



CENTRAL SUSSEX COLLEGE

Fee Policy 2009-2010

Ref.
Effective

General 4.8
01/08/09

POLICY STATEMENT

Fees are set to ensure that when public funding is taken into account, the College is able to at least cover the full costs of each programme of study.

REASONS FOR THE POLICY

To ensure that fees are set consistently, fairly and with transparency across the College.

POLICY OBJECTIVES

Applicants to learning programmes at the College and College staff involved in the learner admissions process will understand:

- The different elements which constitute College fees.
- When and how College fees are payable.
- How any optional courses additional to a full-time programme of study (i.e. additionality) are handled with respect to fees.
- The regulations, imposed either by external bodies or by the College itself, with regard to concessionary fees.
- The College's refund policy.
- The appropriate channel through which matters of financial hardship may be raised.

POLICY

General

- No element of the policy is to change more than once a year except where significant changes in Government policy will impact on the delivery of a programme of study.
- All elements of the policy are to be reviewed at least annually.
- No change to the policy is to disadvantage any individual learner part way through an agreed programme of study (e.g. where a Learner is Under 19 at the start of an LSC FE funded programme of study, they will benefit from the free tuition/exam fee policy all through their programme of study, even if in a subsequent academic year of study they are Over 19).
- College fees are to comply with LSC or other College adopted Government funding initiatives and, in conjunction with public funding, be designed to cover the full costs to the College of delivering education and training to all learners.

Fees

- College fees are made up of several elements: tuition fees, awarding body registration fees, College administration fees, examination or certification fees and other course related costs.
- In addition, certain courses require learners to purchase special equipment, materials, uniforms, etc., or to pay for educational trips, or residential elements of their course. This equipment, material, uniform, etc. becomes the property of the learner at the end of the course. A single fee is charged. The fee breakdown is shown for concessions to be applied appropriately and for clarity.

- College fees are payable in advance and, for programmes of study which last for more than one year, are payable separately for each year of study. College fees and examination fees are normally collected at enrolment, except where a learner is being sponsored (when an invoice is sent to the sponsor on enrolment) and for certain examination fees for courses, where the decision on which examination is to be sat is taken after some weeks of tuition (e.g. some Language courses).
- Certification fees must be paid before the learner is awarded any certificate.
- All fees due must be paid before the learner can be entered for any examination or awarded any qualification.
- The College sets specific fees for non 'Home-based' learners on funded further and higher education courses which are higher due to the lack of government funding.
- The College sets specific fees for all learners on non-government funded courses, within the general aims of this policy.

Additionality

- Any additionality which is relevant to the main programme of study, as pre-defined and approved by the relevant Faculty Director, is to be treated for the purposes of fees in the same manner as the full-time element and will not attract additional administration fees. Any additional course which is not relevant to the main programme of study is fully charged, including charging an additional administration fee.

Concessionary Fees

- The College will grant the following concessions against fees (these do not apply to learners under the age of 16 nor to learners undertaking Employer Responsive learning programmes):
 - Home-based learners aged under 19 on an agreed programme of further education, who are eligible for LSC fee remission will not be charged for their tuition, awarding body registration, or examination fees but will be expected to pay for other specific third party costs such as books, equipment, educational visits/trips and for the re-sit costs of any examinations.
 - Home-based learners aged 19 or over on an agreed programme of LSC funded part-time further education in receipt of means tested UK state benefits or being dependants of such recipients will not be charged tuition fees. (Note: they will still be expected to pay awarding body registration fees, examination fees, other third-party related costs, and the College administration fee.)
 - Learners on LSC funded courses of Adult and Community Learning who are in receipt of a UK state pension will only have to pay 80% of their course fee.
 - Learners with learning difficulties or disabilities (SLDD) on discrete SLDD courses eligible for LSC fee remission will not be required to pay any fee other than for books, learner trips, or a material charge appropriate to a course.
 - Learners on a Basic Skills (Skills for Life) programme eligible for LSC fee remission will not be required to pay any fee other than for books, learner trips, or a material charge appropriate to a course.
 - Home-based learners aged 19 or over who are eligible under a Level 2 or 3 offer, on eligible courses, will not be charged for their tuition, awarding body registration, or examination fees but will be expected to pay the administration charge and other specific third party costs such as books, equipment, educational visits/trips and for the re-sit costs of any examinations.

Refunds/Transfer

- The College operates a no refund policy for cancellations by an employer or applicant.
- Where a customer wishes to claim a refund on the grounds of quality they must follow the Customer Complaints Procedure for any such consideration.
- Where the course is cancelled by the College, prior to the start date, a full refund will be made in the same mode as the payment in the case of credit/debit card receipts, otherwise by cheque or Bacs as appropriate.
- The above will apply for any requests for refunds unless alternative terms are agreed in writing at the time of negotiation or where the College identifies this in its offer to the public.

Payment Methods

- Payment is required before attendance at the first session of a learning programme or entry for any examination or award of any qualification. Payment may be by Bacs, cash, cheque, or credit-card (Mastercard or Visa Credit) or debit-card (Visa Debit or Maestro).
- In some cases the College may accept spreading of payments, details are published annually in the part-time course guide.

Learner Support Funds

- The Director of Learner Support Services and the Director of Curriculum Support Services have the authority to interview, and support where appropriate, learners who claim to face financial difficulty through the Learner Support Funds.

DEFINITIONS

- 'Additionality' is defined as optional courses additional to a full-time programme of study.
- 'Home-based' learners 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.
- 'Full time' is any learning programme with a duration of 450 or more annual guided learning hours.
- The age for funding purposes is determined by the age on 31 August in the calendar year when the learner begins a programme of study.

RELATED POLICIES AND OTHER DOCUMENTS

[Admissions Policy.](#)
[Customer Complaints Procedure.](#)

CONTACTS

Chief Finance Officer.
Director of Learner Support Services.
Executive Director – Corporate Services.

WHO SHOULD KNOW ABOUT THIS POLICY

(Prospective) learners and all staff.

RESPONSIBILITY

All staff to observe the policy. Finance to publicise and enforce the policy.

HISTORY

Policy reviewed and revised May 2006 for 2006/07.
Policy reviewed and revised March 2007 for 2007/08.
Policy reviewed and revised November 2007 for 2008/09.
Policy reviewed and revised November 2008 for 2009/10.

Signed Dr. R. Strutt Date 16 December 2008
Principal