

FFURFLEN MANYLION POLISI
POLICY IDENTIFICATION FORM /FRONTSHEET

TEITL Y POLISI: <i>POLICY TITLE:</i>	<i>Tuition Fee Policy 2017/18</i>
UWCH-GYFARWYDDWR A CHYFRIFOLDEB: <i>RESPONSIBLE EXECUTIVE DIRECTOR:</i>	<i>Corporate Services</i>
PWRPAS: <i>PURPOSE:</i>	<i>This is Grŵp Llandrillo Menai's Policy on tuition fees to be charges and concessions</i>
OBLYGIADAU RISG: <i>RISK IMPLICATIONS:</i>	<i>Tuition fees should be applied consistently across the Grŵp and to ensure completeness of income collection</i>
EFFAITH AR DDWYIEITHRWYDD <i>IMPACT ON BILINGUALISM</i>	
EFFAITH AR GYNALIADWYEDD <i>IMPACT ON SUSTAINABILITY</i>	
ARGYMHELLIAD: <i>RECOMMENDATION:</i>	<i>For Approval</i>
CYFATHREBU <i>COMMUNICATION</i>	
PWLLGOR / GRŴP MONITRO: COMMITTEE / GROUP RESPONSIBLE FOR MONITORING:	<i>Tîm Polisi FRC</i>
CYMERADWYWYD GAN: <i>APPROVED BY:</i>	<i>Corporation Board</i>
DYDDIAD CYMERADWYO <i>APPROVAL DATE:</i>	<i>6th April 2017</i>
DYDDIAD ADOLYGU <i>REVIEW DATE CYCLE:</i>	<i>Annual</i>

TUITION FEE POLICY 2017/18

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. 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.

Teaching staff will 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 same fee will be charged for the same programme irrespective of which site it is offered on.

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 2017 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 are entitled to reclaim this fee from these sources. For the 2017-18 academic year the fee will be £20 .

Full time Further Education learners are entitled to enrol on any part time Welsh, Literacy or Numeracy course for free up to and including level 1.

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 2017/18 all AS and A2 fees will be £85 course fee and £42 exam fee. GCSE's will have a course fee of £65 and £30 exam fee.

In 2017/18 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 a full time student.

3.3 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 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.

3.4 Conditions relating to FE Learners Fees

3.4.1 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.

3.4.2 Instalments

Courses and exam fees over £100 are eligible to be paid for by instalments. Learners pay 20% at enrolment and up to 4 monthly payments. A standing order form must be completed at the time of enrolment if paying via instalments.

3.4.3 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 will 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.

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 17/18 direct funded courses is £7,900 for learners commencing study on a HE full time course. Where an HE course operates as part of a franchise agreement, the financial regulations and fee levels of the partner organisation apply. The fee for 2018/19 is expected to be £8,100 per annum.

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 £4,046 and a fee grant of £3,854. The learner will start prepaying the loan when earning in excess of £21,000 pa. Any fees not paid via Student Finance Wales need to be paid in full or via instalments by the learner.

Fees for students on Full Time courses franchised from other Universities are 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 2017-18. In addition each university has its own bursary scheme which applies to learners on these courses.

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

The Grŵp Llandrillo Menai bursaries have been prepared following the fee plan being approved by DfES for the academic year 2017/18 the bursaries below are also expected to apply in 2018/19.

HE courses via various franchise arrangements and the bursary levels will need to be discussed with each franchise partner.

Students on their first year of study

Bursary	Amount	Criteria	Payment Date
	£		
Grŵp Llandrillo Menai Bursary	250	All students enrolled on a full time HE course	100% in May
HE Full Time Course taught through the medium of Welsh	300	All students studying on certain specific courses taught through the medium of Welsh	50% in May 50% in June
Community First Bursary	200	All students enrolled on a full time Higher Education course who are resident in a Communities First postcode area	50% in May 50% in June
Looked After Children Bursary	250	All students enrolled on a full time Higher Education course who are Looked After Children	100% at the beginning of the second semester in January

Students on subsequent year of study

Bursary	Amount	Criteria	Payment Date
	£		
Grŵp Llandrillo Menai Bursary	250	All students progressing onto the second year of their qualification are eligible for the bursary on successful completion of the second year and progression onto the third year of study.	100% in July of second year of study

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 2017/18 is £225. The proposed cost for 2018/19 is £275.

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. The fee for International learners is £7,900 p.a. and is expected to be £8,100 in 2018/19.

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.

7 Professional Courses/Short Courses for Employers

Professional/ short courses for employers, the tuition fees 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.

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	Micro/Small – 30%(Second Year) 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	Micro/Small – 30%(Second Year) Small – 30% Medium – 40% Large – 50%	£375 £500 £625
NVQ Level 5	£1,500	Micro/Small – 30%(Second Year) 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 2017-187 for Learners commencing studies in 2017-18

The College makes every effort to keep fees as low as possible. The following fee structure applies to programmes delivered from 1 September 2017 to 31 August 2018.

All Full-time Undergraduate Programmes for Learners	
Undergraduate Programmes For full time study, undertaking 120 credits within the period 1 September 2017 to 31 August 2018.	£7,900 for full time study. You may be eligible for a tuition fee loan of £4,046 and a non-repayable tuition fee grant from Welsh Government to cover the difference.
Part-time Undergraduate Programmes for Learners - there is support available with these charges	
HNCs Construction/Civil Engineering HNC Engineering: 60 credits per annum	£1688 for Year 1 £1,350 for Year 1
For learners studying part-time eg Foundation Degrees, Honours Degrees and Honours Degree Top-up awards, the fee will be based upon £22.50/credit. Thus for: <ul style="list-style-type: none"> • 90 credits • 80 credits • 70 credits • 60 credits • 50 credits • 40 credits • 30 credits 	£2,025 £1,800 £1,575 £1,350 £1,125 £900 £675
For learners studying individual modules (ie not studying towards a full qualification/award)	
10 credit module	£225
15 credit module	£337.50
20 credit module	£450
Part-time Postgraduate Programmes eg Masters	
Postgraduate Pathway Modules in Education Studies	£1,500 for 60 credits at each level
30 credits	£750
PGCE and CertEd Professional Graduate Certificate in Education (PGCE) Certificate in Education Post-compulsory Education & Training (CertEd)	To be confirmed

Full Time fees for 2017/18 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 2017/18
BA (Hons)	Fine Art	Glyndwr University	2015/16	7,300
BA (Hons)	Hospitality Management	Bangor University	2015/16	7,300
BA (Hons)	Management & Business	Bangor University	2015/16	7,300
BA (Hons)	Management of Travel & Tourism	Bangor University	2015/16	7,300
BA (Hons)	Public & Social Policy	Glyndwr University	2015/16	7,300
BA (Hons)	Fine Art	Glyndwr University	2016/17	7,800
BA (Hons)	Hospitality Management	Bangor University	2016/17	7,800
BA (Hons)	Management & Business	Bangor University	2016/17	7,800
BA (Hons)	Management of Travel & Tourism	Bangor University	2016/17	7,800
BA (Hons)	Public & Social Policy	Glyndwr University	2016/17	7,800
FdA	Art & Design	Glyndwr University	2016/17	7,800
FdA	Broadcast Media Production	Bangor University	2016/17	7,800
FdA	Childhood & Learning Support Studies	Bangor University	2016/17	7,800
FdA	Culinary Arts	Bangor University	2016/17	7,800
FdA	Health & Social Care	Bangor University	2016/17	7,800
FdA	Management & Business	Bangor University	2016/17	7,800
FdA	Photography	Bangor University	2016/17	7,800
FdEng	Civil Engineering	Bangor University	2016/17	7,800
FdSc	3D Animation & Games Development	Bangor University	2016/17	7,800
FdSc	Computing (Networking)	Bangor University	2016/17	7,800
FdSc	Computing (Software Development)	Bangor University	2016/17	7,800
FdSc	Construction	Bangor University	2016/17	7,800
FdSc	Policing	University of Central Lancashire	2016/17	7,800
FdSc	Sport Science (Sports Coaching)	Bangor University	2016/17	7,800
Progression onto one year top up courses in 2017/18 (for those students who commenced FD in 15/16)				
BA (Hons) Top-up	Childhood & Learning Support Studies	Bangor University	2017/18	7,300
BA (Hons) Top-up	Creative Media	Bangor University	2017/18	7,300
BA (Hons) Top-up	Culinary Arts	Bangor University	2017/18	7,300
BA (Hons) Top-up	Health & Social Care	Bangor University	2017/18	7,300
BEng (Hons) Top-up	Civil Engineering	Bangor University	2017/18	7,300
BSc (Hons) Top-up	3D Animation & Games Development	Bangor University	2017/18	7,300
BSc (Hons) Top-up	Commercial Construction Management	Bangor University	2017/18	7,300
BSc (Hons) Top-up	Computing (Networking)	Bangor University	2017/18	7,300
BSc (Hons) Top-up	Computing (Software Development)	Bangor University	2017/18	7,300
BSc (Hons) Top-up	Sport Science (Sports Coaching)	Bangor University	2017/18	7,300

Equality Impact Assessment

Date: March 2017

Policy / Procedure/Process Title: Tuition Fees Policy

Personnel Involved in Equality Impact Assessment:

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	<input type="checkbox"/> Adjust the Policy	<input checked="" type="checkbox"/> <u>Continue the Policy and process</u>	<input type="checkbox"/> Stop and Remove the Policy
Please list:			
Date Actions to adjust completed	[]		

Signed: Angharad Lloyd-Williams

Date: 31.03.2017

Welsh Language Impact Assessment

Name of Policy or Procedure: Tuition Fees Policy

Date: March 2017

Personnel/Groups Involved:

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 – in accordance with the Grŵp’s Welsh Language Plan. The procedure should be adhered to by all Grŵp staff.		
Does the policy or procedure comply with Grŵp Llandrillo Menai’s Welsh Language Schemes/Language Strategy?	Yes		
Conclusion	Adjust the policy or procedure	<u>Continue the policy or procedure</u>	Stop and remove the policy or procedure

