

Title: Higher Education Tuition Fee Policy July 2019

TYPE: Tuition Fee Policy for Higher Education Students July 2019

PURPOSE: This document outlines the policy for tuition fees, examination fees and other fees payable by Higher Education students.

SCOPE: This policy applies to Higher Education students. It is effective from 8th July 2019

RESPONSIBILITY: The Vice Principal Finance is responsible for this Policy.

Note: Legal Context Guidance issued by the Office for Students and the Consumer Rights Acts 2015 and related consumer legislation.

Higher Education Tuition Fee Policy – July 2019

1. INTRODUCTION

The College is committed to ensuring that its course fees are fair and represent value for money. The College also commits to providing potential learners with clear information about its fees, concessions and payment methods.

Scope

- This policy covers tuition fees, examination fees and other fees payable by Higher Education students.
- Tuition fees are reviewed and set annually by the Principal and the Executive Management Team (EMT) in accordance with any guidance issued by the Office for Students. In exceptional circumstances (i.e. to reflect market factors), fee adjustment may be made following approval by the Principal.
- Fees are set for year 1 of the course and remain unchanged for its duration.
- This document is effective from 8th July 2019.

Disclaimer

- Applicants are required to declare their fee status when they complete their UCAS application or via the online application form for part time applicants, selecting from a number of options including UK home, EU or overseas (non- EU) fee status. The Admissions Officer checks information in the application relating

to fee status, including the nationality, country of residence, address and declared fee status. Where the combination of information provided suggests that the fee status declared by the applicant may be incorrect or insufficient information is provided the College carries out a fee status assessment. The College does not exercise discretion when determining applicants' fee status. The College reserves the right to amend an applicant's fee status after the formal offer has been issued.

National fee guidelines

- 'Home Students' are those who, in general have been resident in the EU or the EEA for the three years preceding their enrolment. A current list of EU/EEA countries is available in Appendix 1.
- 'Non Home/International students' are students who have not been resident for the preceding three years. These students will be assessed at the point of enrolment.

2. TUITION AND OTHER FEES CHARGED

- For all students full fees will be charged and fees will be set annually. Fees are set for year 1 of the course and will remain unchanged for the duration of the course. A scholarship will be offered to higher grade students and Scholarships and bursaries for some students from lower income backgrounds are available in line with our Access and Participation plan. Further details are available from the HE Admissions officer who can also explain the process and help prepare the application.
- For students on franchised courses the tuition fees are set by the Partner University and not Solihull College and University Centre.
- There is no pro rata reduction available for programmes and all students are required to pay the full fee for the course irrespective of their start date.

3 PAYMENT BY INSTALMENTS

- The College expects all fees to be paid in advance at enrolment. However, arrangements for instalment payments are in place to support students to pay their fees who do not have a student loan. Standard instalment plans are agreed by the Vice Principal Finance annually. When paying by instalment students will be encouraged to pay by direct debit. For some instalment plans an administration fee is also payable.
- For students who fail to pay fees by the due date the Deputy Principal/Dean of Higher Education and Curriculum Innovation may agree a revised instalment plan with the student in order to ensure collection of the fees due.
- The College will take action to pursue unpaid debts including using the services of a debt collection agency and the exclusion of students from their programme when fees remain unpaid.

4 FEE REFUNDS

- In accordance with HE Admissions policy, students have the 'Right to Cancel' their application to study within 14 days of accepting their place to study. Once applicants have accepted an offer to study at Solihull College & University Centre, students will be able to cancel their acceptance within 14 days without giving any reason. The cancellation period will expire after 14 days from the date on which the offer is accepted, which is the date on which your contract with the College began. The College will make the reimbursement without undue delay within 14 days of receipt of the notification of cancellation where possible. The College will make the reimbursement using the same means of payment as was used to pay the College.
- After 14 days fee refunds are only made in the following circumstances:
 - The College closing a course;
 - Fees have been wrongly assessed:

- If there are very exceptional circumstances for withdrawing from a course and within the first 4 weeks (see below).
- In exceptional circumstances, refunds may be given within the first 4 weeks of the course commencing. If a student feels they are entitled to a refund they should complete a refund application form and support the application with written evidence i.e. a letter from their employer or medical certificate. No refunds will be given after the first 4 weeks irrespective of personal/exceptional circumstances unless the College accepts responsibility for the student's request for a refund. Exceptional circumstances are determined by the Vice Principal Finance acting reasonably.
- Where the criteria for a fee refund have not been met, the College has discretion to provide a letter of credit that can be applied towards the fee of a future course at the College.
- The College is committed to abiding by UK legislation concerning the requirements of the 2002 Proceeds of Crime Act and 2003 Money Laundering etc. Refunds for fees paid originally by debit/credit card are refunded back to the card. For other forms of payment, refunds paid will only be made directly to the student concerned or to an official student sponsor.

5 FEES FOR NON COMPLETION

- Students who, through their own volition, have failed to complete their learning programme within the agreed contract period may be required to pay any additional costs associated with an extension.

6 CHANGES TO OR CLOSURE OF COURSES

The College will only make changes to courses, or close courses after the acceptance of an offer, in the limited circumstances set out below. Examples of "changes" include changes to the content or structure of a course, or to the location or method of teaching or assessment, or to the type of award. The circumstances where changes may be made or required are:

- Where changes are in students' overall interests, for example because of developments in teaching practice or technology, new assessment methods, or where a campus redevelopment or restructuring of means that teaching locations change to a different site.
- Where a key member of staff is no longer available (e.g. through illness or resignation) and suitable alternative teaching or supervision arrangements cannot be provided..
- Where a teaching location becomes unavailable for reasons outside control.
- Where regulatory or government requirements mean that changes have to be made to better ensure compliance.
- Where the College decides for academic or operational reasons to revise the optional modules that are available on a course.

Where changes or course closures are proposed or have to be made for the reasons outlined above, the College will take all reasonable steps to minimise disruption to students and will deal with such changes or closures in line with the Policy and Procedure for Closing Credit Bearing Programmes and the Student Protection Plan on the College Website.

APPENDIX 1

Countries in the European Economic Area (EEA)

Including Eligible British Overseas Territories and EU Overseas Territories

Austria Ireland (Eire) Iceland Netherlands Spain

Belgium Estonia Italy Norway Sweden

Bulgaria Finland Latvia Poland Switzerland

Croatia France Liechtenstein Portugal United Kingdom (UK)

Cyprus Germany Lithuania Romania

Czech Republic Greece Luxembourg Slovakia

Denmark Hungary Malta Slovenia

Reviewed By	Created	Last Reviewed and Approved	Next Review Date	Total Pages
Heather Evans	June 18	May 2019	March 2020	4

PUBLICATION:

Staff Hub/Intranet: (Y)

Website: (Y)

Student Hub: (Y)