

FFURFLEN MANYLION POLISI
POLICY IDENTIFICATION FORM /FRONTSHEET

TEITL Y POLISI: POLICY TITLE:	<i>Tuition Fee Policy 2020/21</i>
UWCH-GYFARWYDDWR A CHYFRIFOLDEB: RESPONSIBLE EXECUTIVE DIRECTOR:	<i>Corporate Services</i>
PWRPAS: PURPOSE:	<i>This is Grŵp Llandrillo Menai's Policy on tuition fees to be charges and concessions</i>
OBLYGIADAU RISG: RISK IMPLICATIONS:	<i>Tuition fees should be applied consistently across the Grŵp and to ensure completeness of income collection</i>
EFFAITH AR DDWYIEITHRWYDD IMPACT ON BILINGUALISM	
EFFAITH AR GYNALIADWYEDD IMPACT ON SUSTAINABILITY	
ARGYMHELLIAD: RECOMMENDATION:	<i>For Approval</i>
PWLLGOR / GRŴP MONITRO: COMMITTEE / GROUP RESPONSIBLE FOR MONITORING:	<i>Tîm Strategol FRC ARC</i>
CYMERADWYWYD GAN: APPROVED BY:	<i>Corporation Board</i>
DYDDIAD CYMERADWYO APPROVAL DATE:	<i>2ND APRIL 2020 (Chairs 29/4/20)</i>
DYDDIAD ADOLYGU REVIEW DATE CYCLE:	<i>Annual</i>

TUITION FEE POLICY 2020/21

1 Introduction

This tuition fee policy has been prepared in line with the Funding Conditions laid down by the Department for Education and Skills (DfES) for further education learners and HEFCW for higher education learners. 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 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 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.

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.

Examination fees are included in full time fees and are additional for part time courses. Learners receive one free examination resit. Should they not attend (without permission) 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.

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 tuition fee is 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 staff.

Course fees or deposits are not automatically transferable from one term/year/person to another.

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 if the student has other outstanding debts to the Grŵp. 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 funded by DfES are not charged a tuition fee

Further Education Institutions are not allowed to charge tuition fees to learners who are under 19 on or before 31 August 2020 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 2020/21 academic year the fee will be £25.

Full time Further Education learners receive one free examination resit. Further resits are chargeable together with a £10 admin fee.

3.2 Part Time Further Education Learners

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

In 2020/21 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 2020/21 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

Exam fees are always payable in addition to the tuition fee. Part time learners receive one free examination resit. Further resits are chargeable together with a £10 admin fee.

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 8 below.

Where the training being delivered is on a national qualification, eg 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. Should they not attend (without permission) they will be charged the exam fees.

4 Higher Education Learners

4.1 General

Learners are charged annual tuition fees in line with the HE Fee Plan approved by HEFCW for direct funded courses. The annual fee for 2020/21 direct funded courses is £8,300 for learners commencing study on a HE full time course. Where an HE course operates as part of a franchise or subcontract agreement, the financial regulations and fee levels of the partner organisation may apply. As set out in the Fee and Access Plan, fees for future years for those commencing studies in 2020/21 may rise in line with inflation. For 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 can access a tuition fee loan for £8,300. The learner will only start repaying the loan when earning in excess of a set amount, currently £25,725 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 2020-21. 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 learners' responsibility to ensure he/she is 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

As detailed in the Fee and Access Plan for 2020/21 significant changes have been introduced to the Bursary scheme. 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.

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 from 2020/21 .

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
Community First or WIMD Area Bursary	£300	All students enrolled on a full time Higher Education course who are resident in a Communities First 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
Community First or WIMD Area Bursary	£300	All students enrolled on a full time Higher Education course who are resident in a Communities First 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 which has now been extended to be offered on an annual basis.

5 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 20120/21 is £275. As with full time fees, part time fees may be subject to inflationary increase in future years.

Learner's 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.

EU funding may be available to support course costs.

6 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 student.

GLLM SEPTEMBER 2020/21 INTERNATIONAL FEES

All fees per academic year of 30 weeks unless stated otherwise

Programme	GLLM International fees for Sept 2020 admissions onwards	9
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)	

7 Professional Courses/Short Courses for Employers

7.1 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

Non-attending delegates or cancellations within 10 working days of the course start date will incur a 25% administration charge.

EU funding may be available to support course costs.

8 NVQ Courses Outside of the WBL Contract

8.1 NVQ fees supported by EU funding

The Grŵp runs some courses that are supported by EU funding. The fees for these courses are dependent on the EU project specifications.

The Grŵp is participating in the SEE Project and the fees for priority sectors are outlined below.

Qualification and Level	Commercial Cost	Contribution Rate based on Size of Company	Course Fee
NVQ Level 2	£750	Small – 30% Medium – 40% Large – 50%	£225 £300 £375
NVQ Level 3	£1,000	Small – 30% Medium – 40% Large – 50%	£300 £400 £500
NVQ Level 4	£1,250	Small – 30% Medium – 40% Large – 50%	£375 £500 £625
NVQ Level 5	£1,500	Small – 30% Medium – 40% Large – 50%	£450 £600 £750

The definition of company type is based on number of employees as detailed below:

Number of Employees	Type of Company
1-49	Small
50-249	Medium
>250	Large

For non-priority sectors the NVQ course fees will be available on application.

8.2 NVQ fees NOT supported by EU funding

The fees for NVQ courses not within the WBL Contract and also not subject to EU funding are still to be set. Further discussions will be held in the coming month to confirm the position.

HIGHER EDUCATION FEES for 2020-21 for Learners commencing studies in 2020-21

The College makes every effort to keep fees as low as possible. The following fee structure applies to programmes delivered from 1 September 2019 to 31 August 2020.

All Full-time Undergraduate Programmes for Learners	
Undergraduate Programmes For full time study, undertaking 120 credits within the period 1 September 2019 to 31 August 2021 .	£8,300 for full time study. You may be eligible for a tuition fee loan from Welsh Government.
Part-time Undergraduate Programmes for Learners - there is support available with these charges	
Certificate of Higher Education in Construction and the Certificate of Higher Education in Civil Engineering HNC General Engineering (Electrical/Electronic & Mechanical pathways) HND Engineering	£1,650
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"> ● 90 credits ● 80 credits ● 70 credits ● 60 credits ● 50 credits ● 40 credits ● 30 credits 	£2,475 £2,200 £1,925 £1,650 £1,375 £1,100 £825
For learners studying individual modules (ie not studying towards a full qualification/award)	
10 credit module	£275
15 credit module	£412.50
20 credit module	£550
PGCE and CertEd Professional Graduate Certificate in Education (PGCE) Certificate in Education Post-compulsory Education & Training (CertEd)	£2,244 Prepare to Teach 10 credit module - £374
Post Graduate Programmes	
MA Fine Art	£7,100

Full Time fees for 2020/21 for students progressing to the next level will be as listed below. If you are not sure please call into Learner Services.			Year you start / started your course	Fee for 2020/21
BA (Hons)	Hospitality Management	Bangor University	2017/18	7,900
BA (Hons)	Management & Business	Bangor University	2017/18	7,900
BA (Hons)	Management of Travel & Tourism	Bangor University	2017/18	7,900
BA (Hons)	Hospitality Management	Bangor University	2018/19	8,100
BA (Hons)	Management & Business	Bangor University	2018/19	8,100
BA (Hons)	Management of Travel & Tourism	Bangor University	2018/19	8,100
FdA	Art & Design	Bangor University	2018/19	8,100
FdA	Broadcast Media Production	Bangor University	2018/19	8,100
FdA	Childhood & Learning Support Studies	Bangor University	2018/19	8,100
FdA	Culinary Arts	Bangor University	2018/19	8,100
FdA	Health & Social Care	Bangor University	2018/19	8,100
FdA	Management & Business	Bangor University	2018/19	8,100
FdA	Photography	Bangor University	2018/19	8,100
FdA	Events Management, Hospitality & Tourism	Bangor University	2018/19	8,100
FdA	Business Management	Bangor University	2018/19	8,100
FdEng	Civil Engineering	Bangor University	2018/19	8,100
FdSc	3D Animation & Games Development	Bangor University	2018/19	8,100
FdSc	Computing (Networking)	Bangor University	2018/19	8,100
FdSc	Computing (Software Development)	Bangor University	2018/19	8,100
FdSc	Construction	Bangor University	2018/19	8,100
FdSc	Policing	University of Central Lancashire	2018/19	8,100
FdSc	Sports Science (Sports Coaching)	Bangor University	2018/19	8,100
FdSc	Sports Science (Outdoor Recreation)	Bangor University	2018/19	8,100
Progression onto one year top up courses in 2020/21 (for those students who commenced FD in 18/19)				
BA (Hons) Top-up	Childhood & Learning Support Studies	Bangor University	2019/20	7,900
BA (Hons) Top-up	Creative Media	Bangor University	2019/20	7,900
BA (Hons) Top-up	Culinary Arts	Bangor University	2019/20	7,900
BA (Hons) Top-up	Health & Social Care	Bangor University	2019/20	7,900
BEng (Hons) Top-up	Civil Engineering	Bangor University	2019/20	7,900
BSc (Hons) Top-up	3D Animation & Games Development	Bangor University	2019/20	7,900
BSc (Hons) Top-up	Commercial Construction Management	Bangor University	2019/20	7,900
BSc (Hons) Top-up	Computing (Networking)	Bangor University	2019/20	7,900
BSc (Hons) Top-up	Computing (Software Development)	Bangor University	2019/20	7,900
BSc (Hons) Top-up	Sport Science (Sports Coaching)	Bangor University	2019/20	7,900

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
2017/18	£225	£450	£675	£900	£1125	£1350
2018/19	£225	£450	£675	£900	£1125	£1350
2019/20	£250	£500	£750	£1000	£1250	£1500

And pro rata for any differing number of credits, except for PGCE and Cert Ed courses where the fees of £1,890 (2017/18) and £2,040 (2018/19) for 60 credits and pro rata will be continued to be charged to those students who began their courses in those years.

Equality Impact Assessment

Policy / Procedure/Process Title: Tuition Fees Policy

Personnel Involved in Equality Impact Assessment: Panel 4/4/19

Consideration	Response	Further evidence requirements	Outcome
Which protected groups might be disadvantaged by the policy/process	No specific groups could suffer a disadvantage	Monitoring of to ensure that no specific groups of staff or learners are disadvantaged	
Which protected groups might benefit from the policy/process	All groups protected under the 2010 Equality Act		
Does the policy advance equality and foster good relations	The policy refers to international students.		
Could any part of the process discriminate unlawfully	Not if the policy is fully adhered to		
Are there any other policies that need to change to support the effectiveness of this one			
Conclusion: Tick one	Adjust the Policy	<u>Continue the Policy and process</u>	Stop and Remove the Policy
Please list:			
Date Actions to adjust completed	[]		

Signed: ALG

Welsh Language Standards Impact Assessment

Name of Policy or Procedure: Tuition Fees Policy

Personnel/Groups Involved: Panel Iaith

Consideration	Response	Further evidence requirements	Outcome
What positive effects will the implementation of the policy or procedure have on the use of Welsh language?	The policy will be published in both Welsh & English. Individuals should be aware that their data will be held in Welsh and/or English and if they wish to discuss their data that they can do so in Welsh or English. Applications can be made in Welsh or English and any accompanying documentation will be published bilingually.		
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? If not, what steps will be taken to ensure that sufficient staff are available, and by when?	Yes		
Does the policy or procedure comply with Grŵp Llandrillo Menai's Welsh Language Standards Compliance Notice?	Yes		
Conclusion	Adjust the policy or procedure	<u>Continue the policy or procedure</u>	Stop and remove the policy or procedure
		YES	