



Fees Policy

2022-23

Version 3

This policy applies only to Post-16 New Collaborative Learning Trust institutions.



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1.0 Aims

- 1.1 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 and the circumstances under which charges will be made.

2.0 Legislation

- 2.1 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.

3.0 Public Examinations

- 3.1 There is no charge for examinations fees or registration fees that are part of the student's programme of study.
- 3.2 However, if the student fails without good reason to meet an examination requirement or misses a controlled assessment, the Trust will charge £30 to cover the costs. For example, if the student fails to turn up to sit the examination without a good reason. Students would not be permitted to sit any future controlled assessments or external examinations until the fee is paid.
- 3.3 There is no obligation to allow students to sit examinations which are not part of their programme of study.
- 3.4 Fees will be charged for resit examinations. These will be charged at cost plus a small administration fee.
- 3.5 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. In some instances the Colleges may decide to pay for reviews with the students permission where students are close to boundaries at the Principals discretion.
- 3.6 We currently make no charge for students wishing to take University entrance examinations whilst with us.
- 3.7 External students wishing to sit examinations with us will be at the discretion of the Examinations Officer/Principal and will be charged at cost plus an administration fee.

4.0 Other activities for which charges will be made

- 4.1 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 2022-23 this charge will be £100. 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 a student leaves the course within four weeks of enrolment.
- 4.2 Resources charge – this is a one-off charge on enrolment for the cost of an ID card and student photocopying. For 2022-23 this charge will be £25 for new Year 12 students. This entitles students to a limited amount of copying on any of the Trust's photocopiers over the two years they are at college. This charge is refundable if the student leaves their College within four weeks of enrolment. There is no refund for unused copying at the end of the course. This fee is not payable by Arts Foundation students. The cost of replacing lost cards and lanyards is £5. The cost of replacement lanyards is £2.
- 4.3 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, no refund can be provided. For overseas trips or trips where the Trust has committed expenditure to an outside body, no refund can be made once the booking has been confirmed.
- 4.4 Sport – students are encouraged to buy clothing which the student can retain after the course has finished. The charge for these items is at cost to the Trust. More information is provided by the Sports Departments at each College. Students unable to meet these costs may borrow the items free of charge where appropriate.
- 4.5 Extended Diploma in Public Services– during this course students 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), entry fees etc for these activities and a contribution towards the uniform we like students to have for this course. This optional fee is currently £100 for 2022-23 for students 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.
- 4.6 Cache (Bradford and Pontefract only). There is a £25 charge towards the cost of the uniform we like students to have when on placements. This is necessary to protect the student's own clothing while undertaking certain activities. 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.
- 4.7 Fines for late return of library books – students will be charged for the non-return of library books or other equipment.

- 4.8 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 artefacts made during their course with these items when assessment has been completed and moderated. This fee is currently £15 per annum for 2022-23. Refunds will only be available if students leave within four weeks of enrolment.
- 4.9 Arts Foundation Studio Fee - students on the Arts Foundation Course are required to pay a studio fee of £50.00. This is to reflect the large amount of arts materials, ID card and unlimited photocopying provided to these students. Artefacts made during their course can be retained when assessment and moderation has been completed. These fees are non-refundable.
- 4.10 Breakage and replacements or damage to property – students may be asked to pay for any breakage and replacements of Trust equipment or property where the damage has been caused wilfully or negligently.
- 4.11 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. The yearly fee at both Doncaster and Pontefract for 2022-23 is £300. This is reviewed annually and reflects the prices charged by the local bus companies to provide these services and rising petrol prices. 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. There are no College buses for Bradford.
- 4.12 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 2022-23 this will be £30 registration fee for DofE and £230 to cover trips costs for Pontefract and Bradford (total £260.00). The cost at Doncaster is £320 plus the registration cost (total £350.00); this is due to the use of an external provider for the expeditions. There is no refund on the DofE fee once it is paid and refunds on the trip costs can only be given during the first four weeks of term.

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

- 5.1 Students who are over the age of 19 on 31 August 2022 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 £50 which is payable by all students on this course. These fees are non-refundable.
- 5.2 We will only accept students who are enrolled on full-time programmes of study (over 590 planned learning hours). The fee for all other non-arts foundation

courses for 2022-23 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.

5.3 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.

5.4 Fees are fixed for the duration of the course.

5.5 Students 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 students enrolling for a full-time programme may pay the fees by two instalments in August and January.

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

6.0 Remissions and concessions

6.1 College Bursary

The 16-19 Bursary Fund & Free Meals scheme can provide financial support to help some students with extra costs who remain in education. **Colleges are responsible for awarding bursaries to students, deciding the amounts, arranging the payment dates and setting conditions that students should meet in order to receive payments.** *All payments are subject to evidence of effort and good work performance. If a student is placed on a Senior Management contract or above, of the College's Formal Intervention Procedures then the Bursary payment may be withheld.*

The Bursary scheme is made up of three parts:

1. Discretionary Bursary

Financial support can be provided to students of families who are on a low income. To qualify, applications will be considered for households who meet the thresholds as outlined on each College's website.

2. Free Meals

Free meals will also be awarded if student or parent is in receipt of:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance (ESA)
- Support under part VI of the Immigration and Asylum Act 1999

- The guarantee element of Pension Credit
- Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual gross income no more than £16,190 as assessed by Her Majesty's Revenue and Customs (HMRC))
- Working Tax Credit (run-on) – paid for 4 weeks after someone stops qualifying for Working Tax Credit
- Universal Credit with net earnings not exceeding the equivalent of £7,400 pa

Free meals are available in term time. Credit will be made available to student ID cards for the equivalent of £2.41 per day. Credit will be refreshed each week. Unused credit will be lost.

3. Enhanced Bursary

Students qualifying for an enhanced bursary may receive up to £1,200 per year. Students with a financial need may be eligible for an enhanced bursary if they are either:

- in care
- care leavers
- receiving Income Support, or Universal Credit (Conditions apply)
- receiving Disability Living Allowance or Personal Independence Payments in their own right **as well as** Employment and Support Allowance or Universal Credit in their own right.
- an unaccompanied asylum seeking child (UASC) – under 18 only

How do I apply?

If you think you are eligible, applications are available to collect from the colleges or the college websites.

Contact us

If you have any questions or for further information about the 16-19 Bursary Fund please email: studentfinance@nclt.ac.uk

Policy Status

Policy Lead (Title)	Chief Operating Officer	Review Period	Annually
Reviewed By	Trust Executive Team/ Board of Directors	Equality Impact Assessment Completed (Y/N)	Y

POLICY AMENDMENTS

Version	Approval Date	Page No./Paragraph No.	Amendment	How Communicated
1	06/07/2020 TET		Title changed from Charging and Remission to Fees Policy	
			Dates changed throughout from 19/20 to 20/21	
		P4. Paragraph 3	Removed level 2 Public Services as no longer offered at NCP	
		P5.	Bus pass fees changed to £230 for Pontefract and £280 for Doncaster. Early payment information removed due to COVID-19 enrolment arrangements	
		P5.	DoE – Cost of trips changed to £232 total fee payable £260	
		P5.	Students over the age of 19 on 21 August 2020 – Date changed	
1	12/10/2020 BoD			
2	TET 04/04/2021 BoD 17/05/2021	4.1,4.2,4.5,4.5,4.10,4.11,5.1,5.2	Dates changed throughout from 20/21 to 21/22	Uploaded onto Moodle and notified in HR newsletter
		4.2	Resource fee change for Year 13 students due to Covid.	
		4.5	Remove reference to Level 2 students at Pontefract	
		4.10	Updated bus costs to reflect no increase for Yr 13 students at Pontefract and £280 for new students. Bus prices held at Doncaster £280 for all students. Rationale – Doncaster Yr 12/13 students have already received a refund due to rebate.	
3	TET 01/03/2022 BoD 09/05/2022	4.1,4.2,4.5,4.5,4.10,4.11,5.1,5.2	Dates changed throughout from 2021-22 to 2022-23	Uploaded onto Moodle. Students informed by letters regarding costs and on enrolment where relevant.
		3.3	Added information around Principals paying for reviews where students are close to boundaries.	
		4.2	Removed resource fee for Year 13 students so it is only paid once in year 12. Added in cost of replacement lanyards and cards.	
		3.5	Changed Director of Finance to Principals	
		4.3	Removed 'on the day'	
		4.4	Reworded Sports clothing paragraph	
		4.6	Added in paragraph and cost for Cache students of £25 towards uniform	
		4.9	Added in damage to property	
		4.8	Increase in Arts Foundation Studio Fee to £50 requested by HOS	
		4.10	Increase in bus charges to £290 for both Doncaster and Pontefract to reflect increase petrol costs.	
		4.11	Change to Doncaster DofE costs requested by co-ordinator due to use of external provider costs. £350.00	
		5.1	Amendment to studio Arts fee to £50 to reflect higher costs involved in materials for this course.	
		5.2	Amended minimum hours to 590	
		6	Amend bursary information to provide more information and direct to each College's website for further details.	