

HE FEES POLICY 2024-25

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HE Fees Policy 2024/25

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HE Fees Policy 2024/25

Policy objectives

- 1.1 The purpose of this Policy is to provide information and guidance regarding the course tuition fees and other charges that students attending Waltham Forest College (the **College**) will be expected to pay and any financial support that may be available.
- 1.2 This Policy is consistent with the College's overall fee principles for 2024/25, as follows:
 - Higher Education course tuition fees are determined by a student's fee status, the year they started their course and the course/module being studied.
 - Commercial course fees to be set are to generate a reasonable contribution to the College's overheads, with consideration being given to prevailing market rates.
 - Up to ten fee instalments will be available for students who are not in receipt of a Student Loan.
 - Fee refunds are to be made only where the College is responsible for a course closure or change, or in the event of exceptional student personal circumstances.
 - The Principal & Chief Executive of the College retains discretion on all fee matters to deal with exceptional circumstances.
- 1.3 This Policy outlines the arrangements for payment of the fees by instalments and refunds.
- 1.4 This Policy is applicable to all students studying Higher Education courses at the College.
- 1.5 Full details about specific course fees and charges and opportunities for financial support to pay fees can be found in the course information guides available on the College's website www.waltham.ac.uk or from Student Services on 020 8501 8501 or Room 219 at the College at 707 Forest Road, London, E17 4JB.

2 Definitions

- 2.1 Tuition fees and the financial support available are based on whether a student is classed as a new or continuing student. For these purposes the following definitions apply:

New Student - a new student is one who fulfils one or more of the following criteria:

- Enrols on their first Higher Education course of study at the College;
- Is continuing the same course of study at the College following an authorised suspension of studies of two years or more;
- Is changing their mode of study (e.g. from full-time to part-time). This is distinct from changing to part-time attendance for a single year while still registered on a full-time course; and/or
- Is progressing from a higher education qualification to another higher education qualification at a higher level.

Continuing student - a continuing student is one who fulfils one or more of the following criteria:

- Is continuing the same course at the College as in the previous academic year or following an authorised suspension of studies for a period of no more than 24 months;
- Is transferring course within the College or transferring in from other HE institutions and not changing their mode of study (e.g. from full-time to part-time).

Full-time and Part-time course routes - A student will be enrolled on a course route through their programme of study. The enrolled course route has a mode of study, that is either full-time or part-time. The course route's mode of study determines how many credits a student should be enrolling on each year to reach the end of their course route by the expected end date. A student can study a different number of credits from those expected for a single year and remain on a course route (a different mode of attendance for a year) but, changes for longer durations involve a formal change of course route and associated mode of study.

Resit - If a student is permitted a resit following consideration by the Programme Examination Board the policy set out section 8 applies.

Retake - A student may be eligible to enrol on a retake (a further attempt) of a module if permitted to do so by a Programme Examination Board. A retake is charged in line with the policy set out in section 8.

3 Course Fees

3.1 The course fees for Higher Education courses at the College are as follows:

(1) £6,000 per academic year for each student registered and enrolled; or

(2) £3,500 per academic year for each Part-time or Flexible student (Part time and online flexible are four-year courses HNC and HND combined).

3.2 For Higher Education students, this Course Fee policy forms part of a contract between you and Waltham Forest College governed by English Law and should be read in conjunction with the Terms and Conditions and Academic Regulations.

4 Fee payment

4.1 All students become liable to pay fees from the date that they enter into a contract with the College. No payment will become due until satisfactory enrolment on the required course is completed or the date the student signs the enrolment form, whichever is earlier.

4.2 Students are required to make arrangements for the payment of their Tuition fees each academic year to complete their enrolment. Acceptable proof of an arrangement ensuring Tuition fees will be paid will be any of the below:

- Proof of the award of a tuition fee loan from Student Finance, Student Loans Company or SAAS;
- Written confirmation from a sponsor that the fees will be paid;
- Written confirmation of a scholarship; or
- A completed and signed payment plan to pay the fees by instalments – see Section 5 below

4.3 Failure to make arrangements for payment of the Tuition Fees will result in the student being prevented from enrolling and/or being required to withdraw from their course.

4.4 Students with tuition fee loans from Student Finance may transfer to another institution following the official start date of their studies. In these cases, the College will retain the Tuition Fee loan for the period up to and including the date of transfer.

Similarly, for students with approved tuition fee loans transferring into the College following registration at a different institution, the College will expect to receive Tuition Fee funding from the date of the transfer.

Students eligible for a Tuition fee loan from a student loans company are responsible for entering the correct course and fee information when applying for support. Applications for support must be made in a timely manner. Where appropriate, students should ensure that they submit their Notification of Entitlement letter at enrolment when requested. Applications for support must be made for each year of study.

Regardless of the College's provisions, policy and regulation, all students in receipt of funding from a student loans company are ultimately subject to the provisions of the Education (Student Support) Regulations 2011 with regards to maximum funding and the maximum number of repeat years. The College is ultimately bound to adhere to a final assessment on eligibility and entitlement made by the student loans company.

5 Instalment payments for courses/modules

- 5.1 Instalment payments are available on courses/modules which consist of more than one term. There are no instalment payments available on courses/modules which consist of one term or less.
- 5.2 Instalment payments are available to students on courses/modules where fees are over £100 and where the student is not in receipt of a Tuition Fee loan from Student Finance, Student Loans Company or SAAS.
- 5.2 Students can arrange to pay course fees in instalments by direct debit.
- 5.3 For payment by instalments, students on a 3-term course costing below £2,000 can be offered up to 5 equal instalments. Students on courses over the value of £2,000 can be offered up to 10 equal instalments. For termly courses, fees for semester 1, must be paid by December and fees for semester 2 must be paid by May. The first instalment in all cases must be paid at the point of enrolment.
- 5.4 Students requesting payment by instalments will need to bring with them cash or a credit/debit card to pay the first instalment together with their bank account details to set up a direct debit for payment of the remaining instalments.
- 5.5 The College may allow payment in more than five instalments at its discretion in circumstances of a student's proven personal financial hardship and if the student has exhausted all other reasonable methods of paying their fees.

6 Scholarships and Bursaries for New and Continuing Student

- 6.1 Details of eligibility criteria and payment of the College Higher Education Bursaries are included in the College Financial Support Policy, which can be found on the College website. The College reviews all scholarships, bursaries and discounts on an annual basis.

7 Withdrawals and refunds

- 7.1 For the purposes of this section the term '**withdraw**' will cover Higher Education students wishing to temporarily suspend or completely stop their studies at the College, and students who have been required to withdraw from their studies (see the College's Academic Regulations).
- 7.2 Students withdrawing may do so as described within the College's Academic Regulations. Students required to withdraw will have the date of the withdrawal recorded as the date formally agreed by the relevant decision-making body.

- 7.3 If a student requests withdrawal the withdrawal will be processed and the student's records amended when written notification of the withdrawal has been received. The official withdrawal date will be recorded as the date of receipt of the notification of withdrawal or the requested date of withdrawal, whichever is the later. For students who fully withdraw during a period of authorised temporary suspension, their withdrawal date will be the date at which the temporary suspension began.
- 7.4 To avoid disputes on withdrawal dates, it is recommended that a student completes the notification of withdrawal form in writing, in conversation with their Personal Tutor. This form requires a preferred date of withdrawal to be declared. The College will not usually agree a date of withdrawal before the date that the student has a meeting with their Personal Tutor and signs this form (whichever is the later). The official withdrawal date will be recorded as the date of receipt of the notification of withdrawal by the College's Director of Learner Experience or the requested date of withdrawal, whichever is the later. If the notification of withdrawal form is being sent by post it is essential that the student keeps proof of postage and a copy of the form and information sent. The Student should address postal submissions to
- Director of Learner Experience,
Waltham Forest College,
707 Forest Road
Walthamstow
London
E17 4JB.
- 7.5 It is essential that a student retains a copy of the form and communication following the submission of the notification of withdrawal.
- 7.6 Cancellation of a course or module that affects continuation of study by the College will trigger the Student Protection Plan.
- 7.7 Where a student withdraws or is required to withdraw from their course part way through the academic year for whatever reason, subject to a student observing the procedure for withdrawal, the College will adjust the liability for Tuition Fees, or refund Tuition Fees already paid in accordance with the table below. Any reduction in Tuition Fees will be calculated from the official withdrawal date.
- 7.8 The following fee liability applies to all College Higher Education students:

Students withdrawing or suspending studies during	Tuition Fee Liability
The statutory cooling off period within 14 calendar days from the formation of the contract.	No fees
First term (from the first day of the first term but before the start of the second term)	25% of full fees
Second term (from the first day of the second term but before the start of the third term)	50% of full fees
Third term (from the first day of the third term or if no third term in academic calendar on University's website for student's point of enrolment then the third term starts the day after the end of the second term)	Full Fees

8 Examination Fees

- 8.1 The first attempt at an examination/assessment is, in most cases included in the registration fee. Subsequent resits are charged by the awarding body and the College reserves the right to pass these fees on to students.

- 8.2 Where a student fails to attend an examination/assessment without prior notification/authorisation and for which the College has incurred a cost, the student will be liable for this cost.
- 8.3 Where a student wishes to retake an examination/assessment in order to improve their grade or retake an examination previously sat at another centre, the student will be liable for the retake fee.

9 Non-Payment of Fees

- 9.1 Higher Education students retain ultimate liability for payment of their fees, whether invoiced or not, even where they have a sponsorship agreement. If sponsorship is withdrawn or the sponsor defaults on payment, the student is responsible for paying any fees owed.
- 9.2 Any student who fails to pay the College Tuition Fees within 28 days following the date on which they became due may be temporarily suspended from their course until payment is made in full. If the monies due are not paid within 28 days following the commencement of suspension the College will be entitled to require a student to withdraw from their course. Students will be required to attend an interview with the Deputy Principal Finance and Resources (or a nominated member of the Senior Leadership Team). Any decision about suspension or withdrawal will be made by the Deputy Principal Finance and Resources after the interview. Consideration will be given to any amounts already paid, the student's circumstances and any offer from the student to pay the outstanding Tuition Fees. If a student fails to attend any interview a decision may be made in the student's absence.
- 9.3 Please note even if a student is withdrawn from their course due to non-payment and is no longer a student, the student will still need to pay the outstanding fee liability based on the date of withdrawal, as in section 7.8.
- 9.4 Students with outstanding Tuition Fee debt may not be:
- permitted to enrol for a further academic year
 - issued with final Certificates of Award and Credit
 - permitted to attend the Awards Ceremony
 - issued with any academic references until all outstanding monies have been paid in full.
- 9.5 The College will refer unpaid accounts to an external agency to pursue payment. Any additional costs incurred in the collection of the debt will be the liability of the student and will be added to the debt.

10 Fee Appeals

- 10.1 Individual officers of the College are not permitted to vary or waive fees.
- 10.2 Existing students or applicants that wish to make a complaint about the way this Policy has been followed should follow the College Compliments, Feedback and Complaints Policy which can be found on the College website.
- 10.3 Fee remission, waiver and debt write-off are at the discretion of the College and may occur only in very exceptional circumstances, usually following activation of the Student Protection Plan.

11 Disclaimer

- 11.1 The College reserves the right to amend the information set out in this Policy.
- 11.2 Whilst every effort has been made to ensure the information in this Policy is correct at the time of publication, funding agencies may alter arrangements at short notice and this may result in additional fees and charges being incurred by the student through no fault of the College.