



### 1. Tuition fees

1.1 Tuition fees will not be charged to students in full time education funded by the Education and Skills Funding Agency (ESFA), being aged 16-18 on 31 August at the start of the academic year.

1.2 Post level 3 course fees

Post level 3 students will be charged:

- £2,500 for full time courses funded through the Education and Skills Funding Agency (ESFA), where the student is over 18 years old on 31 August before the start of the academic year, in line with other Sixth Form Colleges offering these courses.
- £5,995 for full time courses funded by the Office for Students (formerly HEFCE students) for the 2021 intake and £6,595 for the 2022 intake;
- Support; full time Office for Students learners may be charged the appropriate costed rate for support if their needs suggest this is required. Please note that students with an Educational Health Care Plan will be exempt from this clause.

1.3 Overseas students

A baseline charge for each academic year will be £4,188. This will cover a full-time combination of a three A Level, vocational or GCSE study programme. Any additional support will be agreed in advance and charged at cost.

1.4 Evening and weekend programmes

For 2021/22 there will be no evening or weekend adult education courses run directly by the College.

1.5 Students under 16 years of age

The college may admit students under the age of 16 where an appropriate course is available and where this and funding is agreed with the Education and Skills Funding Agency (ESFA) or the appropriate local education authority. Funding will then be recovered from the relevant local education authority.

### 2. Student charges

In all cases where charges are applicable, and a student experiences financial hardship, please see section 3 for the help available.

2.1 Car parking and Motorcycle Helmet & Bike Storage lockers

The registration mark of authorised vehicles will be stated on the permit (and each can carry the registration mark of up to two vehicles used by the permit holder). There will be a refundable charge for barrier cards for car park users and Motorcycle Helmet & Bike Locker keys of £20. Replacement cards/ keys will be charged at £5.



### 2.2 Books and study guides

A recommended reading list of mandatory and non-mandatory texts will be provided where appropriate.

In some cases, the college will purchase a stock of books and students can 'loan' these books for the duration of their studies. In this case, a deposit of £10 per book must be paid by the student. This will be redeemable upon return of the book in good condition.

For non-mandatory texts, we may ask students to purchase their own copy of a book and we will aim to secure financially advantageous prices and pass this onto the student.

### 2.3 Examination fees

For full-time 16-19 students, the college will pay examination fees for the first sitting of each subject. Subsequent entries and module re-sits will be charged at cost to the student.

If students are absent (without good cause) from an exam, then the College may charge the entry fee.

### 2.4 Computer printing & photocopying

Each student is allocated a user ID at the start of each year and a print allowance based on the subjects they are studying. This allowance is £3 per month (or £5 per month if studying an Art, Media, IT subject) and will be automatically topped up each month. This allows students access to the network of College printers & photocopiers through the student membership card. Student printing is monitored on a monthly basis. This is in order to consider the environmental & economic impact from printing & photocopying. This considerate usage of printing & photocopying will be part of the induction programme for new students. Top-ups can be requested via teachers and these will be monitored monthly.

### 2.5 Library

Fines will be charged on overdue items at the rate of 5p per item per day, to a maximum of £1.50 per item. If items are not returned at the time the maximum fee is reached, an invoice will be issued for the replacement cost of the item plus the maximum fee.

### 2.6 Transport

Passes for the college buses will be charged at £180 for the full year, which equates to about 50p per journey. Termly passes will be charged at £75 for the autumn term, £65 for the spring term and £45 for the summer term. Students without passes can use the service on payment of £1.00 for each journey

Students with disabilities may be entitled to taxi transport to and from college.

### 2.7 Stationery



Students are expected to provide their own stationery and personal study equipment. Wherever possible the college will aim to secure a financially advantageous price on such items and pass this on to the student.

### 2.8 Trips and visits

In many subjects, it is desirable, or even essential, that learning takes place outside the classroom. If a trip or visit is essential to the course, and by definition all students need to participate, then these trips and visits will be free or significantly subsidised by the College.

Non-essential trips and visits will be costed as effectively as possible and students will opt-in on a voluntary basis, subject to paying the necessary costs.

### 2.9 Clothing and

equipment Non-Sport

subjects

All essential specialist clothing or equipment needed for particular subjects will be provided, such as

protective coats and goggles in science laboratories. These will be available for students to purchase, should they wish to keep the item(s) in question.

Sport subjects

Students are encouraged to buy clothing (team branded) which the student will own. The college will aim to secure financially advantageous prices on the recommended clothing and pass this onto the student. Students unable to meet these costs may borrow the items free of charge where appropriate.

Sport Academies and Development Programmes

It is mandatory for students to buy clothing and kit (relevant to their academy or development programme area), which the student will own. The college will aim to secure financially advantageous prices on the recommended clothing and pass this onto the student. This is necessary to participate in the programme. As Sports Academies and Development Programmes are optional components of a student's study programme, this cost is only relevant if a student applies and is accepted as part of the programme.

### 2.10 Additional Performance tuition

Any tuition costs will normally be free if related to the course, or if desirable the College. The Head of Admissions will, however, notify specific terms to relevant students annually before enrolment if fees apply. The College reserves the right to withdraw this service if the student fails to attend regularly or does not pay the fee. Refunds will only be given if students leave the course within four weeks of enrolment.

### 2.11 Replacement Membership Cards/ Catering Cards

Membership Cards, including card Holders and lanyards are free in the first place. Any replacements will be charged at £2 each for membership cards and £5 each for Catering Cards, to cover the replacement cost.



### 2.12 Loss of or damage to college property



Students may be asked to pay for or contribute to the cost of any wilful damage to or loss of property belonging to the college.

### 3. Financial hardship

Students experiencing exceptional financial hardship at any time during their studies can apply for funding from the college's Hardship Fund. This could be for various reasons e.g. living independently and can be used to contribute to transport to get to and from College, a meal at College, any essential books or equipment for successful study etc. More information is available on our website and if a student has any queries, they can contact the Executive Assistant to the Senior Leadership Team.

Students who qualify for the Bursary scheme can receive financial support for any costs related to their time or studies at College. Students who qualify for Free School Meals will receive a weekly allowance to cover a meal for each day they are scheduled to attend college. For criteria and guidance on how to apply for Bursary funds, please see our website.

### 4. Access to the Policy

This policy is published on our staff internal staff portal (Moodle) and on the College website.

### 5. Policy Review

The Senior Leadership Team and the Finance and Resources Committee (on behalf on the Governing Corporation) will approve the policy before being published. This policy will be reviewed annually.

#### Document History

| V  | Date      | Author(s)                  | Comments                     | Authorised by                                       | Date      |
|----|-----------|----------------------------|------------------------------|---|-----------|
| 1. | June 2015 | Andrew Shaw                | Revision to existing policy  | Approved by SLT and Finance and Resources Committee | June 2015 |
| 2. | June 2016 | Andrew Shaw                | Revision to existing policy  | Approved by SLT and Finance and Resources Committee | June 2016 |
| 3. | June 2017 | Andrew Shaw                | Revision to existing policy  | Approved by SLT and Finance and Resources Committee | June 2017 |
| 4. | June 2018 | Andrew Shaw                | Revision to existing policy; | Approved by SLT and Finance and Resources Committee | June 2018 |
| 5. | June 2019 | Hilary Foster /Julie Pryce | Revision to existing policy  | Approved by SLT and Finance and Resources Committee | June 2019 |
| 6. | June 2020 | John Flynn/Julie Thomas    | Revision to existing policy  | Approved by SLT and Finance and Resources Committee | June 2020 |



|    |           |            |                             |  |           |
|----|-----------|------------|-----------------------------|--|-----------|
| 7. | June 2021 | John Flynn | Revision to existing policy | Approved by SLT and F&R Committee on 21 <sup>st</sup> June 2021. | June 2021 |
|----|-----------|------------|-----------------------------|--|-----------|

### Equality Impact Assessment

| Question  | Response   |
|---|--|
| 1. Name of policy being assessed  | Fees and Charges Policy  |
| 2. Summary of aims and objectives of the policy   | The purpose of the policy is set levels of fees and charges that may be applicable to students |
| 3. What involvement and consultation has been done in relation to this policy? (e.g. with relevant groups and stakeholders) | Two members of SLT consulted   |
| 4. Who is affected by the policy?   | HNC staff  |
| 5. What are the arrangements for monitoring and reviewing the actual impact of the policy?                                  | The policy will be reviewed annually.  |

| Protected Characteristic Group | Is there a potential for positive/negative impact? | Please explain and give examples of any evidence/data used          | Action to address negative impact (e.g. adjustment made) |
|--------------------------------|--|---|--|
| Disability                     | Neutral impact                                     | The policy is compliant with all financial regulations and guidance | N/A  |
| Gender reassignment            | Neutral impact                                     | The policy is compliant with all financial regulations and guidance | N/A  |
| Marriage or civil partnership  | Neutral impact                                     | The policy is compliant with all financial regulations and guidance | N/A  |
| Pregnancy and maternity        | Neutral impact                                     | The policy is compliant with all financial regulations and guidance | N/A  |
| Race                           | Neutral impact                                     | The policy is compliant with all financial regulations and guidance | N/A  |
| Religion or belief             | Neutral impact                                     | The policy is compliant with all financial regulations and guidance | N/A  |
| Sexual orientation             | Neutral impact                                     | The policy is compliant with all financial regulations and guidance | N/A  |
| Sex (gender)                   | Neutral impact                                     | The policy is compliant with all financial regulations and guidance | N/A  |

# HNC Policies, Protocols and Procedures

## Fees and Charges Policy



|     |                |   |     |
|-----|----------------|---|-----|
| Age | Neutral impact | The policy is compliant with all financial regulations and guidance | N/A |
|-----|----------------|---|-----|



### Evaluation:

| Question  | Explanation / justification  |  |
|---|--|--|
| Is it possible the proposed policy could discriminate or unfairly disadvantage people?  | The policy ensures a transparent setting of expectations; no discrimination or disadvantage could be displayed |  |
| Final Decision:   | Tick the relevant box  | Include any explanation / justification required   |
| 1. No barriers identified, therefore activity will <b>proceed</b> .   | ✓  | The basis of the policy has been used for many years and financial policies, processes and controls have been quality assured as excellent |
| 2. You can decide to <b>stop</b> the policy or practice at some point because the data shows bias towards one or more groups  |  |  |
| 3. You can <b>adapt or change</b> the policy in a way which you think will eliminate the bias   |  |  |
| 4. Barriers and impact identified, however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy or practice (e.g. in extreme cases or where positive action is taken). Therefore you are going to <b>proceed with caution</b> with this policy or practice knowing that it may favour some people less than others, providing justification for this decision |  |  |

|                              |              |
|------------------------------|--------------|
| Reviewed by (Author):        | John Flynn   |
| Date:                        | 07/06/21     |
| Review date (if applicable): | June 2021    |
| Approval by (SLT Lead):      | Julie Thomas |
| Date:                        | 27/05/20     |