



**2019/20**

## **Higher Education Student Fees**

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Date	310119

### **Version Control**

Version Number	Revision Date	Previous Revision Date	Summary of Changes
2	09/06/7	27/02/17	Inserted USW part-time fees and updated course list.
3	01/08/2017	09/06/17	Updated Pearson international fees
4	03/06/18	01/08/17	Reformatted, updated 2018/19 fees and deleted the student guidance section
5	11/0119	03/06/2018	Updated in readiness for 2019/20 academic year
6	30/01/19	11/01/19	Confirmed changes by Fee Policy Group

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# **1. Introduction**

This guide provides you with information on the fees for Higher Education study and the financial support available. All fees are subject to NPTC Group of Colleges Fees Policy 2019 - 20. All fees are in £ sterling and may be subject to revision. Students on programmes of study of more than one year should be aware that tuition fees are revised annually and may increase in subsequent years of study. Annual increases will generally reflect UK inflation rates and increases to course delivery costs. International student fees are provided in the Fees Policy: 2019 - 20.

## **1.1 Nothing to Pay Up-front**

You don't have to pay anything before you start your studies unless you are not eligible for a tuition fee loan or you choose to pay the fees yourself. The government will provide UK students with a tuition fee loan which you only start to repay after graduation, once you are earning over £25,000 per annum. Your repayments are automatically deducted from your pay through the tax system and if you become unemployed your repayments will stop until you earn £25,000 per annum again. Finally, the balance of your loan is automatically written off after 30 years.

## **1.2 Annual Tuition Fees for Home and EU Students: Full-Time Programmes**

The student will be held personally liable for the FULL amount of fees. If you are a UK or EU undergraduate student, you have 9 months from the start of the academic year to apply for a tuition fee loan. You can apply as early as March before your programme commences. You need to apply through the Student Loan Company for a tuition loan for each year of study.

Tuition fees vary between providers, subject areas, mode of study and the level of the course. The tuition fees are presented by the provider in the following sections and individual programme tuition fees are provided in Tables 1 and 2 (Index:4.1 and 4.2) at the end of this document.

## **1.3 Resubmission/Resit Charges**

Students who are required to resit examinations or resubmit assessments will be required to pay any reassessment fee in accordance with the regulations of the relevant awarding body. Where students are required to repeat modules with attendance, they will be required to pay any tuition and reassessment fees in accordance with the regulations of the relevant awarding body.

## **2. Pearson Courses**

### **2.1 UK and EU HE Students**

HND full-time	£7500
HNC full-time	£7500
Part-time	£20 per credit of study

### **2.2 International Higher Education Students**

HNC full-time	£10000
HND full-time	£10000
Part-time	£25 per credit of study

Students need to name the College, **NPTC Group**, as the provider when applying for a student loan for a Pearson Course.

### **2.3 Students that are Not Studying the Full 120 Credits in an Academic Year**

Some full-time students will not be studying the standard 120 credits in an academic year, usually this is because they are repeating the year or have studied the modules previously and do not need to study the full credits. For these students the following applies:

- For students that are studying 100 or more credits the fee is the full fee for that course
- For students that are studying less than 100 credits, the fee charged will be on a pro-rata the full time rate, based on the number of credits the student is studying. E.g. if a student with a £7,500 fee is studying 60 credits, the fee would be £3,750 ( $£7500 \times 60 / 120$ ).

## **3. Franchised Higher Education Programmes**

If the Awarding body is a University, the University is the HE provider and you must apply for your tuition loan through the **awarding University**.

## **3.1 Programmes awarded by University of South Wales**

### **Full-Time Tuition Fees**

#### **New Entrants**

Fees for FD/HND/HNC students commencing their studies in the 2019 academic year are £7,500.

Fees for CERT HE students commencing their studies in the 2019 academic year are £9,000.

Fees for all new undergraduate degree students commencing their studies in the 2019 academic year are £9,000.

#### **Returning Students Non-Degree**

Fees for returning FD/HND/HNC students that commenced their studies in the 2016, 2017 and 2018 academic years are £7,500.

#### **Top Up students**

Students who enrol on a full-time course will have their fee protected for the duration of that particular award. Should they then immediately progress to a USW “top up”, the student will be considered as a returning student and the Fee will be whatever the Full Time on Campus fee was in the year they enrolled with USW at the College. If a student completes an award and leaves, but returns to progress to another award at a later date no protection applies.

Protection and arrangements with the student loan company are governed by the rules and fees which applied at the year in which the student enrolled on an award. USW is mirroring this in its approach to FT fees for “top ups”.

#### **Students that are not studying the full 120 credits in an academic year**

Some full-time students will not be studying the standard 120 credits in an academic year, usually this is because they are repeating the year or have studied the modules previously and do not need to study the full credits. For these students the following applies:

- For students that are studying 100 or more credits the fee is the full fee for that course as described above.
- For students that are studying less than 100 credits, the fee charged will be on a pro-rata the full time rate, based on the number of credits the student is studying. E.g. if a student with a £9,000 fee is studying 80 credits, the fee would be £6,000 ( $£9,000 \times 80 / 120$ ).

## **Part-Time Tuition Fees**

### **Standard Fees**

Fees for part time undergraduate students taking courses other than the non-standard courses below are:

#### **New Entrants**

Standard Fees for students commencing their studies in the 2019 academic year are £3,960 per 120 credits or £660 per 20 credit module

#### **Returning Students**

Fees for students commenced their studies in the 2018 academic year are £3,840 per 120 credits or £640 per 20 credit.

Fees for students commenced their studies in the 2017 academic year are £3,720 per 120 credits or £620 per 20 credit.

Fees for students commenced their studies in the 2016 academic year are £3,600 per 120 credits or £600 per 20 credit.

The only exceptions to this rule are for the following courses:

#### **If Non-Standard Fees**

Fees for part time undergraduate students taking non-standard courses below are:

#### **New Entrants**

Fees for students commencing the following courses in 2019/20 are £875 per 20 credit  
Professional Certificate in Education (PcET)  
Professional Graduate Certificate in Education (PcET)

#### **Returning Students**

Fees for students that commenced the following courses in 2018/19 are £5,100 per 120 credits or £850 per 20 credit  
Professional Certificate in Education (PCE - PCET)  
Professional Graduate Certificate in Education (PGCE - PCET)

Fees for students that commenced the following courses prior to 2017/18 are £3,720 per 120 credits or £620 per 20 credit  
Professional Certificate in Education (PCE - PCET)  
Professional Graduate Certificate in Education (PGCE - PcET)

Note: Returners that commenced these courses in 2018/19 will be charged £5,100 per 120 credits or £850 per 20 credit, which was the standard fee for 2018/19.

## Fee Support

Part-time students are able to apply for Tuition Fee Loan. The students need to be studying at least 25% intensity of a full time course (i.e. 30 credits), up to a maximum of 75% intensity (90 credits). If eligible, students will receive annual support of up to £3,022.50 per year.

### 3.2 Programmes awarded by University of Wales Trinity St David

Foundation Degrees, Full-time	£9000
HND Full-time	£9000
Degrees and Top Up Degrees, Full-time	£9000
Part-time HE Programmes	£4500
Part-time Second Year Returners	£18 per credit of study

### 3.3 Programmes awarded by Wrexham Glyndŵr University

Undergraduate Degree, BA (Hons), Full-time	£9000
Third Year Degree Returners, Full-time	£8000
Part-time HE Programmes	£4500
Part-time Second and Third Year Returners	£4500

If you have any issues with applying for your tuition fee loan, please contact [Kimberley.mann@nptcgroup.ac.uk](mailto:Kimberley.mann@nptcgroup.ac.uk)

If the College or franchised University partner has NOT received notification from the SLC that you have applied for a tuition fee loan, or if you have not applied for the maximum loan, then you will be held liable for payment of the tuition fees by the due dates.

## 4. Annual Fees

**4.1 Table 1 Annual Tuition Fees for NPTC Group Students Studying on a Full-Time Programme**

<b>PROGRAMMES 2019-20</b>	<b>Provider Name</b>	<b>HECOS</b>	<b>UCAS Course Code</b>	<b>Fees 2019/20</b>	<b>DBS</b>
Agriculture HND	Pearson	100517	D401	7500	
Applied Computing BSc (Hons) Top Up	UWTSD	100358	G500	9000	
Business Studies BA (Hons) Top Up FT	USW	100079	N100	9000	
Business Studies HND FT	USW	100079	091N	7500	
Business, Management and IT BA (Hons)	Glyndŵr	100362	N122	9000	
Care Studies BSc (Hons) Top Up	UWTSD	100476	L512	9000	x
Care Studies Foundation Degree	UWTSD	100476	L510	9000	x
Childhood Studies BSc (Hons) Top Up	USW	100456	L522	9000	x
Childhood Studies Foundation Degree	USW	100456	L520	7500	x
Computing HND	Pearson	100367	004G	7500	
Construction and Built Environment HNC FT (3 routes)	Pearson	100151	Z149	7500	
Construction Management BSc (Hons) FT (2 years from HNC)	Glyndŵr	100151	3K46	9000	
Engineering (Electrical and Electronic Engineering) HND FT	Pearson	100163	505G	7500	
Engineering (General Engineering) HND FT	Pearson	100184	505G	7500	
Engineering (Mechanical) HND FT	Pearson	100190	505G	7500	
Hospitality Management and the Culinary Arts BA (Hons)	UWTSD	100084	N801	9000	
Hospitality Management and the Culinary Arts BA (Hons) Top Up	UWTSD	100084	N801	9000	
Hospitality Management and the Culinary Arts HND	UWTSD	100084	062N	9000	
International Tourism & Event Management BA (Hons)	UWTSD	100083/875	L4T2	9000	
International Tourism & Event Management BA (Hons) Top Up	UWTSD	100083/875	L4T2	9000	
International Tourism & Event Management HND	UWTSD	100083/875	098N	9000	
Music HND	Pearson	100070	506G	7500	
Public Health DipHE (top-up)	USW	100648	C7TW	7500	x
Public Services HND (exit HNC)	Pearson	100091	29H1	7500	x
Sport & Exercise Science HND (exit HNC)	Pearson	100433	CX62	7500	x
Sport (Community Sport & Physical Activity) HND (Exit HNC)	Pearson	100433	CX63	7500	x
Substance Misuse CertHE	USW	100503	L591	9000	x
Vulnerable Adults CertHE	USW	100503	L590	9000	x

## 4.2 Table 2 Annual Tuition Fees for NPTC Group Students Studying on a Part-Time Programme

PROGRAMMES 2019-20	Provider Name	Fees 2019/20	DBS
BSc (Hons) Computing degree apprenticeship	Glyndŵr	9000	
BSc (Hons) Cyber Security degree apprenticeship	Glyndŵr	9000	
Business Studies BA (Hons) Top Up PT	USW	1980	
Business Studies HND PT	USW	2640	
Computing HNC	NPTC Group	1200	
Construction and Built Environment HNC PT	NPTC Group	1200	
Construction Management BSc (Hons) PT (3 years from HNC)	Glyndŵr	4500	
Engineering (Electrical and Electronic Engineering) HNC PT	NPTC Group	1200	
Engineering (General Engineering) HNC PT	NPTC Group	1200	
Engineering (Mechanical) HNC PT	NPTC Group	1200	
Hospitality Management and the Culinary Arts HNC	UWTSD	4500	
International Tourism & Event Management HNC	UWTSD	4500	
Introduction to Teaching	USW	1750	X
Professional Certificate in Education	USW	2625	X
Professional Graduate Certificate in Education	USW	2625	X

\*Where a Disclosure & Barring Service (DBS) check is required, an additional £44 will be payable, on receipt of the DBS application.

### Awarding Body Key:

USW                    University of South Wales  
 UWTSD                University of Wales Trinity St David  
 Glyndŵr                Wrexham Glyndŵr University

Where a student is granted Recognition of Prior Learning (RPL) for one or more modules and therefore undertakes less than the full-time load of 120 credits, the standard full-time fee is adjusted. It is the responsibility of the student to notify the Finance Office when RPL applications are granted, in order for any fee adjustments to be made.

The fees are inclusive of registration fees. The student will be held personally liable for the FULL amount of fees. You need to apply through the Student Loan Company for a tuition loan for each year of study.

**If the Awarding body is a University, the University is the HE provider and you must apply for your tuition loan through the awarding University. Students need to name the College, NPTC Group, as the provider when applying for a student loan for a Pearson Course.**

## **4.3 Additional Costs**

For all programmes you will need to purchase sufficient stationery. Printing charges are 0.01p (One Pence) per black and white A4 and 0.05p (Five Pence) for a colour A4. On enrolment you are allocated £3.00 (Three Pound) for printing costs on your student ID card. Additional credits can be purchased in the libraries. Programmes that include work placements may incur travelling costs. The expectation is that students arrange the work placements themselves so any costs will depend on where you arrange to work.

Programmes that require work placements are listed in “Table 3 Other Additional Costs” below.

**Table 3 Other Additional Costs**

<b>Programme Title</b>		<b>Additional costs</b>
BA (Hons)	International Tourism & Event Management Top Up	International visit, usually £300-600
HND	International Tourism & Event Management	International visit, usually £300-600 Event resources, around £20
FdA	Music	Work placement
FdSc	Care Studies	Work placement
FdSc	Childhood Studies	Work placement
HNC/HND	Electrical Engineering	Work placement
HNC/HND	Mechanical Engineering	Work placement

## 4.4 Withdrawal or Intermission from a programme of study

The College allows a 'cooling off' period and therefore the first liability point for 25% of fees will apply if students are still enrolled as a student from 06 October 2019. The dates below show the liability for the payment of Higher Education tuition fees.

Students who withdraw or intermit before 04 October 2019	0% of annual tuition fees payable
Students who withdraw or intermit on or after 05 October 2019 and before 10 January 2020	25% of annual tuition fees payable
Students who withdraw or intermit on or after 11 January 2020 and before 25 April 2020	50% of fees payable
Students who withdraw after 26 April 2020	100% of annual tuition fees payable

Payment of HE tuition fees is made direct to the College (where the awarding body is Pearson) or to the University (where the programme is franchised and awarded by a University). The student will be held personally liable for the FULL tuition fee.

Where Higher Education tuition fees are payable to the University, refunds will be subject to the University's refund policy.

**DON'T SIMPLY STOP ATTENDING. YOUR FEE WILL STILL BE DUE UNLESS FORMAL WITHDRAWAL PROCEDURES HAVE BEEN FOLLOWED**

## **5. Payment Methods**

At the point of enrolment students are required to advise the College which payment arrangement applies to them:

- i. Tuition Fee Loan
- ii. Self-funding/part-funded/part-sponsored/third party to pay
- iii. Payment by instalments

### **5.1 Tuition Fee Loan**

Applications for tuition fee loans are made through Student Finance Wales <https://www.studentfinancewales.co.uk/undergraduate-students/new-students.aspx>. To complete your student finance application you will need your UK Passport number (or

birth certificate if you do not have a valid passport), National Insurance number and your bank details.

**If you are studying a Pearson programme with us, NPTC Group, when prompted to input your university or college details when applying for a student loan please input the following details:**

University or College Name and Address: NPTC Group  
Dwr-y-Felin Road  
Neath  
SA10 7RF

UCAS University/College Code: N13

UCAS Course Code: Refer to course profile/College website  
Course Start Date: 09/2019  
Course End Date: 07/2020 or 2021 dependent on course duration

## **5.2 Self-funded/Part-funded/Part-sponsored/Third Party to Pay (e.g. employer)**

Fees may be paid in full at enrolment by cheque, cash, debit or credit card. If not paid in full, details of invoicing need to be provided through a letter/purchase order within 30 days of enrolment.

## **5.3 Payment by Instalments**

The College may permit the payment of enrolment fees by instalment where the total course fees are £100.00 (One Hundred Pounds) or more. There are 2 payment options;

### **Instalments by Sales Invoice:**

- For 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, followed by the second instalment of 1/3 of total cost will be invoiced on 1 December and the final instalment of 1/3 of total cost will be invoiced on 1 February.

### **Instalments by Direct Debit:**

- You may pay by Direct Debit in up to 8 instalments. 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 1<sup>st</sup> November.

- Should a Student request paying by Direct Debit later than September, the number of months the payments are spread over would reduce. For example: 7 payments if paid from October, 6 from November, 2 from March or full payment from April. All of the above can be processed through the Direct Debit system.

**If students have not taken out a tuition fee loan, set up an invoice or direct debit or paid in advance for their higher education tuition fees, they will usually be invoiced for the full tuition fee amount at the end of the first term.**

## **6. Non-payment of Fees**

If fees are not paid, the College will need to take necessary steps to recover the outstanding amount, which may lead to debt recovery action. In the event of the third party (e.g. employer, failing to pay), the student will become liable for the cost of the course.

## **7. Cancellation by NPTC Group of Colleges**

All courses have minimum attendance levels and may be subject to cancellation in situations where insufficient enrolments are received. Whilst the College makes every effort to avoid this situation, should it arise the student will be entitled to a full refund of any fees paid or have the option to transfer onto a different course. The College will not be held liable however for any other losses incurred as a consequence.

In the unlikely circumstances that an individual class has to be postponed due to staff illness or any other reason for which the College is responsible, it will make every reasonable effort to reschedule or add the missed hours onto the remaining classes in the course.

## **8. Review**

The guidelines are to be reviewed by the Assistant Principal HE annually, and the next review date will be January 2020

## **9. Disclaimer**

This information tries to answer your questions relating to tuition fees and funding. NPTC Group has taken all possible steps to ensure that the information contained above is correct at time of publication. However, the information may be subject to change should there be decisions made outside the College that affects policies and procedures in regard to fees, bursaries, grants and loans.

# Equality and Linguistic Impact Assessment & Screening Document

This document is used to record the assessment of whether or not a change to a policy, practice or provision will have a negative or positive impact on the equality of a protected characteristic or 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, eg staff, students, parents/carers, partners, etc.

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

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>
<p><b>Sex</b> Also called gender, means a man or a woman</p>	NA

<p><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</p>	<p>Students from outside the EU</p> <p>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>
<p><b>Protected Characteristic</b></p>	<p><b>Potential impact positive or negative</b></p>
<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>
<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>	N/A
<p><b>Marriage &amp; Civil Partnership</b> Marriage - between same or opposite sex couples, Civil Partnership - between same sex couples</p>	N/A
<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>	N/A
<p><b>The Use of the Welsh Language</b></p>	<p>Potential impact <b>positive or negative</b></p>
<p><b>Welsh</b> The Welsh Language (Wales) Measure 2011 establishes equal rights for Welsh speakers, based on the principle that the Welsh language should be treated no less favourably than the English language.</p> <p>The principle is enshrined as a set of statutory rights in the 182 Welsh language 'Standards' that apply to FE colleges (from 1 April 2018). Developers or reviewers of a policy must ensure that it complies with the relevant 'Standards' and consider whether it has a positive or negative impact on them.</p>	None

**Explanation – if appropriate**

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

**Priority Level: high/medium/low**

Low

**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)

<b>Protected Characteristics</b>	<b>Data Source &amp; Findings</b>
<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 Policy will be translated into Welsh

### 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 students would be able to access learning at the Group.
<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.

## 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 :**

#### **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 HR Unit at [hr@nptcgroup.ac.uk](mailto:hr@nptcgroup.ac.uk) or on 01639 648308.

- Has the document been formatted in line with NPTC Group publication guidelines and policy template?
- Has the Equality & Diversity paragraph been adapted and included?

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 HR Unit 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**

Name (Print):

Signature:

Date: