

FFURFLEN MANYLION / INFORMATION SHEET

Document Title:	Tuition and Exam Fees Policy
Document Type:	Policy
Document Owner:	Director of Finance
Responsible Executive Director:	Executive Director Corporate Services
Purpose:	Outline the policy for tuition and exam fees for the Grŵp
Review Cycle:	Annual

Links to Strategic Plan (please delete those that do not apply):	
Our place in the Community / Learner opportunity and success / Our role in a sustainable Wales	
Link to Risk Register (please delete those that do not apply):	
STR0001 Lack of effective governance. STR0003 The Grŵp does not support the Regional Skills Partnership and meet their priorities and vice versa STR0006 Concerns re. ability to achieve sufficient levels of student recruitment. STR0013 Financial Stability is not maintained, reducing the organisation's ability to effectively manage its activity STR0016 Impact of strategic developments such as CTER on HE income STR0017 Lack of diversity and inclusion impacts negatively on learners, employees and stakeholders perception of GLLM	
Link to our Values (please delete those that do not apply):	Equality / Trust / Fairness / Honesty / Ambition

Approval Checklist – delete if not applicable (to be instigated by Owner):	Date:
• First draft uploaded to Grŵp Portal for initial consultation with staff (via ELD)	n/a
• First draft sent to JCC for initial 2 week consultation (via AAH)	n/a
• Impact Assessments completed	27/05/2025
• Final draft presented to TS	19/05/2025
• Final draft presented to JCC (if applicable)	n/a
• Final draft presented to SHE (if applicable)	n/a
• Union Approval at JCC / SHE	n/a
• Policy presented to FRC Committee*	19/05/2025

<ul style="list-style-type: none"> Policy presented to Board 	26/05/2025
<ul style="list-style-type: none"> Policy translated and uploaded to Grŵp Portal 	01/09/2025

Date	Section	Description of Policy changes
May 2025	Throughout	Taken out references of internal processes of how to calculate fees etc. - slimmed down the policy overall referring readers to fees quoted on website rather than detailing them within this document
May 2025	Further Education	Proposed increase in Resource Fee from £25 to £30. This hasn't been increased for 10 years
May 2025	Higher Education	Changes to both Full Time and Part Time fees for 2025/26 new entrants
May 2025	Higher Education - bursaries	Change to bursary for LAC reflective of change in Fee and Access plan

1 Introduction

This policy has been prepared in line with the Funding Conditions laid down by Welsh Government through MEDR for further and higher education learners and Work Based Learning provision and the regulations as specified by the Joint Council for Qualifications (JCQ) and any other Awarding Bodies used by the Grŵp falling outside the remit of the JCQ. These conditions may be subject to change. Different conditions may apply to overseas learners and learners on professional, commercial and non-accredited courses, externally funded programmes or school link programmes.

2 General Fee Conditions

Course fees will be reviewed annually and are usually available on the Grŵp's website. Course fees are charged for each year of study within the institution, unless stated differently on the individual course listing.

The Grŵp will endeavour to run courses and examinations on time and to schedule. In the event of an act of nature or third party intervention where classes need to be cancelled to ensure the safety of learners and staff, refunds will not be given. Where examinations need to be cancelled to ensure the safety of learners and staff, examinations will be rescheduled, where appropriate, at the earliest convenience and the existing fee will be carried forward.

If the Grŵp cancels a course, full refunds will be available.

All learners under 16 on the 31 August of the academic year must be referred to Learner Services before enrolment. For note, the academic year runs from 1 September to 31 August.

Fees must be paid at the time of enrolment unless otherwise agreed with the Grŵp. Any learner who enrolls on a course and fails to pay the fees will be excluded from attending the course and the examination.

Examination fees are included in full time fees and are additional for part time courses. Charges for resits will be assessed on an individual basis. Should a learner not attend their exam (without prior notice) they will be charged the exam fees. For part time courses, examination fees are not refundable if they have been paid to the awarding body unless the Grŵp has cancelled the examination for safety reasons.

Examination fees are set annually in line with the charge from awarding bodies with an additional administration charge.

Some courses may require learners to pay additional fees to cover costs such as Awarding Organisation membership fees, studio fees, uniform costs. These will be clearly set out in the course information available on the Grŵp's website.

Tuition and Exam Fees can be paid by

- Cash
- Debit and credit cards
- Invoiced where a letter of authorisation or Purchase Order from an employer is received
- Student Finance Wales/Student Loan Company for HE courses

The Grŵp is increasingly moving towards online enrolment with the facility to pay the course fee online as part of the enrolment process.

Instalments

Where an individual's fees are greater than £100 it may be possible for the fee to be paid in instalments via standing order. The following conditions apply:

- Full payment must be received before the end of the course or each academic year if the course runs for longer than one year
- Minimum of 20% deposit and maximum of 10 instalments.

- If a learner defaults on their instalment plan then the fees must be paid in full for any subsequent courses undertaken.
- A standing order form must be completed at the time of enrolment if paying via instalments.
- Charges and refunds relating to early withdrawals are set out in the Further Education and Higher Education sections below and are also applicable if paying by instalments.

Fees or deposits are not automatically transferable from one term/year/person to another. Any such transfers should be discussed with the Finance or Exams department.

The Grŵp reserves the right to refuse a learner to enrol on a course or to undertake an examination if the student has outstanding debts to the Grŵp or not paid associated fees. Also, access to Grŵp facilities (including IT) may be withdrawn for non-payment.

The Grŵp reserves the right to pass on any overdue debt to a third party debt collection agency. The Grŵp reserves the right to charge an additional 'Administration cost' when fees are not paid as agreed by learners. The fee is £30 plus any charges for debt recovery. The Grŵp may waive this fee, on a learner-by-learner basis, if prompt payment is forthcoming.

3 Further Education Learners

3.1 Full time Further Education Learners

Full time learners studying on a Programme for Learning or resits of GCSEs funded by Welsh Government are not charged a tuition fee and will not be charged an exam fee for their first sitting or first resit. The charges for any subsequent resits will be assessed on an individual basis and where charged will be determined by the fee charged by the examining body together with a £10 admin fee.

Further Education Institutions are not allowed to charge tuition fees to learners who are under 19 on or before 31 August of the relevant academic year (1 September -31 August) and participating on Welsh Government funded courses.

All full time Further Education learners will pay a Resource fee annually. This fee will cover the cost of the production of student ID cards and printing within a limit each term. Learners that are entitled to financial support from third parties may reclaim this fee from these sources. For the 2025/26 academic year the fee will be **£30**.

Where a full time learner is registered for an examination and does not sit the examination, the learner will be liable for the reimbursement to the Grŵp of that fee unless prior notice has been given or medical note provided. This applies to either paper based or online examinations.

3.2 Part Time Further Education Learners

Part time Further Education learners are required to pay tuition fees, exam fees and other applicable fees where appropriate.

Part time tuition fees are determined on an individual course basis based on the costs of the course which are calculated using a standard course costing model.

All fees associated with the course will be detailed on the relevant course listing on the Grŵp website and/or Part Time Prospectus.

Learners between the age of 16 and 19 at the beginning of their part time course will not be required to pay a tuition fee but will be required to pay the examination fee and any other applicable fees. Learners under the age of 16 on part time courses are generally not funded by Welsh Government and will therefore be subject to the fee for the course with concessions not generally available.

Fees for examination resits are discretionary and will be assessed on an individual basis.

Part time learners participating in a number of part time courses does not equate them to being a full time student.

3.3 Conditions relating to FE Learners Fees

3.3.1 Fee Concessions for Part Time Learners

Fee concessions are only available to part time learners. The standard fee concession will be 50% and will apply if the learner can demonstrate being in receipt of Universal credit.

Fee concessions may not apply to all courses, these are decided by the budget holder to meet economic and market needs.

Fee concessions will be reviewed annually.

3.3.2 Refund of Fees Due to Withdrawal

Learners who withdraw from a part time FE course of more than 10 weeks within the first 2 WEEKS (or part weeks) of a course are entitled to a full tuition fee refund less a £30 administration fee and any non-refundable costs that the Grŵp has incurred.

Learners who leave a course of more than 10 weeks after attending up to 4 WEEKS may be eligible to a 50% refund of the tuition fee less a £30 administration fee and any non-refundable costs that the Grŵp has incurred.

Learners who withdraw from a part time FE course of less than 10 weeks within the first 2 WEEKS are entitled to a 50% refund less a £30 administration fee and any non-refundable costs that the Grŵp has incurred.

No tuition fees will be refunded after the student has attended for 4 WEEKS or more.

Exam fees may be refunded to the student if they have not already been paid to the Awarding Body.

Full refunds will only be granted in exception to the above, in exceptional circumstances.

3.4 Work Based Learning

Learners studying under the Welsh Government's Apprenticeship Programme will not be charged fees unless the qualification requested is outside of the Programme of Study undertaken or where a full framework is not completed. Where only NVQs are studied see section 7 below.

Learners receive one free examination resit. Charges for any additional resits will be assessed on an individual basis. Should a learner fail to attend a scheduled examination without prior notice, a doctor's note or equivalent, they will be charged a fee as determined by the examining body plus any relevant administration costs (a minimum £10 administration fee).

3.5 PLA Courses

There are no fees payable for PLA courses. If a learner has paid a fee for a Part Time course and subsequently proves eligibility for PLA funding for the course the learner will be entitled to a full refund of any course fees paid.

4 Higher Education Learners

4.1 General

Learners are charged annual tuition fees in line with the HE Fee & Access Plan approved by HEFCW for direct funded courses. The annual fee for 2025/26 entrants on direct funded courses is £8,800 for learners commencing study on a HE full time course. As set out in the Fee and Access Plan, fees for future years for those commencing studies in 2025/26 may rise in line with inflation. For any continuing students who commenced courses prior to 2025/26 the course fee remains at £8,300.

Full time Higher Education learners in receipt of financial support from Student Finance Wales/Student Loans Company must provide a copy of their financial notification at enrolment. Learners should apply for funding on a timely basis. Students from Wales may be able to access a tuition fee loan of up to £9,535 pa to pay for their tuition fees. The learner will only start repaying the loan when earning in excess of a set amount, currently £28,470 pa. Any fees not paid via Student Finance Wales/Student Loans Company need to be paid in full or via instalments by the learner.

Fees for students on Full Time courses franchised or subcontracted from other Universities may be set by that University. This means there are a number of different fees for University courses which will be run by Grŵp Llandrillo Menai in 2025/26. In addition, each university has its own bursary scheme which applies to learners on these courses. For details please refer to the academic tutor in the area of study.

4.2 Refunds/Changes to Fees Due to Withdrawal

The Grŵp recognises that full time higher education learners may not wish to pursue their study for a variety of reasons which may not have been apparent prior to enrolment. As a result of this, learners who withdraw within TWO WEEKS of the start of their course will be entitled to a full refund, subject to any evidence of fraud or illegal acts, or other outstanding debts to the Grŵp.

If the student withdraws after the first two weeks their liability for fees is dependent on their fee status (Home, EU or International), and date of withdrawal and the organisation the course is affiliated to. The following is a guide to show the minimum liability.

Withdrawal Date	Percentage of Fee Due
Before the end of Term 1	25%
During Term 2	50%
During Term 3	100%

It is the learner's responsibility to ensure they are withdrawn from the course and to notify Student Finance Wales. As the fee charged is dependent on the last date of attendance, specific attention should be shown to the withdrawal date. Learners who have taken out a tuition fee loan will not be entitled to a refund from the Grŵp. The Grŵp will notify SFW/SLC and the SLC will amend the student's tuition fee loan liability accordingly.

4.3 Outstanding Fees

Full time Higher Education learners who have outstanding fees will not be allowed to progress to the next stage of their course, receive awards or attend graduation ceremonies until all debts are settled.

4.4 Bursaries

The bursaries in place for 2025/26 are outlined in the table below. To encourage and support progression from the Grŵp's FE learner cohort into HE, a bursary of £1,000 will be paid to any learner who progresses directly from the Grŵp's level 3 FE provision onto a full time Undergraduate HE course at Grŵp Llandrillo Menai.

The bursary for studying through the Welsh Medium will continue along with those for students from Communities First areas and Looked After Children and these are available on an annual basis.

Students on their first year of study

Bursary	Amount	Criteria	Payment Date
Grŵp Llandrillo Menai Direct Progression Bursary	£1,000	All students progressing directly from a Level 3 programme onto a full- time HE Course at Grŵp Llandrillo Menai	100% in May
HE Welsh Language Bursary	£300	All students studying on certain specific courses engaging substantially through the medium of Welsh	100% in May
WIMD Area Bursary	£400	All students enrolled on a full time Higher Education course who are resident in a WIMD postcode area	50% in January and 50% in May
Looked After Child / Young Person Bursary	£1,000	All students enrolled on a full time Higher Education course who are Looked After Children / Young Persons	50% in January and 50% in May

Students on subsequent year of study

Bursary	Amount	Criteria	Payment Date
HE Welsh Language Bursary	£300	All students studying on certain specific courses engaging substantially through the medium of Welsh	100% in May
WIMD Area Bursary	£400	All students enrolled on a full time Higher Education course who are resident in a WIMD postcode area	50% in February and 50% in May
Looked After Child / Young Person Bursary	£1,000	All students enrolled on a full time Higher Education course who are Looked After Children / Young persons	50% in January and 50% in May

One of the aims of the Welsh Language Bursary is to encourage students to pursue their studies through the medium of Welsh and the impact on the ability to use Welsh was considered in the design of this bursary.

Part Time Higher Education Learners

Part time fees are set annually. In light of increasing costs and to bring Part Time fees more in line with full time fees the cost for a 10 credit module for new entrants in 2025/26 has increased to a general level of £450. Some specific courses vary from this value and full details are available on the specific course listing page on the Grŵp's website. As with full time fees, part-time fees may be subject to inflationary increase in future years.

Learners' fees are due as per the table below:

Date	Percentage of Fee Due
Before the end of Term 1	25%
During Term 2	50%

During Term 3	100%
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If an employer is paying the learner must have a letter/order form from the employer to confirm this. The employer will then be issued with an invoice for the fee.

5 International Learners

International learners who require a visa must pay a deposit of 25% prior to applying for a visa.

The full fees for International Learners must be paid prior to the start of the course. There is no reduction of fees in the case of late arrival or an early departure from a course.

Refunds are given if a student visa or entry clearance is denied and the refusal letter is copied to the Grŵp. Refunds are subject to a £30 administration fee.

Any charges incurred through bank transfers must be paid for by the learner.

GLLM SEPTEMBER 2025/26 INTERNATIONAL FEES **All fees per academic year unless stated otherwise**

Programme	GLLM International fees for Sept 2025 admissions onwards
A levels	£7,000
Vocational Diplomas	£7,000
Pathway/Access to HE/Foundation	£7,000
Foundation Degree/BA	£9,000
Full time English	£6,250 (£190 per week 15 – 21 hours per week)

6 Professional Courses/Short Courses for Employers

Fees for Professional Courses/Short Courses for Employers

The tuition fees for these courses will be set competitively by comparison with other organisations and market conditions. There are no remissions or instalment plans available for these courses. VAT will be added to the fees for these courses.

Refund of Fees Due to Non –Attending Delegates or late Cancellations on Short Courses for Employers

Refund of fees for non-attending delegates or cancellations within 10 working days of the course start date will be at the discretion of the budget holder in the area concerned and where granted will incur a 25% administration charge.

7 NVQ Courses Outside of the WBL Contract

The fees for NVQs delivered outside of the WBL Contract for 2025/26 are as follows:

- Non Priority Level 2 £250 (or lower, with agreement, where proven to be viable)
- Non Priority Level 3 £250 (or lower, with agreement, where proven to be viable)
- Level 2 £750
- Level 3 £1,000
- Level 4 £1,250
- Level 5 £1,500

Any variation from the above fee levels will be at the discretion of the budget holder and agreed in advance of the course commencing.

Appendix 1 - Process for Examination resits

Registry staff will action the scheduling for all online exams. Candidates must complete the attached Application for Exam Resit form and submit this, with payment where required, at any of the Finance Offices or Receptions across the Grŵp prior to the scheduling of their tests or examinations.

Learners requiring a resit must be given two full working weeks in order to undertake additional learning prior to their resit being scheduled. Teaching staff must be aware of this requirement when requesting tests near the end of the academic year to ensure that any learners failing have time to resit their qualification.

The attached Application for Exam Resit form must be completed in full by the learner and signed by the tutor to confirm it as a valid chargeable resit. Learners then need to pay the appropriate resit fee, where applicable, in good time before they can be entered for the exam.

Marking of exam papers

Learners who want their work re-marked will have to pay the exam body's fees. The College will request the remark once the appropriate charge has been paid to it.

Further information

For further information on the conducting of Examinations and a list of examination team contacts, please see the examination documents file on the MIS and Exams tile on Grŵp Portal.

CAIS I AIL-SEFYLL ARHOLIAD / APPLICATION FOR EXAM RESIT

Cwblhewch y ffurflen yma i wneud cais i ailsefyll yn unig os gwelwch yn dda / Please complete this form to request resits only

MANYLION Y MYFYRIWR / STUDENT DETAILS:

Enw Llawn / Full Name:		Rhif ID / ID No:	
Llofnod y Myfyriwr / Student Signature:		Dyddiad / Date:	

MANYLION YR AIL-SEFYLL / RESIT DETAILS:

Côd Cwrs / Course Code:		Teitl Cwrs / Course Title:	
Bwrdd Arholi / Awarding Body:		Rhif Pwnc/Cynllun / Subject/Scheme No:	
*Côd 'Cash-in' / *Cash-in Code		*Pris 'Cash-in' / *Cash-in Price:	£

*Arholiadau TAG yn unig / * GCE Exams only

Dyddiad Arholiad (os yn gwybod) / Exam Date (if known):	Ticiwch fel yn addas / Tick as appropriate		Côd yr Uned / Unit Code:	Pris yr Uned / Unit Price:
	Ar-lein / Online	Papur / Written		
				£
				£
				£
				£
			Cyfanswm y Gost / Total Cost:	£
Enw'r Tiwtor / Tutor's Name:				
Llofnod y Tiwtor / Tutor's Signature:			Dyddiad / Date:	

CANLLAWIAU:

Cwblhewch y ffurflen yma gyda'ch manylion chwi a manylion yr unedau yr hoffech eu hailsefyll. Ewch a'r ffurflen wedi ei chwblhau at eich tiwtor pwnc i'w chymeradwyo. **NODWCH: Ni chaiff y ffurflen yma ei phrosesu heb gymeradwyaeth eich Tiwtor Personol/Tiwtor Pwnc.** Cyflwynwch y ffurflen wedi ei chymeradwyo ynghyd â chyfanswm y ffioedd sy'n daladwy i'r Swyddfa Gyllid. Ar ôl derbyn y taliad, bydd yr Adran Gyllid yn cyflwyno'r ffurflen yma, ynghyd â'r dderbynneg, i'r Adran Arholiadau.

GUIDANCE NOTES:

Complete this form with your details and details of the units you intend to resit. Present the form to your subject tutor for approval. **NOTE: This form will not be processed without your Personal Tutor / Subject Tutor approval.** Present the approved form along with the total fees payable to the Finance Department. Once payment is completed and authorized, Finance will pass this form to the Exams Department.

Equality Impact Assessment

Assessment completed by:	Siân Pritchard	Dated:	27/05/2025
Assessment approved by:		Dated:	

Consideration	Response	Special requirements / controls
Which protected groups might be disadvantaged by the policy/process?	It is not anticipated that this policy will disadvantage any protected groups. The policy is applicable to all learners and language contained within the policy is gender neutral.	2025/26 course fees will be payable at the time of online enrolment. It may be necessary to support individuals with this or to make alternate payment arrangements should an individual lack a secure internet connection to make their payment online.
Which protected groups might benefit from the policy/process?	<p>Those who have a socio-economic disadvantage may benefit from the policy due to charges on some aspects (e.g. Pfl or GCSE resit assessments, reclaiming cost of student ID, concessions) being undertaken on a case by case basis. In addition, it may be possible for fees of more than £100 to be paid over 10 instalments, increasing access to learning opportunities.</p> <p>Fee concessions may be available to learners in receipt of Universal Credit.</p> <p>In addition, HE bursaries are available to learners from communities first areas and looked after children.</p>	
Does the policy advance equality and foster good relations?	Yes. The policy seeks to enhance educational access for individuals who face socio-economic deprivation.	
Could any part of the process discriminate unlawfully?	Not if implemented as described and, where course fees and concessions are applied at the discretion of the budget holder, these decisions do not demonstrate bias and disadvantage learners.	<p>Review of the application of course fees and concessions applied will endeavour to reduce the risk of unfair or biased decisions.</p> <p>Guidance should be provided to budget holders to ensure that decisions made to 'meet economic and market needs, 3.3.1) do not disadvantage the learner or applicant.</p>

Are there any other policies that need to change to support the effectiveness of this one?	No.	
Conclusion	Amend and continue the policy.	

SIGNED:	Siân Pritchard	Dated:	27/05/2025
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Welsh Language Impact Assessment

Assessment completed by:	Siân Pritchard	Dated:	27/05/2025
Assessment approved by:		Dated:	

Consideration	Response	Special requirements / controls
What positive effects will the implementation of the policy or procedure have on the use of Welsh language?	Welsh language bursaries are available to Welsh speakers on HE programmes.	
What negative effects will the implementation of the policy or procedure have on the use of Welsh language?	None.	
Are there sufficient Welsh-speaking staff available to implement the policy or procedure?	Four of the 13 staff in finance are fluent Welsh speakers and can implement the policy in Welsh if required. If there is not a Welsh speaking member of staff available, support can be provided by the Grŵp's internal translation team (written documentation or simultaneous translation services).	
If not, what steps will be taken to ensure that sufficient staff are available, and by when?		
Does the policy or procedure comply with Grŵp Llandrillo Menai's Welsh Language Schemes/Language Strategy?	Yes	
Conclusion	Continue the policy	

SIGNED:	Siân Pritchard	Dated:	27/05/2025
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Sustainability Impact Assessment

Assessment completed by:		Dated:	
Assessment approved by:		Dated:	

Consideration	Response	Special requirements / controls
How will this policy impact upon the Grŵp's sustainability strategy?		
Conclusion		

SIGNED:		Dated:	
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