



Grŵp  
**Llandrillo  
Menai**

**RHESTR WIRIO / FFURFLEN MANYLION POLISI  
POLICY INFORMATION SHEET / CHECKLIST**

<b>Policy Title:</b>	Tuition & Exam Fees Policy 2024/25	
<b>Policy Owner:</b>	Matt Nash	
<b>Responsible Executive Director:</b>	Sharon Bowker	
<b>Review Cycle:</b>	Annually	
<b>Approval Checklist (to be instigated by Owner):</b>	<b>Actioned by:</b>	<b>Date:</b>
<ul style="list-style-type: none"><li>• Policy presented to FRC Committee*</li></ul>		13/06/2024
<ul style="list-style-type: none"><li>• Policy presented to Board</li></ul>		27/06/2024
<ul style="list-style-type: none"><li>• Policy translated and uploaded to Grŵp Portal</li></ul>		

## 1 Introduction

This policy has been prepared in line with the Funding Conditions laid down by Welsh Government for further education learners and HEFCW for higher education learners 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 work based learning courses, EU supported programmes or school link programmes.

## 2 General Fee Conditions - Applicable to all learners

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.

The Grŵp will endeavour to run classes 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.

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. Learners receive one free resit per examination. Charges for any additional 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 as part of the curriculum planning process and referred to for billing purposes. Examination fees will be set in line with those charged by awarding bodies with an additional administration charge to cover invigilation as required and will be checked on an annual basis to ensure consistency in the setting of examination fees across the Grŵp.

Tuition and Exam Fees can be paid by

- Cash
- Cheque supported with a bankers card
- Debit and credit cards
- Invoiced where a letter of authorisation from an employer is received
- Student Finance Wales/Student Loan Company for HE courses

Fees will generally be collected at the start of the academic year but fee collection will be ongoing to take account of different start dates for courses.

### *Instalments*

Where an individual's fees are greater than £100 it is 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 4 instalments for tuition fees of £100-£500
- Minimum of 20% deposit and maximum of 10 instalments for tuition fees over £500
- If a learner defaults on their standing order then the fees must be paid in full for the courses

undertaken in the following year

- 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.

Teaching staff will generally not be involved in collecting fees and handling money, but they will be expected to convey information to learners if requested to do so by Finance and Registry staff. Fees should be paid for at any of the Campus Finance Offices or Receptions and learners should keep a copy of their receipt as proof of payment.

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.

Some courses may be subject to an additional charge to cover materials, consumables and services. This charge will be notified at the time of enrolment.

The Grŵp reserves the right to refuse a student to enrol on a course or to undertake an examination if the student has other outstanding debts to the Grŵp or not paid the relevant exam fee, resit fee or administration charge. 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 HE and FE students. This covers additional staff costs, legal fees and any third party collection fees. This statement is included on the enrolment form before the learner's signature so that they are aware. 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 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 2024/25 academic year the fee will be £25.

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 and exam fees where appropriate.

In 2024/25 all AS and A2 fees will be £100 course fee and £50 exam fee. GCSE's will have a course fee of £80 and £40 exam fee.

In 2024/25 the fees for part time courses will be calculated according to the following structure, with certain exceptions as mentioned in the introduction. This fee is also payable for any learners infilling onto daytime courses that are already running.

Course Duration in Hours	Course Fee Range £
0-20	0-60
21-40	60-120
41-60	120-180
61-80	180-240
81-100	240-300
101-140	300-420
141 – 200	420-600

Learners under the age of 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.

Exam fees are always payable in addition to the tuition fee. Part time learners receive one free examination resit. Charges for any additional resits 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 fee concession will be 50% and will apply if the student can demonstrate being in receipt of one of the following.

Universal credit, Income Support, JSA, Housing Benefit, Council tax Benefit, Pension credit, Working Tax credit and/or Incapacity Benefit.

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

#### 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.

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.

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.

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 Work Based Learning contract (apprenticeships etc) 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.

Where the training being delivered is on a national qualification, e.g. NVQs, fees will be chargeable but can be set with reference to the income drawn down from a funding body. **Where the course is not a nationally recognised HE or FE course, VAT will need to be added to the fee charged.**

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 and will include a £10 administration fee to cover invigilation costs etc.

### 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 2024/25 direct funded courses remains at £8,300 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 2024/25 may rise in line with inflation. For any students who commenced courses 2019/20 and prior, the fee will be held at the rate applicable at the commencement of their course.

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 £9,250 pa to pay for their tuition fees. The learner will only start repaying the loan when earning in excess of a set amount, currently £27,660 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 2024/25. 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 2024/25 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	£300	All students enrolled on a full time Higher Education course who are resident in a WIMD postcode area	100% in May
Looked After Child / Young Person Bursary	£300	All students enrolled on a full time Higher Education course who are Looked After Children / Young Persons	100% at the beginning of the second semester in January

#### 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	£300	All students enrolled on a full time Higher Education course who are resident in a WIMD postcode area	100% in May
Looked After Child / Young Person Bursary	£300	All students enrolled on a full time Higher Education course who are Looked After Children / Young persons	100% at the beginning of the second semester in January (plus £500 at the end of the programme to assist with graduation costs)

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 and are not calculated as pro-rata to the full time Higher Education Fees. The cost for a 10 credit module for 2024/25 remains at £275. 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%

If an employer is paying the learner must have a letter/order form for the employer with a purchase order number. Letters without an official purchase order number will not be accepted.

## 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 2024/25 INTERNATIONAL FEES All fees per academic year unless stated otherwise

Programme	GLLM International fees for Sept 2024 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. The fees must cover the full costs of the course and overheads. 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 2024/25 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



## HIGHER EDUCATION FEES for 2024/25 for Learners commencing studies in 2024/25

The College makes every effort to keep fees as low as possible. The following fee structure applies to programmes delivered from 1 September 2024 to 31 August 2025.

<b>All Full-time Undergraduate Programmes for Learners</b>	
<b>Undergraduate Programmes</b> For full time study, undertaking 120 credits within the period 1 September 2023 to 31 August 2024.	<b>£8,300</b> for full time study. You may be eligible for a tuition fee loan from Welsh Government.
<b>Part-time Undergraduate Programmes for Learners - there is support available with these charges</b>	
For learners studying part-time eg Foundation Degrees, Honours Degrees and Honours Degree Top-up awards, the fee will be based upon £27.50 per credit. Thus for: <ul style="list-style-type: none"> <li>● 90 credits</li> <li>● 80 credits</li> <li>● 70 credits</li> <li>● 60 credits</li> <li>● 50 credits</li> <li>● 40 credits</li> <li>● 30 credits</li> </ul>	£2,475 £2,200 £1,925 £1,650 £1,375 £1,100 £825
<b>For learners studying individual modules (ie not studying towards a full qualification/award)</b>	
Cost for every credit	£27.50
<b>PGCE and CertEd</b> Professional Graduate Certificate in Education (PGCE) Certificate in Education Post-compulsory Education & Training (CertEd)	£2,244  Prepare to Teach 10 credit module - £374
<b>Post Graduate Programmes</b>	
MA Fine Art	£7,100

Full Time fees for 2024/25 for students progressing to the next level will be as listed below. If you are not sure please call into Learner Services.

Course Type	Year Commenced Study	Fee (£)
BA (Hons) Fd Level 4/5	2018/19	8,100
BA (Hons) Fd Level 4/5	2019/20 and after	8,300
BA (Hons) Top-up	2020/21	8,100
BA (Hons) Top-up	2021/22 and after	8,300

Part time fees for those students on courses continuing from an earlier year will be charged based on the year of start as follows:

Year of Start	10 Credits	20 Credits	30 Credits	40 Credits	50 Credits	60 Credits
2018/19	£250	£500	£750	£1000	£1250	£1500
2019/20	£275	£550	£825	£1100	£1375	£1650
2020/21	£275	£550	£825	£1100	£1375	£1650
2021/22	£275	£550	£825	£1100	£1375	£1650
2022/23	£275	£550	£825	£1100	£1375	£1650

And pro rata for any differing number of credits, except for PGCE and Cert Ed courses where the fee of £2,040 (2018/19) for 60 credits and pro rata will be continued to be charged to those students who began their courses in that year.

## **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		*Prîs '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:	Prîs 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 dderbynneb, 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.