

DOCUMENT DETAILS

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Document Owner	Lisa Wilson, Executive Director Employer Services
Applicability	All staff Nottingham College
Summary	The purpose of this document is to set out the college's HE Fees Information

DOCUMENT CONTROL

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Board of Governors L&Q		June 2022
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COMMUNICATION

Date sent to OLT	
Date sent to Internal Comms	
Publication required on External Website?	YES

Nottingham College

Fees Policy for Higher Education Students

2023-24

SECTION 1 INTRODUCTION

The College is committed to ensuring that:

- its fees are fair and represent value for money;
- potential students are provided with clear information about fees and payment methods;
- any barriers to participation presented by tuition fees and associated charges are mitigated by providing flexible payment options and/or by assisting learners to access appropriate financial support;
- fee collection procedures are fair and reasonable.

This policy covers tuition fees, examination fees and other fees payable by Higher Education students on 'prescribed' courses for 2023-24. Prescribed Higher Education courses currently offered by the College comprise Higher National Certificates, Higher National Diplomas, Foundation Degrees and Bachelor of Arts (Honours) 'top-up' degrees.

In line with Government policy, Nottingham College will charge fees in accordance with the College's Access and Participation Plan approved by the Office for Students (OfS).

Tuition fees are reviewed and set annually by the Executive Leadership Team (ELT) and Governors.

Fees are set for year 1 of the course and will normally remain unchanged for its duration.

SECTION 2 DEFINITIONS - HOME AND INTERNATIONAL FEE STATUS

'Home Students'

Under this category a Home fee student is someone who meets all of the following criteria on the first day of the academic year. The First day is considered to be 1 September (for courses starting in the autumn), or 1 January (for courses starting in the spring).

✓ **You are settled in the UK**

Settled' means being allowed to live in the UK without any immigration restriction on the length of your stay. If you have the Right of Abode (including those people who have this by virtue of a Certificate of Entitlement to the Right of Abode), or Indefinite Leave to Enter/Remain (ILE/R), in the UK, then you are 'settled'. If your passport describes you as a 'British citizen', then you also have the Right of Abode and are, therefore, settled.

AND

- ✓ **You are ordinarily resident in the UK, and have been for the full three-years before the first day of the academic year.** Ordinarily resident means that your main home is in the UK, and you are choosing to live in the UK.

AND

✓ **The main reason for your being in the UK was not to receive full-time education**

This means that for any part of the three years before the first day of the academic year, you must not have been here wholly for education.

‘International students’

An international fee student is someone who does not fall under one of the home fee definitions. This is not a complete list of categories and there is more information on the UKCISA Fee status pages. If you are made an offer of a place, you will be given the opportunity to say if you think you should be a home fee student.

It is important to note that the college cannot sponsor international students that require a study visa. EU students without settled or pre-settled status are classed as international students.

While arrangements for EU students remained the same during the transition period, as of 1 January 2021, there are changes for EU students who wish to study higher education at the College. Full details can be found on the government website at: <https://www.gov.uk/student-finance/eu-students>

Applicants are required to declare their fee status when they complete their UCAS application or via the college’s application form for part-time applicants. The College will check information in the application relating to fee status, including: nationality, country of residence, address and declared fee status. Evidence of fee status will be checked at enrolment.

As we operate under current UK legislation, the College is not able to exercise discretion when determining an applicant’s fee status.

SECTION 3 FEE FRAMEWORK

For all students, full fees will be charged and fees will be reviewed and set annually. A scale of HE tuition fees will be published on the College’s website: <https://www.nottinghamcollege.ac.uk/study/university-centre/welcome-to-the-university-centre-at-nottingham-college/key-information-and-supporting-documents>

SECTION 4 PAYMENT OF FEES

Fees for all HE courses become due for payment at the point of enrolment.

(a) Student loans

Students taking a loan from their national student finance service (e.g. Student Finance England) must supply the letter confirming that the loan has been approved at enrolment. For clarity, an application request made by the student is insufficient evidence that the loan company will be paying the fee. Students remain personally liable for their fees until such confirmation has been received.

If a student is at an approved awaiting signature stage on their loan application, then this will be accepted as long as the student provides the declaration form to enrolment staff. This form will be completed and sent off to the Student Loans Company to complete the application and their enrolment may take place.

Students who are unable to provide evidence of a successful loan application will be required to complete a direct debit mandate promising to pay by 3 instalments pending approval of their application.

If the approved loan confirmation is not received by the College before the first instalment date, then the student remains liable for the course fees and these will be taken by direct debit, in line with the instalment agreement dates.

Payments will be due to commence on 4 December 2023, followed by 5 February 2024 and 6 May 2024.

(b) Self-funding students

Students paying their own fees can spread the cost of their study by agreeing an instalment plan at point of enrolment. The standard instalment plan is 3 payments (December, February and May as above), however, up to 6 equal monthly instalments can be agreed, with the initial payment due at the point of enrolment. Self-funding students can choose their preferred payment date (either the 6th or 28th) of each month thereafter.

(c) Sponsored students

Sponsored students remain responsible for ensuring that all tuition fees are paid promptly. Students whose employers have agreed to pay their fees will be required to produce an e-mail/letter on headed paper or purchase order from their employer at the point of enrolment confirming that they will cover a proportion or all of the course fee. The authority should be signed by a senior responsible person in the sponsoring organisation.

If a sponsor fails to pay fees (in line with our terms of business), the sponsorship facility will be cancelled and the student requested to arrange payment directly to the College.

SECTION 5 PAYMENT BY INSTALMENTS

Fees for all HE courses become due for payment at enrolment. Arrangements for instalment payments are in place to support students who decide not to take a student loan. Standard instalment plans are agreed by the Chief Financial Officer/Vice Principal Finance & Resources annually. When paying by instalment, students will be encouraged to pay by direct debit mandate.

Collection dates for the 2023-24 academic year will be on or after:

4 December 2023 (34%)

5 February 2024 (33%)

6 May 2024 (33%)

Alternative instalment plans are available. Please discuss this at the point of enrolment.

For students who fail to pay their fees by the due date, the Finance Team may agree a revised instalment plan with the student in order to ensure prompt collection of the fees due.

SECTION 6 FEE REFUNDS

Fee refunds are normally only made in the following circumstances:

- The College closing a course;
- Fees have been wrongly assessed;
- Where there are exceptional circumstances for withdrawing from a course.

Tuition fees charged by Nottingham College are for the programme of study attended. The College will not discount or refund tuition fees as a consequence of trade union action, bank holidays, staff sickness or other exceptional circumstances that may result in the college being closed.

The College adheres to current UK legislation concerning the requirements of the *Proceeds of Crime Act 2002* and *Money Laundering Regulations 2003*. Refunds for fees paid originally by debit/credit card are refunded back to the original card.

For other forms of payment, refunds paid will only be made directly to the student concerned or to an official student sponsor.

Please see our **HE Refunds and Compensation Policy** for further information.

SECTION 7 PRO-RATA AND REPEAT FEES

Students normally complete a full programme of study and are required to pay the full fee set for the course irrespective of their start date. For students taking a bespoke programme (such as a fixed number of modules or credits), then a pro-rata fee will be calculated by the HE Office. The College reserves the right to charge for administration and awarding body registration fees as appropriate.

(a) fees for repeating modules/year of study

Students may be required to repeat study where they have not made sufficient academic progress or have chosen to transfer to a different course. All applications to repeat should be made to the HE Office following discussion with the relevant Course Leader(s).

Those students required to repeat any part of their programme of study will need to consider the financial implications of doing so. Advice is available from the relevant national student finance provider (e.g. Student Finance England) or the College's HE Office.

The level of tuition fee charged during a period of repeat study will depend on the number of modules and/or academic credits involved. Again, contact the HE Office for advice on individual circumstances.

Students required to repeat an entire year will be charged the full fee. Eligibility for student finance will depend on the number of years of study funded to date. Students are strongly recommended to confirm eligibility with their HE student finance provider prior to re-enrolment. Student finance eligibility and/or conditions are subject to change. The latest guidance is available at www.gov.uk/student-finance.

All requests to repeat a period of study without payment of fees must be approved by the College's Director of Finance. Evidence of exceptional circumstances will be required in all cases.

SECTION 8 DEBT RECOVERY PROCEDURES

Potential students are advised that the College actively pursues all outstanding accounts and, in certain cases, may decide to use the services of an external debt collection agency.

HE students with outstanding fees will not be permitted to:

- progress to the next stage of their course;

- attend the graduation ceremony;
- receive their certificate;
- receive their academic transcript or any confirmation of results

until all outstanding debts have been cleared in full.

For the avoidance of doubt, terminating study with the College (for whatever reason) does not exempt or release students from their obligation to pay any fees due.

SECTION 9 BURSARIES

Bursaries may be available to full-time HE 'Home' students. The extent and scope of any bursary 'offer' will be considered on a student-by-student basis and will be means-tested where appropriate. The extent to which any bursaries are payable will depend entirely on the availability of funds for distribution; no guarantee of payment is either made or implied on receipt of a bursary application or acceptance of the same.

Please refer to our college website and **HE Bursary Policy** for more information.

SECTION 10 COOLING-OFF PERIOD

Nottingham College operates a 14 calendar day 'cooling-off' period for HE students. A student can withdraw up to and including 14 calendar days after enrolment and they will not be liable for fees. This will be calculated for each individual student based on their actual date of enrolment.

For clarity, the day on which a student enters into their contract (by enrolling) is discounted and 'Day 1' of the cooling-off period is the following day. **The 14 day period includes weekends.**

SECTION 11 WITHDRAWALS

Any student withdrawing from a course will be charged for fees from the date of enrolment until (whichever is the later of) either:

1. the date formal notice of withdrawal is made to the College or
2. the date of last recorded attendance

Home or EU students who decide to withdraw will be liable for course fees on a sliding scale, depending on the date that the College is informed – in writing – of the decision. Non-attendance of timetabled sessions does not constitute a withdrawal.

To withdraw from a course, the student must notify their course leader by letter or email.

No fees will be charged if the student withdraws within 14 calendar days from the **date of enrolment**. This is in line with the 14 calendar day 'cooling-off' period allowed under consumer protection law.

In line with most higher education providers, the College charges fees for withdrawn students as follows:

Term	Period description	% of full course fee charged
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0	from the date of enrolment until the end of the 14 calendar day 'cooling-off' period	0%
1	from the expiry of the 14 calendar day 'cooling-off' period until the end of Term 1 (when college closes for Christmas)	25%
2	from the start of Term 2 (January) until the Easter break	50%
3	from the start of Term 3 (after Easter) until the end of the academic year	100%

Expiry of the 14 calendar day 'cooling-off' period will be calculated for each individual student based on their actual date of enrolment.

For clarity, the day a student enters into their contract (by enrolling) is discounted and 'Day 1' of the cooling-off period is the following day.

In calculating a final invoice, any payments received (e.g. from the student, sponsor or Student Loan Company) will be deducted before arriving at the balance due.

APPENDIX A

Nottingham College Tuition Fees for Home Fee Status Higher Education Students 2023-24

Higher education tuition fees for home fee status students in 2023-24 academic year will be as follows:

Bachelor of Arts (Honours) – top-up degrees

Full-time	£8,250.00
Part-time - first year entrants	£3,375.00
Part-time - returning year 2	£3,375.00

Foundation Degrees

Full-time - first year entrants	£8,250.00
Full-time - returning year 2	£8,250.00
Part time - first year entrants	£4,500.00
Part-time - returning year 2	£4,500.00
Part-time - returning year 3	£4,500.00

HND/HNC

Full-time	£8,250.00
Part-time - first year entrants	£3,375.00
Part-time - returning year 2	£3,375.00

Diploma in Education and Training

Part-time	£2,000.00
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EQUALITY IMPACT ASSESSMENT INITIAL SCREENING TOOL

Document Name:	HE Fees Policy 23/24	Date:	February 2023
Lead Officer:	Lisa Wilson	Reviewing Officers:	Governing Body

<input type="checkbox"/> Function	<input checked="" type="checkbox"/> Policy	<input type="checkbox"/> Procedure	<input type="checkbox"/> Strategy
This Policy sets out the tuition fees for HE courses and the manner in which College and students fund these.			

*You must assess **each** of the 9 areas separately and consider how your policy may affect each group.*

1. Assessment of possible adverse impact against any minority group				
How could the policy have a significant negative impact on equality in relation to each area?		Yes	No	If yes, please state why and the evidence used in your assessment
1.	Age		No	
2.	Sex		No	
3.	Disability		No	
4.	Race or Ethnicity		No	
5.	Religion or Belief		No	
6.	Sexual Orientation		No	
7.	Pregnancy and maternity		No	
8.	Gender reassignment		No	
9.	Marriage and Civil Partnership		No	

You need to ask yourself:

- Will the policy create any problems or barriers to any community of group?
- Will any group be excluded because of the policy?
- Will the policy have a negative impact on community relations?

If the answer is yes to any of the above then a full Equality Impact Assessment will be required.

2. Positive impact				
How could the policy have a significant positive impact on equality by reducing inequalities that already exist?		Yes	No	If yes, please state why and the evidence used in your assessment
1.	Promote equal opportunities	Yes		Access and participation to HE is open to all eligible for loan funding irrespective of background.
2.	Get rid of discrimination	Yes		As above
3.	Get rid of harassment		No	
4.	Promote good community relations		No	
5.	Promote positive attitudes towards disabled people	Yes		SLC funding promotes access to HE courses for this group
6.	Encourage participation by disabled people	Yes		As above
7.	Consider more favourable treatment of disabled people		No	
8.	Promote and protect human rights	Yes		The right to education is promoted by enabling public funding to pay for HE courses

3. Summary

Positive x		Please rate the level of impact				Negative	
HIGH <input checked="" type="checkbox"/>	MEDIUM <input type="checkbox"/>	LOW <input type="checkbox"/>	NIL <input type="checkbox"/>	LOW <input type="checkbox"/>	MEDIUM <input type="checkbox"/>	HIGH <input type="checkbox"/>	
Date assessment completed: January 2023		Is a full Equality Impact Assessment required?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		