College, a meal at College, any essential books or equipment for successful study etc. More information is available on our website and if a student has any queries, they can contact the Executive Assistant to the Senior Leadership Team.**

**Students who qualify for the Bursary scheme can receive financial support for any costs related to their time or studies at College. Students who qualify for Free School Meals will receive a weekly allowance to cover a meal for each day they are scheduled to attend college. For the criteria and how to apply, please see our website.**