



# Charges & Fees (Colleges) Policy 2024-25

Version 5

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



## **CONTENTS**

<b>Paragraph Number</b>	<b>Heading</b>	<b>Page Number</b>
1.0	Aims	3
2.0	Legislation	3
3.0	Public Examinations	3
4.0	Other activities for which charges will be made	3
5.0	Rates and payments of fees	5
6.0	Remissions and concessions	6

A separate NCLT Policy, entitled Charges and Remissions (Primary & Secondary) Policy, is provided for NCL Primary and Secondary School (including their 6<sup>th</sup> Forms).

## **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 £40 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 Music Tuition - Those students undertaking Music and Performing Arts courses will be offered musical instrumental tuition or singing tuition above the statutory requirement for their course, for one instrument/voice. These will be on a weekly basis at a subsidised rate of £100 for the academic year 2024-25. Students studying music who

are also in receipt of college bursary are not required to pay this fee only if they indicate this as an area of financial need when submitting their bursary application. This also applies to students studying drama who wish to access singing tuition to support their drama course. All other students, regardless of whether they are in receipt of bursary, can also access subsidised instrumental tuition or singing tuition for enrichment purposes, and will be required to pay the £100 charge. 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 2024-25 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 time they are at college. This charge is refundable if the student leaves 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. Funding may be available at the discretion of the designated Senior Leader to support students with trip costs.
- 4.4 Sport – students are encouraged to buy clothing which the student can retain after the course has finished. These are provided by an external kit provider ordered through their website. 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 and 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 payment at the start of each academic 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 £75 for 2024-25 for students, and payable at the start of each year 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 T-Level Childcare (Bradford and Pontefract only). There is a £25 charge towards the cost of the uniform 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 100% of this fee if clothing has not been issued, if clothing has been issued there is no refund. 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 studio fee which entitles them access to a range of materials within the 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 £20 for 2024-25. 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 £55.00. This is to reflect the large amount of 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 fee at Doncaster and Pontefract for 2024-25 is £375. 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, progression or enrolment 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 are no College buses for Bradford. If a student requests a bus pass after October half term, a prorated cost will be calculated based on the remaining half terms of the academic year. There is no refund after 31 October.
- 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 2024-25 this will be £32.50 registration fee for DofE which is payable at the start of term and is non-refundable after it has been paid to DofE. A further £200 is to be paid to cover trips costs for Pontefract and Bradford (TBC). Doncaster use an external provider and the cost is expected to be around £367.50 (TBC). Refunds on the rest of the cost will only be paid during first four weeks.

## **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 2023 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 2024-25 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, and setting conditions that students should meet in order to receive support.** *All support is subject to evidence of effort and good work performance. Students are expected to adhere to the college code of conduct and support may be withheld if students become subject to formal disciplinary action (this will be advised by a member of senior management during any disciplinary meeting).*

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 and UPAY app for the equivalent of £3.00 per day. Credit will be refreshed each week. Unused credit will be lost.

### 3. Enhanced Bursary

Students qualifying for an enhanced bursary may receive support up to a value of £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, you can access the bursary portal via the college website.

#### Contact us

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

6.2 Bursary students may be able to obtain additional funding towards essential trips and visits and UCAS applications. Please refer to the Assistant Principal at the College concerned for more information.

## Policy Status

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

### POLICY AMENDMENTS

Version	TET/BoD Approval Date	Trade Union Consultation Date (if applicable)	Page No./Paragraph No.	Amendment			
Version 1	06/07/2020 TET 12/10/2020 BoD	N/A		See archived version for full details of historic changes – available from HR.			
2	TET 04/04/2021 BoD 17/05/2021	N/A		See archived version for full details of historic changes – available from HR.			
3	TET 01/03/2022 BoD 09/05/2022	N/A	4.1,4.2,4.5,4.5, 4.10,4.11,5.1,5.2	Dates changed throughout from 2022-23 to 2023-24			
			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.			
4  Updated by Joanna Vickers	TET 28/2/2023 Audit Committee 14/03/2023 (Approval was delegated by BoD to Audit Committee)	N/A	4.1,4.2,4.5,4.5, 4.10,4.11,5.1,5.2	Dates changed throughout from 2021-22 to 2023-24			
			4.1	Removed per term (line 3) Added annual charge. Added paragraph to explain tuition is only for students on music/PA courses or those contributing to college enrichment activities e.g. bands.			
			4.2	Removed 'two years' replaced with 'time' to reflect students may be at College for three years.			
			4.3	Added paragraph about additional funding available for some students towards trips and visits.			
			4.4	Clarification that sports clothing is provided via an external provider.			
			4.5	Change of fee to £75 in each year at request of departments.			
			4.6	Change to refund policy as fee is only for uniform and once issues no refund possible.			
			4.8	Removed annual charge and removed reference to visual arts as this applies to digital arts as well.			
			4.11	Change to bus charges for Pontefract and Doncaster £325 to reflect petrol increases			
			4.12	Updating of wording regarding DofE charges at each college.			
			6	Free meals equivalent £3.00 per day			
			6.2	Added additional reference for bursary students help with UCAS and trips and visits.			
			5. Updated by Finance	TET 23/10/24	N/A	Throughout	Dates changed throughout from 2023-24 to 2024-25
						Title Page	Changed Policy Title to: Charges & Fees (Colleges) Policy 2024-25
2	Added reference to separate Primary and Secondary Policy to contents page						
Para 3.2,	New charge values added						
4.1	Students to indicate at time of applying for bursary support for Music / Performing Arts, and Drama if accessing singing tuition. Other students can apply for instrument or singing tuition for a charge.						
4.5	Academic year						
4.6	CACHE replaced by T-Level Childcare Requirement to wear uniform on placement.						
4.11	Prorated charge for part year bus pass.						