

Tuition Fees Policy

Fees policy for the academic year 2022/23

For courses starting on or after 1 August 2022 to 31 July 2023

Policy review area	Finance
Lead manager	COO
Approval level	Board
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1. Introduction to the 2022/23 fees policy

In accordance with the Articles of Government, the Board of Governors of Greater Brighton Metropolitan College (GB Met) is required to set the policy by which tuition and other fees payable are determined.

The Board of Governors, in setting the fees policy for 2022/23, recognise that there is a balance to be struck between maximising our income from fees against the potential barrier to learning that this approach might create. We expect that all course fees will broadly conform to the principles as outlined accepting that there will be the need, from time to time, to flex our pricing to reflect prevailing market conditions.

Students are ultimately responsible for the payment of all tuition fees irrespective of how these are funded. Tuition fees become due at the start of the academic year in which students have enrolled / re-enrolled.

The college reserves the right to make such alterations to the described courses, fees, tutors, venues & services as may prove necessary. If a single class meeting is impacted by venue closure and/or tutor illness but an alternative date is arranged, then no refund will apply.

2 Payment of fees

Tuition fees must be paid in full at time of enrolment unless the following applies:

- You have applied and had a loan approved by Student Finance England
- You have applied to pay your fees in instalments (see paying by instalments)
- You have provided a completed sponsor form
- You have applied for a bursary

Loans (Further and Higher Education)

It is the student's responsibility to apply for their tuition fee loan in a timely manner, ensuring that they have entered the correct programme and fee information, for each year of study.

The College will update the Student Loans Company of current enrolments on a regular basis. The SLC uses this data to confirm ongoing support for each student. They will only continue to pay the college whilst the student remains on-programme. **Where a student leaves the course 28 days from the date of the course commencing, the full fee will be payable as the remaining balance will not be funded by the SLC.**

Students will remain liable to pay for their fees if Student Finance England do not, for whatever reason, make payments to the college.

Paying by Instalments

Where a course is longer than 16 weeks in duration and the overall fee is over £750 one third of the fee will be payable at enrolment with the remaining amount payable in two instalments. If the fee is not paid by the due date, the college reserves the right to withdraw the student from the course and refuse any certification/acknowledgement of learning. We will collect the second instalment one month after the course starts, with the final instalment payable 2 months after the first instalment. (E.g. for courses starting in September, a third will be payable at enrolment, a third in October, with the final payment in December)

A direct debit mandate form must be completed by the learner, at the time of enrolment for all instalment plans. Instalment plans are not available for companies where they are sponsoring student/students

If a learner withdraws, before all instalments have been received, we will still require all future instalments to be paid and will seek to recover any outstanding balance on their account.

Employer/Sponsor payments

If a learner's employer or sponsor is paying all or part of the fees the employer/sponsor has to complete the college sponsor form, signed by a senior responsible person of the organisation such as a Company Director. Until the college has received the form, the learner is liable for the fees and can set up an instalment plan in line with this policy. In signing the sponsor form, the sponsor/employer will remain liable for the fees identified on the form regardless of any change in circumstance/relationship with the student.

If the learner's employment circumstance changes, and they are no longer employed by the company originally supplied as the sponsor, the employer/sponsor will remain liable for any outstanding fees.

Bursaries

All applications are judged on their individual merit, awards made will reflect the nature of the application and the overall availability of funding support. If support is declined, learners will be expected to pay the course fee in line with this policy.

Payment of tuition fees can be made through the following methods:

Cash or by credit or debit card, by phone; or in person at the student centre at Pelham street campus, or the admissions or finance office at West Durrington campus.

Bank transfer:

Barclays Bank PLC,

Account name: Greater Brighton Metropolitan College Sort code: 20- 79 - 41

Account number: 73682935 SWIFT/BIC code: BARC GB 22

IBAN: GB74-BARC-2079-4173-6829-35

Please make sure that Student ID number and name are quoted as a bank reference when making a payment:

Wisepay is our secure online payment site. You will need to create an account by clicking on the "Create an Account" button, entering your person code in the Student ID field, along with your other details. Once logged in, go to "Pay Invoice", then "Course Payment". Please again enter your Student number in the Student ID field and enter the course fee amount before proceeding to the "Pay" button. The link for Wisepay is shown below.

<https://www.wisepay.co.uk/store/generic/template.asp?ACT=nav&mID=416152>

3. Withdrawals, Refunds, transfers, deferrals and late starters

Withdrawals: For all courses that run for an academic year, if a student attends beyond 28 calendar days from the course commencement, **the full fee is payable**. This rule applies to all courses. Where a student withdraws within the first 28 days following course commencement (or within the first 2 weeks for courses that are less than 16 weeks) or fails to start, a £50 administration fee will be due. If the course is shorter than an academic year, and the student has attended for more than two weeks **the full fee is payable**.

It is the student's responsibility to inform the college in writing that they are leaving their course.

Where a student feels that there are exceptional circumstances that prevent them from continuing with their studies, usually a medical condition that was unknown at time of enrolment or a significant life event, an application to have part/all of the fee waived can be made to the COO. Each case will be judged on its merits. Applications must be made within one month of the

withdrawn date held on the central student records database. Supporting evidence must be provided with any request for a fee waiver. Appeals can be emailed to sales.ledger@gbmc.ac.uk

Refunds: Where GB Met cancels the course, either a full refund will be given or the student given the option to transfer any payment to a future/alternative course within the same academic year.

GB Met will endeavour to restrict the number of cancelled courses to an absolute minimum. We cannot however guarantee that a course will run, particularly if the number of students enrolled is insufficient to make it a positive learning experience.

No refund will be initiated if classes are cancelled due to circumstances beyond our control or for students who withdraw from a one-day class less than 14 days before the start date.

Transfers: Where a student transfers from one course to another the following apportionment of fees will be calculated: -

- 1st Term Transfer – 100% of new course
- 2nd Term Transfer – 34% of original course + 66% of new course
- 3rd Term Transfer – 66% of original course + 34% of new course

Transfers are only permitted within the same Academic Year.

Deferrals: Where a student has been allowed to intercalate their fees will be charged on the number of credits completed and achieved in-year; or if no credits have been achieved, the number of weeks of tuition received; with the balance payable when they return in the following year. Under normal circumstances we expect the student to return the following year, where this is not the case the student must make a formal request in writing to the college to have this period extended, before the start of the next academic year. Should a student decide not to return the remaining fee for the year of study they withdrew from will become payable. This balance will not be funded by the SLC and will therefore become a personal debt. A student will normally return at the same point they deferred to complete the remainder of the course, however, their return needs to be timed so that they can rejoin the course at the start of any incomplete units/modules and they may be charged fees pro rata for any repeated tuition. Students who intercalate will not be able to re-enrol if they have any outstanding debts from previous years.

Your return therefore needs to be timed so that you can rejoin the course at the start of any incomplete units and you will be charged fees pro rata for any repeated tuition. You will not be able to repeat any units that you have already completed.

Where a student wishes to re-take part of a full-time qualification the fee payable will reflect the number of credits being re-taken as a proportion of the total credits for that year. This must be agreed with the Chief Operating Officer.

Late starter tuition fee arrangements for full year courses are as follows: -

- in Term 1 will be liable to pay the full year's course fees
- in Term 2 will be liable to pay for two thirds of the full year's course fees
- in Term 3 will be liable to pay for one third of the full year's course fees.
- There is no reduction for late starters for courses that are less than 36 weeks in duration

4. **International students**

For fees purposes we classify students as Home or International. Classification is largely determined by residency. You will usually be classified as an International student if a student does not have settled or pre-settled status and have indefinite leave to remain in the UK.

We will need to confirm your visa status during the application process.

We judge all cases against the same criteria, in accordance with the government's guidelines. A useful summary of regulations in a guide produced by the UK Council for International Student Affairs (UKCISA)

The fees that you pay as an International student depend on the type/level of course you study. International fees will generally be higher than rates for home students.

All International students must pay the full course fees at the time they apply for a VISA. For students applying for a short term study visa a deposit of £1000 or full course fees (if less than £1000) must be paid at the time they apply for a VISA. For courses that are beyond one year in duration the annual fee is payable when the student confirms their enrolment for each subsequent year.

If a student is refused a VISA or fails to meet our entry criteria prior to the start of the course we will refund the amount paid minus up to £250 for irrecoverable costs. For VISA refusals the refund request must be submitted within 30 days of the refusal and the student must provide a copy of the refusal letter. Where the student fails to meet our entry criteria we will automatically commence the refund process on confirmation that the entry criteria has not been achieved.

If GB Met arranges accommodation on the student's behalf a non-refundable booking fee of £50 will be charged. The college cannot supply any homestay accommodation until this payment has been made. Upon arrival students staying in accommodation arranged by the college will follow a payment plan whereby they must make further payments 2 weeks' after arrival, then every 4 weeks.

If the student cancels their course application less than 4 weeks from the start date a refund will be processed less the £1000 deposit and £50 accommodation booking fee. If more than 4 weeks' notice is given, then an administration fee of up to £250 will be charged along with the accommodation booking fee.

5. Apprenticeships

GB MET expects all employers to contribute towards the cost of training in line with the apprenticeship reform guidelines.

Support for small employers

The government will fund all of the apprenticeship training costs, up to the maximum value of the funding band for the apprenticeship, for employers employing fewer than 50 people, if on the first day of the apprenticeship, the apprentice is:

- aged between 16 and 18 years old (or 15 years old if the apprentice's 16th birthday is between the last Friday of June and 31 August)
- aged between 19 and 24 years old and either has an EHCP provided by their local authority, or has been in the care of their local authority.

Non Levy employers

Non levy employers will be required to pay 5% of the total negotiated fee for their apprentices. This will be payable on enrolment of the apprentice.

Levy employers

Employers paying through the Digital Account System (DAS), 80% of the total negotiated price for the apprenticeship will be paid on a monthly basis over the apprenticeship, with the remaining 20% payable on completion of the programme.

If the amount in the Digital Account system is insufficient to cover the cost of the apprenticeship,

the company will become a non-levy payer, and the company will be required to pay 10% of the remaining balance of the total negotiated price.

If the negotiated price for the apprenticeship exceeds the funding band, the employer will be responsible for the price that is over the funding band.

6. Default on instalment plans/payment of fees

If a student has in previous years, defaulted on a payment plan, the College reserves the right to request a higher deposit from the student prior to enrolment.

If a learner defaults on their instalment plan the college will communicate with the learner requesting payment. Initially this will be carried out by the Finance team.

Curriculum managers working in collaboration with Learner Services and the Finance Team will be provided with a list of all learners who have defaulted on their payments. They will be required to work with the Finance Team, tutors and learners in collecting the fees. Meetings should be held with individual learners to provide support. Any special arrangements for payment of fees must be approved by the Finance Team.

Learners may be removed from the course if they fail to make payment for their course fees, accreditation of learning and certification may also be withheld. Outstanding balances may be pursued through the Small Claims Court; students will be advised that this may affect their ability to secure credit in the future. Any future enrolments will be prevented if the learner has any outstanding debt on their account.

If fees are still not collected the curriculum area will incur the cost/provision of the bad debt being written off so as to reflect the true income generated by the respective area.

Where GB Met incurs additional costs arising from our debt recovery procedures (referral fees to debt recovery agencies and/or legal representation costs) we will pass these costs onto the learner and seek to recover them alongside the original outstanding debt.

All students who fail to make payments and consequently have outstanding fees may have the following sanctions imposed:

- exclusion (notified by letter or e-mail)
- non-processing / non-grading of examinations and assessments;
- refusal of enrolment or re-enrolment;
- will not graduate
- will not receive an invitation to award ceremonies;

The college will take legal action in order to obtain a County Court Judgement to recover the amounts due.

7. How do I suggest improvements / complain about this policy?

Improvement suggestions should be made to the Chief Operating Officer.

Complaints in relation to this policy should be made in writing to the Quality Department. The Quality Department will use the college complaints procedure to investigate and determine the outcome of the complaint.

<https://www.gbmc.ac.uk/contact/feedback-and-complaints>