



Charging and Remissions Policy

2018-19

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Aims

NCLT recognises the key role that activities, including trips, residentials, extra-curricular clubs and groups can provide in expanding the student experience and underpinning the curriculum. The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which charges will be made.

Legislation

Under the Education Act 2002 and ESFA guidance no charges for tuition will be made for students aged 16-18 in full-time or part-time education. If a student is/will be aged 19 on 31 August in the calendar year when they begin a programme of study then we cannot claim any funding. We will therefore make charges as set out below.

Public Examinations

There is no charge for examinations fees or registration fees that are part of the students' programme of study. However, if the student fails without good reason to meet an examination requirement, the trust may recover the fee incurred. For example if the student fails to turn up to sit the examination without a good reason. There is no obligation to allow students to sit examinations which are not part of their programme of study.

Fees will be charged for resit examinations. These will be charged at cost plus a small administration fee.

Students seeking to have an examination paper reviewed will be required to pay a fee in line with the exam board cost and a small administration fee. If the new mark results in a change in examination grade then this fee will be refunded in line with exam board regulations.

We currently make no charge for students wishing to take BMAT/STEP examinations whilst with us.

External students wishing to sit examinations with us will be at the discretion of the Examinations Officer/Director of Finance and will be charged at cost plus an administration fee.

Other activities for which charges will be made

Musical tuition – those students undertaking Music courses will be offered musical instrumental tuition above the statutory required on a weekly basis at a subsidised rate per term. For 2018/19 this charge will be £90. The trust reserves the right to withdraw this service if the student fails to attend regularly or does not pay the fee. Refunds will only be given if students leave the course within four weeks of enrolment.

Resources charge – this is an annual charge on enrolment/progression for the cost of an ID card and student photocopying. For 2018/19 this charge will be £25. This entitles students

to £20.00 worth of copying on any of the Trusts photocopiers. This charge is refundable if the student leaves their College within 4 weeks of enrolment. There is no refund for unused copying and this cannot be transferred at the end of the year. This fee is not payable by Arts Foundation students.

Trips and Visits – students will be charged travel, board and lodging and any other costs associated with optional field trips and other similar activities. These are activities to enhance the learning experience. If a visit is paid for and the student does not attend on the day no refund can be provided. For overseas trips or trips where the Trust have committed expenditure to an outside body no refund can be made once the booking has been confirmed.

Sport – students are encouraged to buy clothing which the student can retain after the course has finished. This is necessary to protect the students own clothing while undertaking certain activities. The charge of these items is at cost to the Trust. Students unable to meet this costs may borrow the items free of charge where appropriate. Students leaving the course before four weeks will be entitled to a refund of 80% of this fee if clothing has been issued or 100% if not.

Health and Social Care and Public Services Trips and Visits – during these courses student are offered the opportunity to undertake a wide range of trips and courses to develop their skills and experiences outside of the curriculum. Students are requested to make a one-off payment at the start of the year which covers all transport, residential costs (where applicable), additional tuition costs, entry fees etc for these activities and also includes necessary clothing needed for the courses. This optional fee is currently £100 for 2018/19 and payable at the start of the course. Students leaving the course before four weeks will be entitled to a refund of 80% of this fee if clothing has been issued or 100% if not. No refunds after four weeks

Fines for late return of library books – students will be charged for the non-return of library books or other equipment.

Studio Arts Fee – students on Arts courses (except Foundation Art) are required to pay a one-off annual studio fee which entitles them access to a range of arts materials within the visual arts area and students may retain any artifacts made during their course with these items when assessment has been completed and moderated. This fee is currently £10 per annum for 2018/19. Refunds will only be available if students leave within four weeks of enrolment.

Arts Foundation Studio Fee - students on the Arts Foundation Course are required to pay a studio fee of £40.00. This is to reflect the large amount of arts materials, ID card and unlimited photocopying provided to these students. Artifacts made during their course can be retained when assessment and moderation has been completed. These fees are non-refundable.

Breakage and replacements – students may be asked to pay for any breakage and replacements of Trust equipment were the damage has been caused wilfully or negligently.

College Buses – students using the College buses will be asked to make a contribution towards the cost by purchasing an annual bus pass to allow them travel. For Pontefract this fee will be £200 for 2018/19. For Doncaster this fee will be £280.00 for 2018/19. This is

reviewed annually and reflects the prices charged by the local bus companies to provide these services. A full refund will be given if the student has paid on induction or progression and leaves College before the start of term or within the first four weeks of term. A 50% refund will be given if the student leaves before the end of October. There is no refund after 31 October.

Duke of Edinburgh (DofE)– students who wish to undertake the Duke of Edinburgh scheme are required to make a contribution towards the transport and camping charges involved in the expeditions and to pay the registration fee with the Duke of Edinburgh trust. This varies annually depending on the number of students undertaking the course. For 2018/9 this will be £28 registration fee for DofE and £230 to cover trips costs. Total £258 for either College. There is no refund on the DofE fee once it is paid and refunds on the trip cost can only be given during the first four weeks of term.

Rates and payment of fees for students aged 19 or above or non-EU funded

Students who are over the age of 19 on 31 August 2017 may be accepted onto courses on payment of the appropriate fee. Over 19 students will be accepted on our Arts Foundation course on payment of the appropriate course fee which is currently £1000 per annum. This fee must be paid in full before the start of the course. There is also a studio fee of £40.00 which is payable by all students on this course. These fees are non-refundable.

We will only accept students who are enrolled on full-time programmes of study (over 540 planned learning hours). The fee for all other non-arts foundation courses for 2018/19 is £5,400 per student. This includes:

- Access to appropriate tuition in classes alongside local UK students
- Participation in enrichment activities
- Tutorial support and guidance from a personal tutor
- Full careers advice and guidance in applying to UK universities or elsewhere
- Entry fees for examinations but not second or re-sit entries.

Students will be assessed for additional learning support prior to being offered a place at any College, the first £500 of which will be met by the Trust, any further costs will be added to the fees.

Fees are fixed for the duration of the course. Learners who progress from a one year course to a two year course will be subject to revised charges for the duration of their two year course.

Learners who have not been ordinarily resident in the UK or another EEA country for three years are required to make payment plus any additional support costs into the Trust bank account at enrolment or alternatively learners enrolling for a full-time programme may pay the fees by two instalments in August and January.

A surcharge of 5% per calendar month will be added to bills not paid by the due date. Learners who have not paid fees by end of October will be asked to leave their College.

Learners who are unable to pay their fees by the due date must inform the Trust at the earliest opportunity. Every effort will be made to support learners.

Remissions and concessions

College Bursary

Each College will give consideration to the remission of charges to parents or carers who receive the College bursary. Please see bursary for eligibility conditions. Students of families who receive these payments may also be entitled to free school meals. The College may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the relevant College Principal.