

**Title: Tuition Fees Policy (Higher Education)****Type:** Policy**Purpose:** This document outlines the policy for tuition fees, examination fees and other fees payable by Higher Education students.**Scope:** This policy applies to Higher Education students. It is effective from 1<sup>st</sup> April 2021.**Responsibility:** The Vice Principal Finance is responsible for this Policy.**Legal Context:** Guidance issued by the Office for Students and the Consumer Rights Acts 2015 and related consumer legislation.**1. Introduction**

The College is committed to ensuring that its course fees are fair and represent value for money. The College also commits to providing potential learners with clear information about its fees, concessions and payment methods.

**Scope**

- This policy covers tuition fees, examination fees and other fees payable by Higher Education students.
- Tuition fees are reviewed and set annually by the Principal and the Executive Management Team (EMT) in accordance with any guidance issued by the Office for Students. In exceptional circumstances (i.e. to reflect market factors), fee adjustment may be made following approval by the Principal.
- Fees are set for year 1 of the course and remain unchanged for its duration.
- This document is effective from 1<sup>st</sup> April 2021.

**Disclaimer**

- Applicants are required to declare their fee status when they complete their UCAS application or via the online application form for part time applicants, selecting from a number of options including UK home, EU (with settled status) or overseas (non-EU) fee status. The Admissions Officer checks information in the application relating to fee status, including the nationality, country of residence, address and declared fee status. Where the combination of information provided suggests that the fee status declared by the applicant may be incorrect or insufficient information is provided the College carries out a fee status assessment. The College does not exercise discretion when determining applicants' fee status. The College reserves the right to amend an applicant's fee status after the formal offer has been issued.

**National Fee Guidelines**

- 'Home students' are those who, have settled status in the UK. EU, EEA and Swiss nationals who are living in the UK by 31 December 2020, should apply to the EU Settlement Scheme (EUSS).
- All other students will be treated as 'Non-Home/International students', these students will be assessed at the point of enrolment.

## **2. Tuition and Other Fees Charged**

- For all students' full fees will be charged and fees will be set annually. Fees are set for year 1 of the course and will remain unchanged for the duration of the course. Bursaries for some students from lower income backgrounds are available in line with our Access and Participation plan. Further details are available from the Student Services who can also explain the process and help prepare the application.
- For students on franchised courses the tuition fees are set by the Partner University and not Solihull College & University Centre.
- There is no pro rata reduction available for programmes and all students are required to pay the full fee for the course irrespective of their start date.

## **3. Payment by Instalments**

- The College expects all fees to be paid in advance at enrolment. However, arrangements for instalment payments are in place to support students to pay their fees who do not have a student loan. Standard instalment plans are agreed by the Vice Principal Finance annually. When paying by instalment students will be encouraged to pay by direct debit. For some instalment plans a £15 administration fee is also payable. (Need to put the administration fee for the purpose of transparency)
- For students who fail to pay fees by the due date the Deputy Principal/Dean of Higher Education and Research may agree a revised instalment plan with the student in order to ensure collection of the fees due.
- The College will take action to pursue unpaid debts including using the services of a debt collection agency and the exclusion of students from their programme when fees remain unpaid.

## **4. Fee Refunds**

- In accordance with HE Admissions Policy, students have the 'Right to Cancel' their application to study within 14 days of accepting their place to study. Once applicants have accepted an offer to study at Solihull College & University Centre, students will be able to cancel their acceptance within 14 days without giving any reason. The cancellation period will expire after 14 days from the date on which the offer is accepted, which is the date on which your contract with the College began. The College will make the reimbursement without undue delay within 14 days of receipt of the notification of cancellation where possible.
- After the 14 days cancellation period referred to above fee refunds are only made in the following circumstances:
  - The College closing a course;
  - Fees have been wrongly assessed;
  - If there are very exceptional circumstances for withdrawing from a course and within the first 4 weeks (see below).
- In exceptional circumstances, refunds may be given within the first 4 weeks of the course commencing. If a student feels they are entitled to a refund they should complete a refund application form and support the application with written evidence i.e. a letter from their employer or medical certificate. Exceptional circumstances are determined by the Vice Principal Finance acting reasonably.
- Where the criteria for a fee refund have not been met, the College has discretion to provide a letter of credit that can be applied towards the fee of a future course at the College.
- The College is committed to abiding by UK legislation concerning the requirements of the 2002 Proceeds of Crime Act and 2003 Money Laundering etc. Refunds for fees are made by cheque to the account holder (student/sponsor) unless a specific request is made for the refund to be made directly to the debit/credit card used for the original payment.

## 5. Fees for Non-Completion

- Students who, through their own volition, have failed to complete their learning programme within the agreed contract period may be required to pay any additional costs associated with an extension.

## 6. Changes to or closures to our courses

The College will only make changes to courses, or close courses after the acceptance of an offer, in limited circumstances. Please see terms and conditions for HE enrolment for more details.

## 7. Force Majeure

The College will not be liable for events outside of our reasonable control which we could not have foreseen or prevented even if we had taken reasonable care. Events outside our control include, without limitation, industrial action, over or under demand from students, staff illness, significant changes to our funding or to Government direction to higher education, severe weather, fire, terrorism civil disorder, political unrest, epidemic or pandemic disease, government restrictions and concern with regard to the transmission of serious illness. In such circumstances, the College reserves the right to change or cancel parts, or all, of a course or courses.

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