

HIGHER EDUCATION FEES POLICY 2018-19



GOVERNANCE AND CONTROL

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HIGHER EDUCATION FEE POLICY

2018/19

PURPOSE

This document sets out WFC's policy on tuition fees and other charges related to the cost of learning, including:

- The different elements which constitute College fees
- When and how College fees are payable
- How fees for optional units/courses are treated
- Regulations relating to concessionary fees, either imposed by external bodies or set by the College
- The process/channels through which matters of financial hardship may be raised
- For information on refunds, please refer to the separate Fee Recovery and Refund Policy.

GENERAL INFORMATION

- Tuition fees will be set at least one year in advance of the start of the academic year.
- The fee policy will comply with the requirements of the Student Loans Company or other Government funding initiatives.
- Fees will be set so that - in addition to public funding - they will cover the full costs to the College of delivering education and training to students.
- The policy will be reviewed annually, and is subject to any changes in guidance from Government funding bodies.
- The college does not currently hold Tier 4 status and therefore cannot recruit directly overseas students.

FEES

- Fees can be made up of several elements: tuition fees, awarding body registration fees, administration costs, examination or certification fees and other course related costs.
- The College will charge for:
 - Disclosure and Barring Service (DBS) checks, if required.
 - Subscription charges, made by professional bodies to become a member of that organisation, for students aged 19 or over.
- The College may charge for:
 - Special equipment, materials, uniforms etc. where these are not a required part of a funded course, or where they become the property of the student at the end of the course. For clothing and equipment necessary for completion of the course, the student may borrow the clothing and equipment free of charge from the College. If the student wishes to retain these items after they have completed or withdrawn

from the course, they must purchase the clothing or equipment or return it to the College at the end of their course.

- Educational trips or board and lodging elements of their course, where these are not required by the course syllabus or agreed study programme.
- If students are funded by an Advanced Learning Loan the full fee for the entire course will be charged in advance. Loans must be taken out at the beginning of the course, and will cover the full cost of the learning aim.
- Failure to pay fees due may result in the debt being recovered through a third party collection company and the qualification not being awarded.
- Certification fees must be paid before the student is awarded any certificate.

TUITION FEES FOR 2018-19

COURSE	FEE PER YEAR	ADDITIONAL COSTS
HNC Business	£4,300	None
HND Business	£4,300	
HNC Fashion and Textiles	£4,300	There will be some additional cost required for specialist equipment, course materials and trips (Approximately £180).
HNC Fashion and Textiles	£4,300	
HNC Healthcare Practice	£4,300	None
HND Health and Social Care	£4,300	
HNC Public Service	£4,300	None

PAYMENTS

- Fees can be paid using cash, cheque, credit cards or debit cards, or by Bacs transfer.
- Payment is required before attendance at the first session of a learning programme. All fees due must be paid before the student can be entered for any examination or awarded any qualification.
- With the exception of students receiving Student Loan Company loans, instalments are available if fees are above £3,500. Instalments are only available for individuals and not employers. Any additional fees must be paid with the first payment. Instalments must be paid by direct debit or credit/debit card. There are no additional charges for paying by instalment.
- The following payment instalments are available:

COURSE FEES	INSTALMENTS
£1500-£3,000	50% of fee payable on entry the balance payable in equal instalments over two months
£3,100 - £6,000	40% of fee payable on entry, the balance payable in equal instalments over four months
£6000 +	30% of fee payable on entry, the balance payable in equal instalments over 6 months

- Instalments are not available to students paying fees with an Advanced Learning Loan or Student Loan because loans cover the full cost of the course. The College will receive the loan payment in instalments from the Student Loan Company.

PAYMENTS BY EMPLOYERS

- A student may have an agreement for course and other fees to be paid by their employer.
- Where it has been confirmed, as part of the advice, guidance, and enrolment process, that the fees for a student are to be paid by an employer, formal written confirmation of this must be submitted to the College, via a letter or official purchase order that details the costs covered.
- The College must receive any such purchase order or letter of authority for payment by a third party at the point of enrolment, otherwise the student will be required to pay the full fee.

FINANCIAL HARDSHIP

- Maintenance Grant- This grant is non-repayable and is intended to help cover living and study costs. It is available to full-time undergraduate UK* students whose

household income falls below the required threshold. The **grant** is paid in three instalments directly to your bank account, along with your student loan.

- If you qualify for means tested benefits, such as Housing Benefit, during your studies, you will be eligible for the Special Support Grant instead of the Maintenance Grant.
- Disabled Students' Allowances (DSAs) can help support you with your learning, and covers extra costs you may have because of a disability, such as a mental health problem, a learning difficulty, or a long term illness. The DSAs process is summarized by:
 - Application
 - Submit medical evidence
 - Attend a needs assessment
 - The award of DSA support
- There are three main elements to DSA: Assistive Technology, Non-Medical Help and General Allowance. Your non-medical help will be a one-to-one support worker who can provide study skills and/or mentoring, and/or technology training.
- If you have questions about DSAs then contact the Student Services Team: myfuture@waltham.ac.uk

RELATED POLICIES AND OTHER DOCUMENTS

- [Admissions Policy 2018 19](#)
- [Compliments, Feedback and Complaints Policy 2018 19](#)
- [Higher Education Student Compensation and Refund Policy 2018 19](#)

STUDENTS STUDYING ON HIGHER NATIONAL PROGRAMMES

Students are responsible for the payment of tuition fees for Higher National programmes at Waltham Forest College (WFC). Students will be liable for their tuition fees for the entire year of study unless they formally notify the college (by sending an email to the programme manager and the Head of Higher Education) that they wish to withdraw, defer or apply for a suspension of their studies.

The student may claim a fee refund, if they have paid a fee greater than the revised fee applicable on the withdrawal date.

The College, at its discretion, may refuse a fee refund if the student uses any other method of notifying withdrawal.

STUDENT RESPONSIBILITIES

- Students are not asked for upfront fees, but arrangements for the payment of fees are the responsibility of the student.
- Students who are not self-funding are expected to apply to Student Finance England (SFE) www.gov.uk/student-finance for a tuition fee loan prior to the start of the programme, so that funding is in place for the start of term, or as soon as possible thereafter.
- Students should apply online to SFE as soon as they receive a firm offer of a place. Due to the volume of applications received by SFE, any delay in applying, during or after the “Clearing” period, can cause severe delays in payments being made, to both the student and WFC.
- Only students studying on full time programmes may also apply to SFE for maintenance support to help with living costs whilst studying.
- Tuition Fees are charged on an annual basis and loan applications must be submitted to SFE annually.
- Students should monitor their online SFE account frequently to ensure that any application issues or additional requests for information are resolved speedily.
- When completing the WFC enrolment form students are required to state whether they have applied for a tuition fee loan (tick box). If no loan has been applied for, then the preferred method of payment should be shown on the form. The student should make arrangements for payment through the College’s Finance Department.
- Students will be asked to produce their final Student Loans Company (SLC) assessment/payment schedule letters at enrolment, if available. Students should keep these letters in a safe place once they are received from SLC. Any letters that arrive after enrolment should be sent directly to the WFC Finance Department. Failure to do this could result in delayed payments.
- Student Services can be contacted if students require support or clarification with completion of the application form or any problems that may arise after submission. Contact details are:

- Student liability dates for fees are shown as follows:

If you need to apply for refund, please check the information below to determine whether you are eligible for a refund and if so, how much you are entitled to.

LIABILITY DATES	FEE LIABILITY
Between 1 st October 2018 and 1 st January 2019	25% of tuition fees
Between 2 nd January 2019 and 1 st April 2019	50% of tuition fees
On or after 2 nd April 2019	100% of tuition fees

- Those students who withdraw during the year will incur the fee liability as shown above. Tuition fee payments and maintenance payments will stop once SFE are informed.
- Students who wish to withdraw should inform their Programme Manager and/or the Head of Higher Education as soon as possible, as failure to do so could incur a greater tuition fee liability. WFC will inform SLC of any student changes in circumstance, but students are also advised to make contact with SLC if they withdraw.

COLLEGE PROCEDURES

- Once a student is enrolled at WFC, those with student loan packages in place will have their attendance confirmed to SLC by the College. This is an online process which is completed on a daily basis from the beginning of term as students become enrolled. Confirmation of attendance will then release any maintenance payments to the student. Confirmation of attendance is required to be made by the College three times per year to coincide with payment dates.
- While a student is still in attendance maintenance payments will be paid into student bank accounts by SLC on the dates shown on individual payment schedule letters. The first payment in September is usually paid in the week of the date shown on the letter, and not necessarily on the first day of term, as it is not possible to confirm student attendance until enrolment. Once student attendance is confirmed, maintenance payments are made by SLC usually within 3 – 4 working days.
- Tuition fee payments are made by SLC on behalf of the students directly to WFC in three instalments throughout the year in October, January and April.
- Fees are the responsibility of the student. Where the college has no knowledge of the fee payment arrangements for a student, or no fee payments have been received from SLC, these students will be actively pursued to ascertain the reason.
- Students with outstanding tuition fees will be contacted towards the end of the first term (from the 1st November 2018).
- Warning letters will be sent in December and those whose tuition fees remain unpaid by the beginning of January will be blocked from study and notified in writing. Students will not be allowed to resume study until full payment has been received. Any qualification will also be withheld until payment has been made.
- Students will be blocked from reapplying to WFC in subsequent years until the tuition fee debt has been settled. Tuition fee debts may also be referred by Finance Department to a Debt Recovery Agency.

DEFINITIONS

- 'Home-based' students are defined as being domiciled in the European Economic Area. Currently, this comprises Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, Switzerland and the United Kingdom.
- Age for funding purposes is determined by the age on 31 August in the calendar year when the student begins a programme of study.
- For the purposes of funding, a student is defined as Unemployed if one or more of the following apply:
 - They receive Jobseeker's Allowance (JSA), including those receiving National Insurance credits only.
 - They receive Employment and Support Allowance (ESA) and are in the work-related activity group (WRAG).
- They receive Universal Credit, earn less than 16 times the National Minimum wage per week or £330 a month and are determined by Jobcentre Plus (JCP) as being in one of the following groups:
 - All Work Related Requirements Group
 - Work Preparation Group
 - Work Focused Interview Group
 - They are released on temporary licence (RoTL), are studying outside a prison environment and are not funded through the Offenders' Learning and Skills Service (OLASS).
- We will also use our discretion to fund other students if all of the following apply: The student receives other state benefits, earns less than 16 times the National Minimum Wage a week or £330 a month, wants to be employed, and the College is satisfied that the learning is directly relevant to the students' employment