



**Polisi Ffioedd : 2018 - 2019**

**Fees Policy : 2018 - 2019**

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**If you or someone you know would like this document in an alternative format please contact the HR Unit on 01639 648308 or email [hr@nptcgroup.ac.uk](mailto:hr@nptcgroup.ac.uk).**

## **Section 1 : Context**

- 1.1 The Strategic Plan 2015-2019 has the strategic objective to “Develop a robust financial strategy which supports the long-term viability of the Group and provides resilience to changes in the economic climate.”
- 1.2 The Fees Policy Group is charged with maximising the collection of fee income in a more efficient manner and by bringing greater clarity to NPTC Group of Colleges (‘the Group’) procedures for the benefit of both students and staff. In addition, increases in fee charges above the rate of inflation need to take account of market forces, particularly in respect of local competitors.

## **Section 2 : Status**

- 2.1 This document was approved by the Senior Management Team on 28.02.18 and the Resources and General Purposes Committee of the Corporation Board at its meeting held on 14.03.18. Thereafter both the policy and fee levels are subject to annual review and approval.
- 2.2 The policy has undergone Equality and Linguistic Impact Assessment, a copy of which is attached as Appendix I.

## **Section 3 : Policy**

- 3.1 The purpose of the Fees Policy is to outline to students and staff the charges to be levied for all courses advertised by the Group. Both full and part time fees are outlined. Only fees for bespoke courses are excluded since they are the subject of negotiation between the relevant parties.

## **Section 4 : Procedure (Non International Students)**

### **Course Fees**

- 4.1 This section refers to non-international students. For details relating to international students please refer to section 4.36. For clarity, an international student is defined as “a student who is a post-16, non-UK born citizen residing in the UK who does not meet the three year UK Visa and Immigration Service residency regulations and their conditions to classify them as “home” students”. Examples of international students can be found in section 4.36.
- 4.2 All programmes of study have fees attached to them.
- 4.3 However, students are not necessarily charged the full rate for the course:
  - (i) Full Time Non Higher Education (HE) Courses – fees are remitted regardless of the students age;
  - (ii) Part Time Non HE Courses – every programme of study has a fee

attached, as advertised;

- (iii) HE Programmes – every programme of study has a fee attached, as displayed in the Higher Education Fees and Financial Support document on the College web site. Payment of the HE tuition fees is made direct to the College (where the awarding body is Pearson). Where the programmes are validated or franchised by partner universities the fees are paid in accordance with the financial statement schedule as stated in the Memorandums of Agreement.
- (iv) The Group may permit payment by instalment where the total course fees are £100.00 or more. Details are given in Appendix III.
- (v) For students who start and finish a course in the same academic year the enrolment fee is that advertised irrespective of the student's start date;
- (vi) Students aged between 16 and 19 (per Department for Education and Skills (DfES) definitions) are not charged for any tuition fees on Further Education (FE) courses.

#### **Administration Fee**

- 4.4 All non HE students are required to pay an administration fee. For part time students the administration fee is included in the tuition fee. No student will be registered until they have paid this fee. On payment of the administration fee students will be entitled to be issued with an identity card, permitting them to be on Group premises and enabling them to use the Learning Resource Centres, the Refectories and the print / copy system.
- 4.5 The administration fee is non-refundable.
- 4.6 The current administration fees can be found in Appendix I.

#### **Examination and Registration Fees**

- 4.7 The administration or course fees paid directly by students includes the cost of examination / assessment entry paperwork for initial sittings.
- 4.8 All resit exams must be paid for by the student.
- 4.9 If a student wishes to be entered for a resit exam after the deadline they will be recharged any late fees. This applies to **all** resit exams.
- 4.10 If a student withdraws from any exam after the entry deadline, or fails to turn up for any exam for which they have been entered, they may be charged for the cost of the examination.
- 4.11 If a student decides to transfer courses mid-year, any late element of the relevant registration and examination fees may be charged to the student.
- 4.12 If the relevant tutor of a student decides to withdraw a student from an examination after any withdrawal deadlines any charges arising will be recharged to that tutor's school.

- 4.13 Any student who wishes to sit additional exams as an attainment only student, i.e. does not attend any classes, will be charged any relevant registration and examination fees.
- 4.14 For students who are funded via Training Providers, the examination / assessment fees, including any late charges and resit fees will be subject to the specific contracts agreed with the Training Provider organisation.

### **Other Fees**

- 4.15 Where a sponsor is paying on behalf of a student the full course fee must be paid. This will apply even if the student would have been able to claim reduced fees if making payment themselves.

### **Part Time Fees**

- 4.16 Details of current part time fees can be found on the Group web site.
- 4.17 The general increase in fees for 2018 / 2019 will be 0%. The usual caveat remains where Heads of School request specific price changes for individual courses on the basis of local market forces.

### **Refund of Part Time & HE Fees**

- 4.18 For a full year course where a part time FE student leaves within four weeks from the commencement of the course, including course induction, there will be a full refund less the administration fee.
- 4.19 For courses that are less than a full year in duration, full refunds will be made within the pro-rated equivalent of four weeks for a full year course (less the administration fee), or else there will be no refund.
- 4.20 Where the Higher Education tuition fee is payable to the College, the College will process any refunds payable. Where the **full** tuition fee has been paid, a 100% refund is payable if the student withdraws before 5 October 2018, a 75% refund is payable if the student withdraws between 6 October 2018 and 11 January 2019. A 50% refund is payable if the student withdraws between 12 January 2019 and 12 April 2019. No refund is payable if the student leaves after 12 April 2019.
- 4.21 Where Higher Education tuition fees are payable to the university, refunds will be subject to the university's refund policy.
- 4.22 If the Group is responsible for cancelling the course or the Group changes the time or location of that class which is unacceptable to the student, then the student will receive a full refund.
- 4.23 For courses where a registration fee is required to be paid by the student to the qualification body, if the student leaves later than eight weeks from the date of enrolment no refund of that fee will be made since the Group will have incurred the cost of registering the student with the relevant body.

- 4.24 Where the examination fee has been paid by the student, but no entry completed by the Group, the fee will be refunded in full should the student leave the course.
- 4.25 Refunds will only be processed within the academic year to which they apply.
- 4.26 If a student is excluded for disciplinary reasons no refund will be issued.

### **Eligibility for Reduced Fees**

- 4.27 Anyone wishing to claim a reduction in course fees must complete Form NPTC36. Proof of receipt of benefits from the Department for Work & Pensions or the Employment Service (Job Seekers Allowance) must be provided.
- 4.28 Working Tax Credit and Child Tax Credit are **not** classed as a benefit where an automatic reduction in fees is given. These credits are given to people on low income as a top up to bring their income up to a reasonable level. For this client group, refer to the low income criteria in paragraph 4.33.
- 4.29 Any student who meets the equivalent threshold criteria for EMA and FCF eligibility (currently where **total household gross income is below £20,817**) may apply for and receive reduced fees where proof of income is provided. This threshold may change when the EMA guidance for 2018 / 2019 is released.
- 4.30 Students can receive a maximum of two courses at the reduced fee per academic year.
- 4.31 The Group is committed to implementing the requirements of the Welsh Government issued document entitled “Delivering community learning for Wales” in a fair and considered manner. In respect of this:
- Any home student aged 16 and above accessing an Adult Community Learning basic skills and / or English for Speakers of Other Languages (ESOL) programme, including contextualised basic skills and citizenship courses are exempt from tuition fees;
  - Those who are not currently in education, training or employment and are in receipt of state benefits or support (excluding state retirement pension) are entitled to claim the substantially reduced fee.
  - Those aged 50 plus who are not in full time employment and are unable to fund their own learning as a consequence of low income are entitled to claim the heavily reduced fee in line with the reduced fee policy.

The Group will further refine our approach to this Welsh Government initiative as the specific requirements are made clearer.

## Section 4 : Procedure (International Students)

### International Students

4.32 As mentioned in section 4.1, the definition of an international student is given as “a student who is a post 16, non UK born citizen residing in the UK who does not meet the three year UK Visa and Immigration Service residency regulations and their conditions to classify them as “home” students”.

Examples of “international” students are:

- Students who are undertaking English for Speakers of Other Languages (ESOL) where they do not meet three year UK / EU residency regulations;
- Students who have asylum seeker or refugee status;
- Students who reside outside of the UK who have been granted a Tier 4 visa and are sponsored by the Group;
- Students who have been issued student visitor visas for up to six months duration or extended eleven month student visitor visas solely for English language learning purposes;

These categories are subject to UK Visa and Immigration Service rules and regulations changes.

4.33 The International Fees Policy relates to those students who are **not defined** as “home” students. “Home” students share the same entitlements as other Group students and fees concur with the procedures in Section 4 (Non-International Students).

### International Course Fees

4.34 All programmes of study have fees attached to them.

4.35 For students who meet the criteria for being classed as an international student, different levels of fees will apply, depending on the course of study undertaken.

4.36 For students who wish to undertake FE courses at level 3 who do not require Tier 4 Sponsorship, but do not meet the stated residence requirements in line with DfES FE Specific Guidance, the full “overseas” fee rates apply as detailed in Appendix 1.

4.37 Fees are charged for all international provision and the rates can be found in Appendix I.

4.38 For clarity, the rates shown in the part-time prospectus relate to those who are defined as “home” students. For those who meet the criteria for being defined as international students, the “Overseas” HE part time rates apply as detailed in Appendix 1 of this policy.

4.39 Please note that Tier 4 sponsored students **are not** legally eligible to undertake part time study. However, full time international students wishing to study an additional part time programme are permitted to do so at an

additional cost where international fees will apply.

- 4.40 English for Speakers of Other Languages (ESOL) programmes carry full international fees requirements where residency requirements are not met. Specific international fees are set out in Appendix 1 for ESOL programmes.
- 4.41 Refugees who qualify for “home” fees and full student support must be recognised by the UK government as a refugee under the 1951 Convention, and on the first day of the first academic year of the course be resident in the UK (for fees) and in the country of the UK to which the student is applying for Student Support and; not have ceased to be ordinarily resident in the UK and Islands since being recognised as a refugee.
- 4.42 In Higher Education no provision is made in the Regulations for Asylum Seekers to be entitled to pay “home” fees or claim Student Support. Any applications will be considered on an individual basis in collaboration with the HE franchise partner.
- 4.43 Should any further examinations or test entries be required (e.g. IELTS), this must be paid by the student.

#### **Payment of Fees for International Students**

- 4.44 The Group requires full payment of fees, or balance, at enrolment for all international students.
- 4.45 For those students who are Tier 4 Sponsored students, a deposit of £1,000 will be required. No Confirmation of Acceptance for Studies (CAS) will be issued without the deposit of £1,000. The balance must then be paid in full at enrolment.

#### **Refund of Fees for International Students**

- 4.46 For all international applicants who require a visa, where the visa has been declined by the UK Visa and Immigration Service and proof can be provided that this was beyond the applicant’s control, full fees minus an administration charge of £200 will be refunded.
- 4.47 All requests for refunds will be assessed on a case by case basis by the Assistant Principal: Worldwide Operations. If the refund is approved it will be actioned on the same basis as for a home student.
- 4.48 If an international student is excluded for disciplinary reasons no refund will be issued.

#### **Eligibility for reduced fees**

- 4.49 Reduced fees for international students will be on the basis of their eligibility under UK Visa and Immigration Service and Welsh Government DfES criteria. In the case of FE full time courses, if the student meets the residency eligibility criteria for non-payment of fees, then this will apply. For all other

provision if the student meets the residency criteria then “home” rates will apply.

- 4.50 Where the student does not meet the residency eligibility criteria, full “overseas” rates will apply. **All Tier 4 Sponsored students will be charged the “overseas” rates.**

## **Section 5 : Monitoring**

- 5.1 Monitoring of the Fees Policy is the responsibility of the Fees Policy Group, chaired by the Vice Principal: Financial Services.

## **Section 6 : Review**

- 6.1 The Fees Policy is subject to annual review by the Fees Policy Group. The review will be completed by no later than end of February of each year in order that the Policy can be considered and approved at the meeting of the Resources & General Purposes Committee in the Spring Term of that academic year.
- 6.2 The next review date will be 28 February 2019.

## Home Student Fees 2018 / 2019

### Student Administration Fee

- For students enrolling on FE courses £50
- For resit only enrolments, an appropriate charge will be made.

### Miscellaneous Fees

- Replacement of student ID pass - £10 \*  
If a replacement is issued and then the original ID pass found no refund of the replacement fee will be made.
  - Replacement of staff ID pass - £10 \*
  - Replacement lanyard - £1
  - Instalment payments (FE students) administration fee - £30
  - Administration charge for 'bounced' payments (Direct debits or cheques) - £30 per payment (all students)
- \* NOTE: If a pass is lost due to theft, e.g. a stolen purse, wallet or bag, the replacement fee will be waived upon production of a letter from the police detailing the incident number.

## International Student Fees 2018 / 2019

All international fees are inclusive of the administration fee but are exclusive of accommodation, subsistence, travel and related costs.

- English for Speakers of Other Languages (ESOL) £5.50 per hour.

### Further Education:

- Full time FE programmes will be charged equivalent to £12 per hour (based on A Level fees of 500 hours @ £12 per hour = £6,000, though the actual published and chargeable fee is £5,950.

### Higher Education:

- The charge set for HE programmes will be set in accordance with the franchise partner.
- Non-franchised part time provision above Level 3 will be charged at £16 per hour for international students who are non-Tier 4 Sponsored.

## Appendix II

### HE Fees 2018 - 2019 Academic Year

UK and EU Higher Education Students	
HE Courses	Course Fee
Full Time –HND non-franchised	£7,500
Full Time –HNC non-franchised	£7,500
Part Time – HND non-franchised	£20 per credit of study
Part Time – HNC non-franchised	£20 per credit of study

International Higher Education Students	
HE Courses	Course Fee
Full Time – HND non-franchised	£10,000
Full Time – HNC non-franchised	£10,000
Part Time – HND non-franchised	£25 per credit of study
Part Time – HNC non-franchised	£25 per credit of study

### Franchise Higher Education Programmes

All tuition fees are set by the franchise university. These fees are available in the Group's Fees and Financial Support document.

### Course Fee Payments by Instalments and Direct Debit

- The Group may permit the payment of fees by instalment where the total course fees are £100.00 or more. There are 2 payment options:

#### Instalments by Sales Invoice

- The initial payment of 1/3 of total cost (to include all examination and registration fees) must be paid at the time of enrolment.
- The second instalment of 1/3 of total cost will be invoiced on 1 December.
- The final instalment of 1/3 of total cost will be invoiced on 1 February.

#### Instalments by Direct Debit

- Students may pay by Direct Debit in up to 8 instalments from November to May on the first of each month. The first payment must be paid at the time of enrolment and a further 7 payments will be processed using the Direct Debit system commencing the beginning of November.
- Should a Student request paying by Direct Debit after September the number of payments will then reduce to 7 payments from October, 6 in November to 2 in March or full payment from April all of which can be processed through the Direct Debit system.
- For commercial courses that do not follow the academic year timetable, the schedule for Direct Debits will be agreed with the relevant manager on a case by case basis.
- The relevant Group administration fees, as stated in Appendix I, are payable with the first instalment, irrespective of payment method.

## Equality and Linguistic Impact Assessment & Screening Document

This document is used to record the assessment of whether or not a policy, practice or provision - or a change to them - will have a negative or positive impact on the equality of a protected characteristic or on the use of the Welsh Language.

### Stage 1 – Initial Screening

Firstly consider what item is being assessed and what is its purpose?  
 Using the boxes below, provide a description of the policy, practice or provision being assessed with a short statement about what the item is intended to achieve (its aims and objectives) and who is affected,  
 e.g. staff, students, parents/carers, partners, etc.

<b>Description of item:</b>  Fees Policy
<b>Aims &amp; objectives:</b>  To set the framework for Group fees and charges for the next financial year
<b>Those affected – eg staff, students, parents, partners etc :</b>  Students

Considering the item being assessed, use the boxes below to record your initial thoughts on the possible consequences for the nine protected characteristics and the use of the Welsh Language.

Protected Characteristic	Potential impact <b>positive or negative</b>
<b>Sex</b> Also called gender, means a man or a woman	N/A
<b>Race</b> Refers to the protected characteristic of Race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins	Students from outside the EU  Potentially the policy could be perceived as having a negative impact in respect of race/nationality as overseas students (from outside the EU) are not funded by the Welsh Government and so are charged higher tuition fees than home (or EU) students. They are also subject to additional rules based on NPTC Group's obligations in respect of UK Visa and Immigration Service rules. However, if NPTC Group of Colleges did not differentiate between students in this way, then no international students would be able to access learning at the Group.

<p><b>Age</b> Where this is referred to, it refers to a person belonging to a particular age (e.g. 32 year olds) or range of ages (e.g. 18 - 30 year olds).</p>	<p>Students aged 19 years and over</p> <p>Potentially the policy could be perceived as having a negative impact in respect of age as the Welsh Government requires that students less than 19 years are not charged course fees. This is beyond NPTC Group of College's control</p>
<b>Protected Characteristic</b>	<b>Potential impact <span style="color: red;">positive or negative</span></b>
<p><b>Gender Re-assignment</b> The process of transitioning from one gender to another</p>	<p>N/A</p>
<p><b>Sexual Orientation</b> Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes</p>	<p>N/A</p>
<p><b>Religion &amp; Belief</b> Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.</p>	<p>N/A</p>
<p><b>Pregnancy &amp; Maternity</b> Pregnancy is when expecting a baby, Maternity refers to period after the birth</p>	<p>N/A</p>
<p><b>Marriage &amp; Civil Partnership</b> Marriage - between same or opposite sex couples, Civil Partnership - between same sex couples</p>	<p>N/A</p>
<p><b>Disability</b> Any long term condition that effects day to day activity. Conditions include hearing, visually &amp; physical impairment, learning disability, mental health, cancer, HIV &amp; MS</p>	<p>N/A</p>

Welsh Language	Potential impact <b>positive or negative</b>
<p>The Welsh Language (Wales) Measure 2011 establishes equal rights for Welsh speakers, based on the principles In Wales, the Welsh language should be</p>	None
<p>treated no less favourably than the English language &amp; persons in Wales should be able to live their lives through the medium of Welsh if they choose</p>	
<p><b>Explanation – if appropriate</b></p> <p>The fees are set regardless of an individual's language preferences The policy is used internally and provided on request to the students/general public. Requests are very rare</p>	
<p><b>Priority Level: high/medium/low</b> Low</p>	

## Stage 2 – Analysis

Based on the screening process above you will need to carry out analysis to verify your initial decision. Below you need to show what equality and linguistic analysis has been done on this item? List the evidence, data or sources used to analyse the impact of this item. (include any, data, reports, surveys or web links utilised in the process)

Protected Characteristics	Data Source & Findings
<b>Sex</b>	N/A
<b>Race</b>	Student Data - No issues identified
<b>Disability</b>	N/A

<b>Sexual Orientation</b>	N/A
<b>Age</b>	Student Data - No issues identified
<b>Pregnancy &amp; Maternity</b>	N/A
<b>Marriage &amp; Civil Partnership</b>	N/A
<b>Religion &amp; Belief</b>	N/A
<b>Gender Re-assignment</b>	N/A
<b>The Use of the Welsh Language</b>	<b>Data Source &amp; Findings</b>
<b>Welsh</b>	Records of request for a copy of the policy – no issues identified

### Stage 3 – Engagement/Consultation & Assessment

Following your analysis, you now need to record how you have assessed the item and who was engaged in the process. How was an assessment of the equality and linguistic impact reached, who was involved in the decision?

<b>Group impacted</b>	<b>Nature of positive and/or negative impact or explanation for no identified impact</b>
<b>Sex</b>	N/A
<b>Race</b>	Potentially the policy could be perceived as having a negative impact in respect of race/nationality as overseas students (from outside the EU) are not funded by the Welsh Government and so are charged higher tuition fees than home (or EU) students. They are also subject to additional rules based on NPTC Group of College's obligations in respect of UK Visa and Immigration Service rules. However, if NPTC Group of Colleges did not differentiate between students in this way, then no international
<b>Disability</b>	N/A
<b>Sexual Orientation</b>	N/A

<b>Age</b>	Potentially the policy could be perceived as having a negative impact in respect of age as the Welsh Government requires that students less than 19 years are not charged course fees. This is beyond NPTC Group of College's control
<b>Pregnancy &amp; Maternity</b>	N/A
<b>Marriage &amp; Civil Partnership</b>	N/A
<b>Religion &amp; Belief</b>	N/A
<b>Gender Re-assignment</b>	N/A
<b>Welsh</b>	N/A

### Stage 4 – Mitigation & Changes

Finally, detail what changes have been made or are scheduled for change following the assessment & engagement to reduce or eliminate any adverse impact?

Impact	Possible change	Recommended & actioned
N/A	N/A	N/A

### Statement of justification and mitigation **where negative impact cannot be avoided**

The two areas noted in Stage 3 are outside of the control of NPTC Group of Colleges, so no changes are able to be made.

### Record of Evidence

#### 1. Consultation

What consultation has taken place? (state when and who with)

Consultation process	Findings
Discussed at Fees Policy Group	Discussion as to whether the Welsh language impact should be higher, but the consensus was that the concerns were covered off by the prospectus being available bilingually
Checked with HR Unit to review appropriateness of the screening undertaken	No issues identified

Student feedback	Due to the sensitivity of the subject matter, it was not deemed appropriate to share the policy with students before agreement by the Governors. The policy has not changed significantly since previous years, and no negative feedback has ever been received from students regarding the policy. The Finance Department and the AP: Quality will continue to be alert to any concerns raised by anyone in relation to this policy.
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### 2. Publication

When will the E&LIA be published?

**Date and method:**

This will be appended to the Fees Policy document

### 3. Monitor & Review

How will this item be reviewed & monitored

**Lead person or group responsible and review dates :**

Fees Policy Group – by 28 February 2019

### Checklist

- Has the alternative format statement been included at the start of the policy document?

If you or someone you know would like this document in an alternative format please contact the Senior Officer: Diversity at [diversity@nptc.ac.uk](mailto:diversity@nptc.ac.uk) or on 01639 648175

- Has the document been formatted in line with NPTC Group publication guidelines and policy template?
- Has the Equality & Diversity paragraph been included at the end of section 1 for all policies?
- If any member of staff requires assistance with understanding or implementing this policy, particularly where the reasons for this are related to disability, religion or belief, sex, gender reassignment, sexual orientation, pregnancy or maternity, age or race they should contact the Senior Officer: Diversity Officer, in the first instance for advice.
- When you have completed the paperwork please ensure it is added as an appendix to the relevant policy or procedure
- Any questions? please contact the HR Unit on 01639 648308 or by email [hr@nptcgroup.ac.uk](mailto:hr@nptcgroup.ac.uk).

**Signature of Assessment Manager & other staff completing ELIA**

Name (s) –K Holley

Signature (s) K Holley

Date 19.02.18