



1 Authority & Context

1.1 The purpose of this policy is to provide the framework within which Oldham College's fee setting and fee refund processes will be devised and operated. The policy also sets the framework for ensuring that comprehensive guidance and information regarding fees for courses subsidies and potential remission of fees is available and accessible to customers and learners, staff and Governors. This policy has been written in accordance with guidance from the College's funding agencies.

1.2 The College reserves the right to cancel any course or change its charging policy where its cost may result in financial loss; cancel any course where there is lack of appropriate resources; and/or refuse entry to a course on any nondiscriminatory grounds.

2 Scope

2.1 The policy applies to all courses at Oldham College for the academic year 2017/18. Tuition fees are for one academic year only (unless otherwise stated).

2.1 The College Fees policy and any subsequent amendments to this policy will require the approval of the Resources Committee. No staff are authorised to give advice that is contrary to this policy – failure of staff to adhere to this policy could result in disciplinary action.

2.3 The policy will be reviewed annually and any changes recommended will be referred for approval to the Principalship and then to the Resources Committee.

3 Higher Education

3.1 University Campus Oldham Higher Education Tuition fee for 2017/18 will be £7,500 for UK based students – this will remain at **£7,500** for the year 2018/19. A higher fee of £8,000 may apply for high costs such as photography, graphics, media, games, performance.

3.2 For part time courses, the tuition fee will be set as a pro-rata amount of the learning input of the full time courses unless moderated for market conditions.

7 Payment of Fees

7.1 All tuition fees become due in full at enrolment, although the College offers terms for payment as listed below to assist as it is recognised that some students may be unable to pay their fees in full at enrolment.

Employers

7.2 Learners whose employers have agreed to pay their fees will be required to produce a letter/ purchase order from the employer at the time of enrolment confirming they will cover the full cost of the course. Direct debit instalments are not available to employers paying student fees.

Higher Education

7.3 HE tuition fees are due at the time of enrolment. Students applying for or in receipt of a tuition fee loan must produce evidence of their loan application and approval from the Student Loan Company (SLC) as a result of which the College will receive payments directly from the SLC. Where there is a difference in the amount received from the SLC and the fees for the course the students will be expected to pay the difference on enrolment.

7.4 Students enrolling for Higher Education courses will be required to sign a liability form on enrolment which will confirm that the student understands the course fees that are payable and will be liable for payments should any sponsor or the Student Loan Company fail to make full payment for their course fees.

7.5 Students are eligible to pay the fees themselves and if doing so must pay a 25% deposit on enrolment. Alternatively students should provide the UCO Admissions Team with evidence that their fees (in part or in full) will be paid by a sponsor recognised by UCO as reasonably acceptable (for example, an employer). Where the sponsor is deemed to be 'not acceptable' the student will be required to act as guarantor and pay their fees to UCO. On receipt of payment from the sponsor, the student will be reimbursed.

7.6 Failure of the student to provide proof of sponsorship (for example the Student Loan Company or an employer) or pay a minimum deposit of 25% at enrolment will result in the student being denied the ability to enrol until such time that it can be provided to UCO.

Overseas students

7.7 Overseas Students will pay full fees for their course as they are not entitled to have their fees remitted. Before they are enrolled, students must pay a deposit equal to 100% of their course fees upon acceptance of the College's offer. The exception to this rule is where a spouse or child from a domicile of the United Kingdom wishes to take a part time (not more than 30 hours per year) basic skills (ESOL, Literacy and Numeracy only) course. Approval is required from the officer responsible for International Students before an enrolment takes place.

Unpaid fees – sanctions that may be applied for any student

7.9 For any student who has not paid their fees in full by the end of the academic year or the end of their course (whichever is the earlier) the College reserves the right to:

- Withhold exam certificates
- Assessed work may not be marked;
- References for employment beyond confirmation of dates and courses attended may not be issued
- The student will not be permitted to progress to the next year of study or enroll on another course at the college; and
- The debt will be referred to the debt collection agency for recovery or through the legal system – this could lead to financial judgements against the student if non payment persists.

8 Payment by Instalment

8.1 The College offers payment by instalment in accordance with the table below for fees that exceed £400 (annual charge including any other associated costs of the course) for which an administration fee of £25 is made for both full-time and part-time students. This option is available to individual students only, not sponsors or any third party paying on behalf of the student.

Students enrolling on courses and opting to pay by instalment will be required to sign a liability form on enrolment which will confirm that the student understands the course fees that are payable and will be liable for payments should they cancel or revoke a direct debit or any sponsor or the Student Loan Company fail to make full payment for their course fees.

8.2 In order for the instalment option to be available the student must complete a direct debit mandate at the time of enrolment. The College offers longer payment periods as fees increase and the number of monthly instalments available is as follows:

Course Fees	Minimum Deposit	Maximum No. of Instalments
under £400	No Instalments available	
from £401 - £700	25%	3
from £701 - £1000	25%	4
Over £1000	25%	5

8.3 The number of instalments is in addition to 25% the deposit.

- The number of monthly instalments will not exceed the length of the course.
- Adult full time student who progress internally within the College have the option to pay by instalments that commence in September 2014 but must pay a deposit at enrolment.
- The College reserves the right if it is unable to collect an instalment payment from the student's bank account on more than one occasion, to ask the student to leave the course. The student will remain liable for payment of any outstanding fees.

9 Refunds

9.1 The College does not offer refunds to students unless it is unable to deliver or has to cancel the course due to lack of numbers making the course financial unviable or potentially other operational issues. In such an instance a full refund of any monies paid will be returned to the student or sponsor or an alternative date or time of the course may be offered.

9.2 Where a student withdraws from the course a refund of the fees will not normally be made unless their application to withdraw has been as a direct result of the failure of the College to deliver what could have been reasonably expected. In such instances the Quality department would also consider the circumstances of the withdrawal under the College's complaints procedure.

9.3 The College may, in very exceptional circumstances, consider a fee refund if there are personal extenuating circumstances. For this to be considered an email giving full details should be sent to salesqueries@oldham.ac.uk which will be administered by the finance team with the final decision to be made by the Director of Finance. The student will be notified in writing of the decision which will be final.

9.4 HE Students who are required to pay tuition fees and withdraw from or suspend their studies during the year will be charged a proportion of the fee for their course as set out below. For starters at other times of the year the fee will be adjusted accordingly. For Home and EU students leaving in:

First 3 weeks – no charge

Term 1 – 25% charge

Term 2 – 50% charge

Term 3 – 100% charge

Where the student is due a bursary or other payment from the College the College reserves the right to make deductions from such payments for any outstanding fees that may be due to the College.

10 Accountabilities

11 Associated Documentation

12 Related Policies and Procedures

Change History Record

Issue	Description	Approval (author signature)	Date of Issue
1.0	New Fees Policy for 17-18 - draft	Allan Tyrer	30.5.17
2.0	Fees Policy 18-19	Allan Tyrer	04.5.17