



## **Fees Policy : 2023-2024**

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## **Section 1 : Context**

- 1.1 The Strategic Plan 2019-2023 has the strategic objective to have 'fair financial policies to widen access'
- 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 College') procedures for the benefit of both students and staff.

## **Section 2 : Status**

- 2.1 This document was approved by the Senior Management Team on 15.03.2023 , R&GP Meeting on 16.03.2023 and the Corporation Board at its meeting on 30.03.2023. 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 College. 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 4A : Procedure HOME Students)**

### **Course Fees**

- 4.1 This section refers to non-international students. For details relating to international students please refer to section 4.37. 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 4.32.
- 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 2022/2023 document on the College web site (the document is included here as Appendix IV).

- (iv) The College may permit payment by instalment where the total course fees are £100.00 or more. Details are given in Appendix II.
- (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.
- (vii) Registration fees and first exam sitting fees for courses under College promotions may be free and exclude exam re-sits.
- (viii) Specific courses or promotional courses must cover cost of course to breakeven including Awarding body approval cost.

### **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 College 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, prior to entry.
- 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 for those additional exams, 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.
- 4.15 Any individual who approaches the College as an assessment only student (attending no courses at the College at all), if accepted, will be required to cover any costs related to the administration of the assessment including but not limited to, room hire, invigilation, staff hire, and entry fees, subject to a minimum charge.
- 4.16 For clarity, students are responsible for paying their own professional fees, upon successfully completion of their course.

### **Other Fees**

- 4.17 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**

- 4.18 Details of current part time fees can be found on the College website, however, part time fees along with funding available must cover cost of delivery for breakeven number of students with specific approval and contrary to policy.
- 4.19 Fees may differ subject to the availability of Funded Projects see 4.3 (vii).
- 4.20 The general increase in fees for 2023-24 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. There may be instances where courses will be offered for less than the standard fee where specific campaigns are run.

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

- 4.21 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.
- 4.22 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.

For refunds relating to Higher Education courses, please see the Higher Education Fees 2023/2024 document at Appendix IV.

- 4.23 If the College is responsible for cancelling a course then the student will receive a full refund. In the event of the College changing the scheduled time of the course, meaning that a student can no longer attend, then the student will be eligible for a

refund on a pro-rated basis from the time of the change. In the event that the course is moved from one campus to another location which is not accessible by the student, then the student will be eligible for a refund on a pro-rated basis from the time of the change. A change of delivery from campus based to online does not constitute a change of location, accordingly the student would not be eligible for a refund. A change in mode of delivery would not constitute a reason for a refund.

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

### **Eligibility for Concessions**

- 4.28 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.
- 4.29 Any part time student who meets the equivalent thresholds criteria for EMA and FCF eligibility may apply for and receive reduced fees where proof of total household income is provided. This threshold and criteria will match the EMA guidance for 2023-24 in the way it is assessed.
- 4.30 Students can usually receive a maximum of two courses at the reduced fee per academic year.
- 4.31 The College is committed to implementing the requirements of the Welsh Government issued document entitled “Delivering community learning for Wales” in a fair and considered manner.

## **Section 4B : 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 rule.
- 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 College.
- Students who have been issued Student Visitor Visas.

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 College students and fees concur with the procedures in Section 4 (Home Students).

4.34 All International courses are inclusive of administration fees.

### **International Course Fees**

4.35 All programmes of study have fees attached to them, which includes the administration fee charge.

4.36 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.

4.37 For students who wish to undertake FE courses 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.

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

4.39 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.

4.40 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.

4.41 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.

4.42 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.

4.43 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.

- 4.44 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**

- 4.45 The College requires full payment of fees, or balance, at enrolment for all international students.
- 4.46 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**

- 4.47 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.
- 4.48 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.
- 4.49 If an international student is excluded for disciplinary reasons no refund will be issued.

### **Eligibility for reduced fees**

- 4.50 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.
- 4.51 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 January 2024.

## Appendix I

### Home Student Fees 2023 – 2024

#### Student Administration Fee

- For students enrolling on FE courses - £25
- For resit only enrolments, an appropriate charge will be made

#### Miscellaneous Fees

- Students are issued with a student card as part of the enrolment fee. A second card is issued for free, a third for a £1 charge. Thereafter £5 a card.\*  
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 - £5 \*
  - Replacement (lost) lanyard - £1
  - Instalment payments (FE students) administration fee - £30
  - Administration charge for 'bounced' payments (Direct debits or cheques) - £30 per payment (all students)
  - Minimum charge for assessment only students - £50
- \* 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 2023 – 2024

International Students enrolling on Existing College courses  
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) £8.00 per hour

#### Further Education:

- Full time FE programmes will be charged equivalent to £13.00 per hour (based on A Level fees of 500 hours @ £13.00 per hour = £6,500; though the actual published and chargeable fee is £6,450.

#### Higher Education (Level 4 and above):

- The charge set for HE programmes will be set in accordance with the franchise partner
- Non-franchised part time HE provisions for international students who are non-Tier 4 Sponsored will be calculated on a case-by-case basis

## **International Commercial Courses**

Fees will be charged for bespoke commercial courses. This section to be added – per course or per project.

## Appendix II

### Course Fee Payments by Instalments and Direct Debit

- The College 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.
- When paying by instalments, the relevant College administration fees, as stated in Appendix I, are payable with the first instalment.
- When paying by Direct Debit, the relevant College administration fees, as stated in Appendix I, will be split across the first three Direct Debit payments.

## Appendix III

### 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, 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 College tuition and related fees/charges for the next academic year
<b>Those affected – e.g. 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

## Appendix III

<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 UK  Potentially the policy could be perceived as having a negative impact in respect of race/nationality as overseas students are not funded by the Welsh Government and so are charged higher tuition fees than home 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 College.
<b>Protected Characteristic</b>	<b>Potential impact positive or negative</b>
<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).	Students aged 19 years and over  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>Gender Re- assignment</b> The process of transitioning from one gender to another	N/A
<b>Sexual Orientation</b> Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes	N/A
<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.	N/A

## Appendix III

<b>Pregnancy &amp; Maternity</b> Pregnancy is when expecting a baby, Maternity refers to period after the birth	N/A
<b>Marriage &amp; Civil Partnership</b> Marriage - between same or opposite sex couples, Civil Partnership - between same sex couples	N/A
<b>Disability</b> Any long term condition that effects day to day activity. Conditions include hearing, visually & physical impairment, learning disability, mental health, cancer, HIV & MS	N/A
<b>The Use of the Welsh Language</b>	Potential impact <b>positive or negative</b>
<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.  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.	None

## Appendix III

<b>Explanation – if appropriate</b>  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. Translation into Welsh has been undertaken on previous versions of this policy; this update will also be translated into Welsh.
<b>Priority Level: high/medium/low</b>  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)

Protected Characteristics	Data Source & Findings
Sex	N/A
Race	Student Data - No issues identified
Disability	N/A
Sexual Orientation	N/A
Age	Student Data - No issues identified
Pregnancy & Maternity	N/A
Marriage & Civil Partnership	N/A
Religion & Belief	N/A

## Appendix III

<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 are not funded by the Welsh Government and so are charged higher tuition fees than home 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 College.
<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

Welsh	N/A
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## Appendix III

### 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)

- 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 by email - [hr@nptcgroup.ac.uk](mailto:hr@nptcgroup.ac.uk)

Signature of Assessment Manager

Name (Print): Kathryn Holley – Vice Principal: Financial Services

Signature:



Date: 06.03.2023

# Appendix IV

## Higher Education Student Fees 2023-2024

<b>Release Date</b>	TBC
<b>Version #</b>	11
<b>Date</b>	080223

### Version Control

Version Number	Revision Date	Previous Revision Date	Summary of Changes
2	09/06/2017	27/02/2017	Inserted USW part-time fees and updated course list.
3	01/08/2017	09/06/2017	Updated Pearson international fees.
4	03/06/2018	01/08/2017	Reformatted, updated 2018/19 fees, and deleted the student guidance section.
5	11/01/2019	03/06/2018	Updated in readiness for the 2019/20 academic year.
6	30/01/2019	11/01/2019	Confirmed changes by Fee Policy Group.
7	09/01/2020	30/01/2019	Updated in readiness for the 2020/21 academic year.
8	06/01/2021	09/01/2020	Updated in readiness for the 2021/22 academic year.
9	24/06/2021	06/01/2021	Updated with 2021/22 university partnership fees.
10	31/01/2022	24/06/2021	Reformatted and updated in readiness for the 2022/23 academic year.
11	20/05/2022	31/01/2022	Updated USW and UWTSD fees

12	08/02/23	20/05/23	Updated for 2023/24 intake
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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 the College Fees Policy 2022-23. 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.

## 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, you choose to pay the fees yourself, or your sponsor/employer is paying your fees for you. The government will provide most UK students with a Tuition Fee Loan which you only start to repay after graduation once you are earning over £27,295 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 £27,295 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. You can apply as early as April before your programme commences. You need to apply through the Student Loans Company for a Tuition Fee Loan for each year of study.

EU students starting their course following Brexit, on or after 1<sup>st</sup> August 2021, will not be eligible for home fee status or funding from SFW or SFE.

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 Programmes

## 2.1 UK HE Students

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

## 2.2 International and EU 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 (the university you'll be studying at) 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/Validation Higher Education Programmes

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

### 3.1 Programmes Awarded by University of South Wales (from USW partner college resource allocations May 2022) TBC when information available

We are all aware of the change in funding for higher education that came into being from September 2012 in respect of full time, home and EU undergraduate students. We are now in the tenth year of this funding regime.

There is an expectation that all fee levels charged by the colleges will be the same as the fee levels charged by the University or as agreed in our USW Fee and Access Plan

#### 3.1.1 Full-Time Tuition Fees

##### New Entrants

- Fees for FD/HND/HNC students commencing their studies in the 2022 academic year are £7,500.
- Fees for CERTHE students commencing their studies in the 2022 academic year are £9,000.
- Fees for all new UGD students commencing their studies in the 2022 academic year are £9,000.

##### Returning Students

##### Non-Degree

- Fees for returning FD/HND/HNC students that commenced their studies in the 2017 academic year 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.

Students that started after 2014/15 will have a “top up” fee of £9,000. This is irrespective of whether the student studies the “top up” course at the College or at one the University’s campuses.

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”. We would ask that you check any progression information in relation to full time fees with Aled Wynne at USW (aled.wynne@southwales.ac.uk) before sharing with students.

### **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 fewer than 100 credits, the fee charged will be pro-rata the full time rate, based on the number of credits the student is studying. For example, if a student with a £9,000 fee is studying 80 credits, the fee would be £6,000 ( $£9,000 \times 80 / 120$ ).

## **3.1.2 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 2022 academic year are £4,320 per 120 credits or £720 per 20 credit module.

#### **Returning Students**

- Standard Fees for students that commenced their studies in the 2021 academic year are £4,080 per 120 credits or £680 per 20 credit module.
- Standard Fees for students that commenced their studies in the 2020 academic year are £4,080 per 120 credits or £680 per 20 credit module.

- Standard Fees for students that commenced their studies in the 2019 academic year are £3,960 per 120 credits or £660 per 20 credit module.
- Fees for students that commenced their studies in the 2018 academic year are £3,840 per 120 credits or £640 per 20 credit.
- Fees for students that commenced their studies in the 2017 academic year are £3,720 per 120 credits or £620 per 20 credit.

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

### **Non-Standard Fees**

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

#### **New Entrants**

- Fees for students commencing on Professional Certificate PcET or Professional Graduate Certificate PcET courses in 2022/23 are £5,400 per 120 credits or £900 per 20 credits.

#### **Returning Students**

- For students that commenced the Professional Certificate PcET or Professional Graduate Certificate PcET courses prior to 22/23, fees are as follows:

Year of Commencement	Fee per 120 credits	Fee per 20 credits
2021/22	£5,400	£900
2020/21	£5,400	£900
2019/20	£5,250	£875
2018/19	£5,100	£850
2017/18	£3,720	£620

#### **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 £2,625 per year.

If the tuition fee being charged by the university or college is more than the Tuition Fee Loan available, the student will have to fund the difference themselves.

#### **End On Courses**

An “end-on” course is where a student progresses between higher education undergraduate levels (4 to 5 or 5 to 6) but continues on the same mode of study without a break in study. This can be at any Welsh Higher Education Institution or any subject. For example, a student who completes a part time HND Business Studies course in 2021/22, and progresses to part time BA Business Studies (Top up) in 2022/23 would be considered as taking an “end-on” course. A student who completed the HND Business

Studies course in 2020/21 and who then took a year out before starting the BA Business Studies (Top up) in 2022/23 would not be protected as they have had a break in their studies. Please note that where study has been undertaken at a non-USW affiliated Partner, evidence will need to be submitted to confirm the study undertaken is on the same mode of study without a break in study.

Students that started a part time undergraduate course are eligible for the tuition fee loan and they will be protected on the fee level agreed at the start of the course.

It is important to ensure all students studying on these pathways are informed about the fee implications regarding progressing through the levels.

### **3.2 Programmes awarded by University of Wales Trinity St David** TBC when information available

Degrees (Incl. Foundation, and Top-Up), Full-Time:	£9000
HNCs and HNDs, Full-Time:	£9000
CertHEs and DipHEs, Full-Time:	£9000
Part-Time Programmes (60 credits)	£4500

### **3.3 Programmes awarded by Wrexham Glyndŵr University** TBC when information available

Undergraduate Degree, BA (Hons), Full-time:	£9000
Part-Time Programmes:	£4500

If you have any issues with applying for your Tuition Fee Loan, please contact [Higher Education Enq@nptcgroup.ac.uk](mailto:Higher_Education_Enq@nptcgroup.ac.uk).

If the College or franchised University partner has NOT received notification from the Student Loans Company 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 College Students

### Studying on a Full-Time Programme

Programmes 2022-23	Provider Name	UCAS Code	Annual Fees 2022-23 (£)	DBS
Agriculture HND	Pearson	D401	7500	
Applied Computing BSc (Hons) Top-Up Degree	UWTSD	N/A	9000	
Business Management BA (Hons) Top-Up Degree	USW	N/A	9000	
Business Management HND FT	USW	TBC	7500 TBC	
Business, Management and IT BA (Hons)	WGU	N122	9000	
Care and Wellbeing BSc (Hons) Top-Up Degree	UWTSD	N.A	9000	
Care Practices CertHE	UWTSD	L514	9000	X
Care Practices DipHE	UWTSD	L515	9000	X
Childhood Studies BSc (Hons) Top Up	USW	N/A	9000	
Childhood Studies Foundation Degree	USW	L520	7500	X
Computing HND	Pearson	004G	7500	
Construction and Built Environment HNC FT (3 routes)	Pearson	Z149	7500	
Construction and the Built Environment: Construction Management HND FT	Pearson	Z150	7500	
Hospitality Management and the Culinary Arts BA (Hons)	UWTSD	N801	9000	
Hospitality Management and the Culinary Arts BA (Hons) Top-Up Degree	UWTSD	N/A	9000	
Hospitality Management and the Culinary Arts HND	UWTSD	062N	9000	
International Tourism & Event Management BA (Hons)	UWTSD	L4T2	9000	
International Tourism & Event Management BA (Hons) Top-Up Degree	UWTSD	N/A	9000	
International Tourism & Event Management HND	UWTSD	098N	9000	
Music HND	Pearson	506G	7500	
Public Services HND	Pearson	29H1	7500	
Sport & Exercise Science HND	Pearson	CX62	7500	
Substance Misuse CertHE	USW	L591	9000	X
Wellbeing and Health in the Community CertHE	UWTSD	L574	9000	X
Wellbeing and Health in the Community DipHE	UWTSD	L575	9000	X

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

Programmes 2022-23	Provider Name	Annual Fees 2022-23 (£)	DBS
Business Management BA (Hons) Top-Up Degree PT	USW	2160 TBC	
Business Studies HND PT	USW	2880 TBC	
Computing HNC	Pearson	1200	
Construction and Built Environment HNC PT (3 Pathways)	Pearson	1200	
Construction and Built Environment: Construction Management HND PT	Pearson	1200	
Engineering HNC (3 Pathways)	Pearson	1200	
Hospitality Management and the Culinary Arts HNC	UWTSD	4500 TBC	
Industrial Engineering Design (Electrical & Electronic) BEng (Hons) Degree Apprenticeship	Glyndŵr	N/A WG funded	
Industrial Engineering Design (Mechanical) BEng (Hons) Degree Apprenticeship	Glyndŵr	N/A WG funded	
International Tourism & Event Management HNC	UWTSD	4500 TBC	
Professional Certificate in Education PCE PCET	USW	2700 TBC	X
Professional Graduate Certificate in Education PGCE PCET	USW	2700 TBC	X

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

### Provider Key:

USW	University of South Wales
UWTSD	University of Wales Trinity St David
WGU	Wrexham Glyndŵr University
Pearson	Pearson / NPTC Group of Colleges

Where a student is granted Recognition of Prior Certified Learning (RPL/RPCL) for one or more modules and therefore undertakes less than the full-time load of 120 credits, the standard full-time fee may be adjusted. It is the responsibility of the student to notify the Finance Office when RPL/RPCL 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 Loans Company for a Tuition Fee Loan for each year of study.

**If the Awarding body is a University, the University is the HE provider for your course, this means that when completing your application for a Tuition Fee Loan, you must put the University as the provider you will be studying with.**

**Where the awarding body is Pearson, students need to name the College, NPTC Group, as the provider when applying for a student loan.**

## 4.3 Additional Costs

Additional costs are the mandatory or optional expenses, additional to tuition fees, that need to be paid for by learners to fully participate in and complete their studies.

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 colour A4. On enrolment you are allocated £3.00 (Three Pound) for printing costs on your student ID card, with an additional £2.00 (Two Pound) allocated to your card in your second term, and again in the third term. Additional credits can be purchased via the self-service machines located in College libraries and/or reception areas."

### Bring Your Own Device

You will need a Wi-Fi ready IT device to take notes in class, create and submit assignments, research online, join in with online lessons and communicate with your teachers and classmates.

The type of device depends on the software/apps you will be using for your chosen course. If in doubt, get advice from your course coordinator before purchasing a device.

- For most courses you will need a device to access the Internet, Moodle and Office 365, A Chromebook or a standard laptop/PC will be suitable for this. A tablet device such as an iPad will suffice but will not give you as many options when preparing assignments. Please note: We strongly advise against relying on a mobile phone. You will need to create files and/or read large documents, which is very difficult on a tiny screen.
- If you are taking courses in IT, Computing, Engineering, Media and Graphics, which need to run specialist software/apps, a Windows 10 laptop/PC is required. We recommend that you have one with at least an i5 (or equivalent) processor.
- As well as a PC, laptop or a Chromebook, you will also need a webcam, microphone and speakers (built-in ones are fine) or a headset that is compatible with your device.

### Disclosure and Barring Service (DBS) Checks

Some of our programmes include work placements that usually involve giving the care of someone or a group of people to the student (such as teaching or childcare) in these situations, the course will require the student to obtain a DBS check, this is at an additional cost to the student.

A standard DBS check is suitable for certain roles, such as a security guard. The certificate will contain details of both spent and unspent convictions, cautions, reprimands and warnings that are held on the Police National Computer, which are not subject to filtering.

An enhanced DBS check is suitable for people working with children or adults in certain circumstances such as those in receipt of healthcare or personal care. The certificate will

contain the same details as a standard certificate and, if the role is eligible, an employer can request that one or both of the DBS barred lists are checked.

The certificate may also contain non-conviction information supplied by relevant police forces if it is deemed relevant and ought to be contained in the certificate.

You can find out more about DBS Checks at [www.gov.uk](http://www.gov.uk)  
If you have any concerns, you can speak to the course leader for advice.

### Personal Health and Safety Equipment

Programmes that require students to own personal health and safety equipment to participate in workshops, such as steel toe cap boots, expect students to acquire this equipment at their own cost.

### Placement Travel Costs

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.

#### **4.3.1 Table 3 Other Additional Costs**

<b>Programme Title</b>	<b>Additional Costs</b>
International Tourism & Event Management BA (Hons)	International visit, usually £300-600
International Tourism & Event Management HND	International visit, usually £300-600 Event resources, around £20
Care Practices Cert/DipHE	Travel to/from work placement.
Childhood Studies FdSc	Travel to/from work placement.
Wellbeing and Health in the Community Cert/DipHE	Travel to/from work placement.
Construction and the Built Environment HNC/HND	Personal health and safety equipment
Engineering HNC	Personal health and safety equipment
PCE/PGCE PCET	Travel to/from work placement.

#### **4.4 Withdrawal or Intermission from a programme of study**

If you withdraw from your course, the amount of tuition fee you are liable for will depend on the date your withdrawal takes effect. It is important that you inform the College if you no longer wish to study.

- A 14 calendar date grace period will be allowed following the official course start date during which there will be no fee liability due.

- A student discontinuing after the grace period, but before the second day of the second term, will be liable for 25% of their tuition fee.
- A student discontinuing on or after the second day of the second term, but before the second day of the third term, will be liable for 50% of their tuition fee.
- A student discontinuing on or after the second day of the third term will be liable for their full tuition fee.

Payment of HE tuition fees are 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.

**DO NOT 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:

- Tuition Fee Loan
- Self-funding/part-funded/part-sponsored/third party to pay.
- 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-finance/>. 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 programme awarded by a partner University, you must enter the University's details, when asked what university or college you will be attending.**

**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 Table 1 (Index 4.1) or the course page on the College Website

*(If you start your course in September 2023)*

Course Start Date:

09/2023

Course End Date:

07/2024, 2025 or 2026 dependent on course duration

*(If you start your course in January 2024)*

Course Start Date:

01/2024

Course End Date:

01/2025, 2026, or 2027 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 tuition 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, invoiced on 1 December, and the final instalment of 1/3 of total cost, 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> of October.
- 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 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**

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 2024.

## **9. Disclaimer**

This information tries to answer your questions relating to tuition fees and funding. The College 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.