

1. Policy Aims

- To set out the processes used to calculate fees.
- To identify where fees are due and at what level these fees are set.

When setting fees, the College will:

- Comply with the terms of its funding agreements, where they stipulate conditions with respect to fees and charges (see Section 9 relating to Higher Education programmes validated by the University of Plymouth);
- Recognise trends within the marketplace to ensure that process remains competitive – this will mean that the prices will represent good value in relation to the quality of the product
- Wherever possible the College will enable and support students to access other funds available to contribute to the fees and charges for those students who may otherwise have difficulty in paying these costs.

2. General Conditions

All fees include access to College Learning Zone facilities and internet usage relevant to their course of study, as well as careers and welfare advice.

Unless expressly covered by a student's grant funding or otherwise indicated on a course-by-course basis, tuition fees do not include provision of course books, study materials, exam re-sit costs or charges to retake individual course modules. Fees do not cover non-essential activities, photocopying and computer printing costs, travel to and from College, meals and refreshments while at College, and the costs of educational trips and visits where these are not essential. The College expects students to pay separately for these items; however, educational trips or visits that are essential to the student's qualification will not be charged separately and will be included in the student's tuition fee.

Students and other interested stakeholders will be given clear information about fees and charges before the student has committed to the course.

The College reserves the right to exclude any student who fails to pay their tuition and other fees, or to make satisfactory arrangements to pay on the start date of their course or within a set period after that date. The College also reserves the right not to accept enrolment onto another course within the year, if there are outstanding fees.

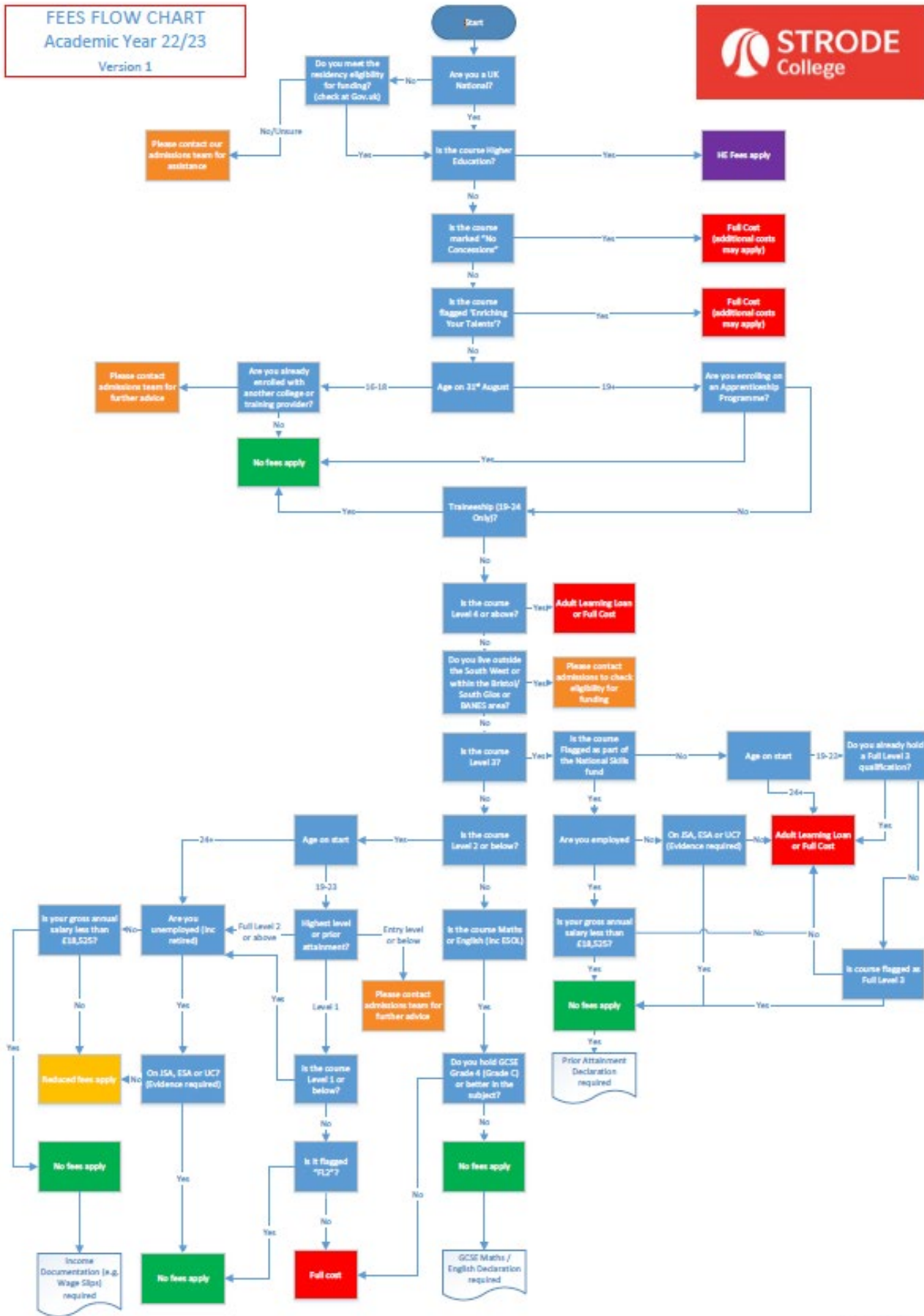
Students will be required to provide evidence of their eligibility for fee remission and/or complete self-declarations as required at the time of enrolment.

3. Fees Flow Chart:

The flow chart shows what fees a student is required to pay:

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FEES FLOW CHART
Academic Year 22/23
Version 1



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4. Exams and/or Awarding Body Registration Fees

Please note, an “exams only” external service is not available.

Exam Reviews

Individual students must pay for their own review fees at the time of request. The only exception is if the College has concerns with the results of a whole module and/or subject; in this case, a sample will be identified for approval by the Principal and will be submitted for a re-mark at the College’s expense. Charges for reviews and re-marks will be posted on examination notice boards.

Exam re-sits

Students will be responsible for requesting examination re-sits in good time with dates being advised by the Examinations Office. Re-sit entries will only be made, if payment is received at the time of the request. The student will also be fully responsible for any late entry charges incurred due to late re-sit requests. Re-sit payment applies to all students regardless of age and fee remission status. Charges for exam re-sits will be posted on examination notice boards.

Any student requesting a re-sit, who has already left Strode College will be charged the standard re-sit charge, plus an administration fee of £50 and any additional costs such as special arrangements.

Special arrangements for examinations

Requests for special arrangements are to be made to the Student Services Team.

5. Financial Support

The College holds funds to help learners from low income households with costs associated with learning.

These are:

- 16-19 Bursary Fund (including Free College Meals)
- 19+ Discretionary Support Fund
- Advanced Learner Loan Bursary Fund
- Higher Education Bursary Award
- Traineeship Bursary Fund

Further details are available in the ‘Financial Support for Students’ policy

6. Payments

Payment methods

All course fees must be paid when you enrol, unless otherwise stated. Fees can be paid by cash, debit or credit card, by a signed credit agreement and direct debit mandate (see Paying by instalments below), or by a purchase order from your employer. Courses marked Enriching Your Talents! which do not require an interview may be available for payment in full online.

If you are paying for your course (in whole or in part) with an Advanced Learner Loan, evidence of the loan approved status must be shown when you enrol.

Paying by instalments

If the total amount to be paid at one time, for all courses you are enrolled on, including any additional fees, totals to £150 or more, then you may apply to pay by instalments. If the course is 10 weeks or less in duration, the Direct Debit method/instalment payment plan will not be permitted.

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- The initial payment will be 30% of the total fee.
- The balance will be collected by Direct Debit (minimum instalment amount £50) in no more than six equal instalments, with the last instalment being collected before the latest end date of the courses you are enrolling on.
- If you leave a course early, the instalments will continue to be collected.
- You will not be able to add subsequent courses to the instalment plan, but you may be able to start a new payment plan if the cost at any one time is £150 or more.

7. Advanced Learner Loans

Advanced Learner Loans are an option for people aged 19 and over to fund their course fees.

If you are aged 19 or over and want to study Level 3 or above and are required to pay for the course, you can pay the full course fee yourself, or you can get an Advanced Learner Loan to pay all or part of the course fee. The minimum amount you can receive is £300; the maximum amount can cover the full course fee. When you enrol you will be asked to pay the difference between the loan amount and the full fee.

If we indicate that an Advanced Learner Loan may be available for your course and you are not eligible for a free course, you may apply for an Advanced Learner Loan up to the value of the course fees.

For further information request our Advanced Learner Loan leaflet or visit the [National Careers Service](#) and the [Advanced Learner Loan](#) websites. For impartial financial advice, visit [The Money Advice Service](#).

Students must make alternative payment arrangements if their loan is still not approved more than four weeks after the start of their course. The fee liability self-declaration must be signed and dated by the applicant before enrolment onto any Advanced Learner Loan course can proceed.

Where a student withdraws before completing a course they will remain liable for the difference between the course fee and funding received by the College from the Student Loans Company. The balance will remain outstanding against the student's enrolment record until payment in full is received.

8. Refunds and Credit Notes

Refunds are available

- When a course is closed by the College
- Following an upheld complaint and if recommended in writing by the Head of Faculty and approved by the Vice Principal, Finance and Resources (a full or partial refund may apply).
- For courses booked over the telephone or online and paid in full by credit/debit card. Students have a 14-day cooling off period from the date of the transaction. If the course starts immediately within 14 days, you still have the right to cancel, however you must pay for the value of the service that provided up to the point you cancel. If the course is provided in full within 14 days, your right to cancel will be lost during the cancellation period, as the service will have been provided in full.

No other refunds will be made.

Credit notes

Credit notes, to be used against fees on other College courses, will only be given in exceptional circumstances with the approval of the Vice Principal Finance and Resources.

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9. HIGHER EDUCATION

This section of the Fees Policy applies to students enrolled on Higher Education courses; in particular, this refers to the range of Foundation Degrees and Degrees offered at Strode College and validated by the University of Plymouth.

Definitions as applicable to this policy:

Higher Education is defined as all taught courses at Level 4-6 (outlined above) that currently receive funding to support their delivery from the Office for Students; excluding therefore the professional and vocational qualifications offered by the College at this level (e.g. Counselling), as well as Higher Apprenticeships.

Full-time higher education is defined as undertaking courses of a value of 120 credits in an academic year.

Part-time higher education is defined as undertaking courses of a prescribed value over a longer period than the full-time route. To qualify for financial support students must be undertaking a minimum of 25% of a full time programme in an academic year.

Continuing Professional Development (CPD) is where one, two or three modules only are undertaken.

Tuition Fees

Tuition fees are set by Strode College annually, in accordance with the Access and Participation Plan approved by the Office for Students. See Appendix A for HE tuition fees.

Other Course Costs

All students will be given a £10 allocation of print credits at the start of the year. There are no refunds for unused printer credits. Additional credits can be purchased throughout the period of study.

Remission of Tuition fees

There is no remission of tuition fees for higher education students. Students can apply to the Student Loan Company (SLC) for a tuition fee loan. Students can also apply to the SLC for additional financial support for example, a maintenance loan.

Payments

Students receiving any form of funding towards their tuition fees should bring a letter of confirmation to enrolment. The letter should clearly show the contact name and address of the Loan Company or sponsor [employer, government department]. If a student is receiving full funding (including a Student Tuition Fee loan) they will not be asked for payment.

If a student is part-funded, they will need to pay a minimum of 50% of their total contribution at, or before, enrolment.

Students who need to pay all or part of their tuition fees

Fees must be paid either:

- in full at, or before, enrolment by cash, bank transfer or debit or credit card or
- in four equal instalments as follows:
 - 25% on enrolment by cash, bank transfer or debit or credit card
 - 25% by 1 December by direct debit
 - 25% by 1 February by direct debit
 - 25% by 1 April by direct debit

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Refunds

In the case of a student deciding to withdraw from a programme, refunds will be made available as follows:

Withdrawal point	Fees Payable
up to and including teaching week 3	£50 administrative charge
between teaching week 4 and the end of term 1	25% of annual fee due
from start of term 2	50% of annual fee due
from start of term 3	100% of annual fee due

Credit Notes

Credit notes are not available for higher education students.

Non-payment of fee and deregistration

Returning students who have an outstanding debt from the previous academic year must settle the debt in full prior to enrolment on the next academic year. Students who have difficulty in paying the current year's fees must speak to the Finance Office.

Any student who has outstanding fees as at 15th January and has not made satisfactory arrangements with the Finance department to pay, will be de-registered.

Deregistration means withdrawal from all academic services, including library facilities and disabling of their email account. Students will also be unable to recommence their studies in the current academic year even if they subsequently pay the fees owed. It is therefore imperative that they keep the college informed of any financial difficulties that they are facing.

Students with unpaid fees will also be prohibited from attending any award ceremony unless the debt is paid in full. It is the college's policy to withhold award certification, transcripts and confirmation of awards until debts are settled in full.

Exclusion from the course

The college will adhere to the Student Loans Company policy on refunds following exclusion.

Residency status

Strode College is unable to admit international students on to courses, including higher education. To be eligible to enrol on a higher education programme, all applicants must therefore meet the residency requirements for UK and Islands/Overseas Territories/Channel Islands citizens as set out on the UKCISA website www.ukcisa.org.uk, which takes into account appropriate immigration status, as applicable, as well as the place and for how long an individual has been ordinarily resident prior to the first day of the first academic year of the course. Please refer to the UKCISA website for further information.

Accreditation of Prior Learning (APL)

For entry on to the higher education programmes, the College may sometimes be in a position to take prior learning into consideration, in determining the stage at which study can commence and/or the module content that is required to be covered. Any Accreditation of Prior Learning (APL) will be decided upon in consultation with the awarding body and a fee may be charged to facilitate this process based on nationally recognised norms.

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Financial Support via Strode College, HE Bursary

In 2022/23, full- and part-time HE students studying a Foundation Degree or Degree validated by the University of Plymouth can apply for a Strode College HE bursary award via an application form available at enrolment.

Students, who meet the required criteria to be eligible for a bursary, should submit a completed application form, accompanied by appropriate supporting documentation in accordance with instructions on the form.

Students can apply for *one* of the following levels of bursary:

£250 for full time students studying 120 credits/ £125 for part time students studying 60-100 credits. Students must demonstrate their household income is £25,000 or less. For example, be in receipt of the full maintenance loan (refer to Student Loans Company 2022/23 Financial Memorandum for financial details)

or

£200 for full time students studying 120 credits / £100 for part time students studying 60-100 credits. Students must live in an area designated by government as having generally low participation in Higher Education (defined as POLAR4, Quintiles 1) by using the postcode checker on the Office for Students website: <https://www.officeforstudents.org.uk/data-and-analysis/young-participation-by-area/young-participation-by-postcode/>

Students must be enrolled and achieve 90% attendance in the study period leading up to 20 January 2023 and tuition fees must not be in arrears. Providing the student meets these criteria and the scheme is not over-subscribed, the relevant bursary payment will be made via bank transfer, by 17 February 2023. The Vice Principal's decision on the outcome of bursary applications is final.

This Policy should be read in conjunction with the Strode College Student Protection Plan, as well as the HE Refunds and Compensation Policy.

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Appendix A: Higher Education Tuition Fees

Higher Education course fees for home students in 2022/23			
Full Time Study	Period of Study	New Entrant	Continuing Student
BA/BSc (Hons) Degree L6 top-up year Including with ELQ status*	One Year	£7,150	n/a (one year full time course)
Foundation Degree Including with ELQ status*	Two Years	£6,950	£6,950
Part Time Study			
BA /BSc (Hons) Degree L6 top-up year Including with ELQ status*	Two Years	£4,150	£4150
Foundation Degree Including with ELQ status*	Four Years	£3,950	£3,950***
Foundation Degree or BA/BSc (Hons) Degree module infill <i>without</i> University of Plymouth registration**	Per module (20 credits) Level 4-6 (pro-rata per 40 credit module)	£1,350	n/a
Foundation Degree or BA/BSc (Hons) Degree module infill <i>with</i> University of Plymouth registration**	Per module (20 credits) Level 4-5	£1,750	n/a
	Per module (20 credits) Level 6 (pro-rata per 40 credit module)	£1,950	

* Equivalent or Lower Qualification

** Failed module resits with attendance will be charged at a per module fee determined by the Vice Principal.

*** Student who commenced study from September 2021

A student who changes their mode of study from 'full time' to 'part time' during their period of registration, will be required to pay the new entrant, part time fee, applicable to the level of study. Similarly, if a student interrupts their study for a period of 12 months or more, they will be required to pay the new entrant fee upon recommencement of study.

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