



## POLICIES & PROCEDURES

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# FEES AND CHARGES POLICY

## 2023 - 24

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<b>Policy Owner:</b>	Head of Finance
<b>Date Approved:</b>	11 January 2023
<b>Version:</b>	V4.0
<b>Equality Screening Date:</b>	N/A
<b>Date of First Issue:</b>	11 January 2023 (TBC)
<b>Date of Next Review:</b>	December 2023 for 2024/25

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## **1. Policy Aim**

- 1.1. The South West College aims to levy appropriate fees and charges for the provision of educational facilities and services to recoup a reasonable proportion of expenditure while acting in a fair and equitable manner towards existing and prospective students and other customers.
- 1.2. The policy is restricted to those facilities and services where the College is able to operate some discretion in the levying of charges. Therefore the policy does not relate to the following:
  - Any subsidies, bursaries or exemptions as offered by the Department for the Economy, any other government agency or private benefactor.
  - Examination fees as charged by Awarding Bodies.
  - Financial support packages for students.
  - Loans or Grants as made available from the Student Loan Company or Education Authority (EA).
  - Those tuition fees established by external bodies, such as university.

## **2. Purpose**

The College has significant reliance on DfE for its principal funding source, largely from recurrent grants. In order to fully fund the provision of services there is a requirement to charge tuition fees payable by students, customers and other services. Fees and charges are therefore an important source of income to the College, without which it would not be able to deliver the range of programmes, attract and retain high quality staff and invest in resources necessary to facilitate learning.

## **3. Scope**

- 3.1 The process of setting fees and charges takes into account all relevant direct costs and overheads and will take into consideration market forces, the College Development Plan, target market, competitor analysis, skill shortages and other relevant factors such as equality issues and the prevailing economic climate. Through the setting of fees and charges the College seeks to make available a wide ranging programme of further and higher education to support the local and regional economy.
- 3.2 The College has the power to set its own fees as laid out in the Management Statement and Financial Memorandum issued by DfE.
- 3.3 Tuition fees are set each year by the Finance & General Purposes Committee of the Governing Body and apply to the academic year beginning 1 August and ending on 31 July.

In reaching a decision as to appropriate fees and charges, the committee strives to ensure the financial viability of each course or programme, set against other sources of funding and the criteria as listed above (3.1), taking into account local circumstances.

## 4. Definition

In this policy, the following definitions apply:

### 4.1 Home Student

- Home students are defined in [FE Circular 05/22](#) as follows:
  - UK nationals;
  - those settled in the UK (subject to the requirements set out in FE Circular 05/22);
  - Republic of Ireland nationals (subject to the requirements set out in FE Circular 05/22);
  - EU, other EEA and Swiss nationals and their family members who are covered by the Withdrawal Agreements (subject to residency requirements);
  - UK nationals and their family members living in the EEA, Switzerland and EU Overseas Territories (subject to the conditions set out in FE Circular 05/22);
  - Frontier workers as defined by FE Circular 05/22; and
  - Refugees and those set out in paragraphs 6, 7 and 8 of FE Circular 05/22. Refugees are defined as those having been granted leave to remain in the UK by the Home Office.

### 4.2 International Student

An 'international' student is one who does not satisfy the conditions for consideration as a 'home' student laid down by the Department for the Economy as per the DfE Circular.

### 4.3 Asylum Seekers

Asylum seekers are defined as those who have made an application to the UK Border Agency for refugee status.

The specific residence requirements applicable to students attending a Further Education College to be eligible for "Home Fee" status are set out in the [DfE circular FE 05/22 "Further Education Residency and Funding requirements"](#).

Eligibility requirements for access to English Speakers of Other Languages (ESOL) in Further Education Colleges are as specified in the [DfE circular FE 10/22](#).

### 4.4 Accredited Course

Accredited courses are those courses as defined on the Register of Regulated Qualifications (RRQ) and the Qualifications and Credit Framework (QCF) and the Prescribed List of Accredited Qualifications (PLAQ) as defined by DfE, or other courses approved by DfE including University validated courses.

#### 4.5 Self-Financing/Cost Recovery Courses

Self-financing courses, including Full Cost Recovery shall not conflict with any statutory or general responsibility of the College to provide further education within the statutory provision under the direction of DfE.

#### 4.6 Additional or Other Costs not included in this Schedule

This Schedule of Fees and Charges does not apply to the following:

- Examination and or other external fees as charged by Awarding Bodies;
- Those tuition fees established by external bodies, such as a University, including any validation fees associated with a course of study.
- Additional charges levied for uniforms / kits / student trips etc.

### 5. Tuition Fees

- 5.1** The fee for each course is included in the Annual Tuition Fees and Charges Schedule (See Appendix 1). Fees are chargeable in each year of study. Normally the fee takes into account the number of taught hours, cost of materials and other direct costs associated with the programme. Charges are levied for the provision of other services by the College.
- 5.2** Fees charged for full time Higher Education courses shall be in accordance with the College's approved Widening Access and Participation Plan (WAPP). Liability for payment of Higher Education tuition fees are recorded in Appendix 1.
- 5.3** Part-time course fees for vocational programmes are derived from the number of taught hours and may include other costs such as examination/registration/assessment/residential/materials. Part-time franchise courses (i.e. awarded by another external institution or organisation) are normally charged in accordance with the agreement with the external institution or organisation. The fees for part-time vocational courses (normally including examination fees) will be payable at the time of enrolment. These fees may be subject to change as advised by the external organisation.
- 5.4** Part-time course fees for non-accredited recreational courses will be based on cost recovery of relevant costs (including teaching time, room usage and any other direct costs) because the College does not receive any other funding in relation to these courses.
- 5.5** Fees for all other courses are based on the number of taught hours, cost of materials and other direct costs associated with the programme.
- 5.6** Tuition and Examination fees may be rounded up to the nearest £1 to facilitate administration of enrolment.
- 5.7** A programme of study can be delivered either face to face, blended or fully on-line. (See Appendix 2 for Charge Out Rates).

- 5.8 The College is approved by the Open University as an appropriate organisation to offer higher education programmes leading to Open University validated awards. The financial model in place is an annual institutional fee that covers institutional approval, validation, external examiner activities and student registration.

## **6. Payment of Fees and Charges**

- 6.1 Payment of fees must be arranged prior to course commencement. Fees are payable in each academic year. Fees may be paid by cash, cheque, credit/debit card, direct debit or full fees paid electronically through EBS at the time of on-line enrolment. (See Appendix 2).
- 6.2 Collection Of Student Debt – Responsibility for ensuring that debts are paid rests with the individual student. Students can now view account balance on EBS Prospect. Reminder Letters will be sent to students who owe money to the College and where non-payment or default arises, a referral to a debt collection agency may take place and legal proceedings may be taken to recover the outstanding fees together with any administrative costs, in accordance with the College's Credit Control and Debt Management Policy.
- 6.3 Sponsors – If the student is sponsored by any organisation or employer then an Employer fee Confirmation form should be completed (see Appendix 3) or a letter of confirmation or a purchase order is required at the time of enrolment to enable enrolment and registration to take place. Relevant documentation must be uploaded to EBS on registration. Organisations and employers who sponsor students are liable for the full cost of the course fee. Late payers may be charged interest and non-payers may have legal proceedings taken against them to recover the outstanding fees together with any administrative costs. Any charges levied by external organisations in connection with late payment of fees will be passed on directly to the student.
- 6.4 Direct Debit – Arrangements are available to facilitate direct debit payment (see Appendix 4) by instalment for self-paying students as follows:-

Students paying tuition fees over £200 are required to pay 25% deposit at the time of enrolment and the remainder in three instalments. The deposit will be due at time of enrolment, in the form of cash, cheque or credit/debit card and the balance will be collected by direct debit on the agreed dates.

Students must complete the necessary Direct Debit Mandate at the time of enrolment.

- 6.5 Student Finance – FT HE – Fees payable by the Student Loans Company are paid directly into the College bank account. It is the responsibility of students to ensure that all relevant paperwork has been completed, uploaded to SLC Portal and confirmation received before informing the College that they are supported.

In the event that the Student Loans Company refuses to support a student, the student will be required to pay the full fee. Students must complete a Statement of Payment Arrangements form (Appendix 5) committing to meet any shortfall in fees payable.

PT HE – The College will facilitate the administration of part-time higher education student grants through the Education Authority loan and/or the Student Loans Company in so far as to advise the student to apply on-line.

At the discretion and approval of the relevant Manager, a student may complete the Statement of Paying Arrangements form due to exceptional circumstances.

- 6.6 Charges will be levied in accordance with contracts or agreements in line with the College's credit control arrangements. This will normally involve the issue of an invoice to the customer detailing the charges to be paid and credit terms. VAT will be charged where appropriate in accordance with HM Revenue and Customs guidelines and determinations.

## **7. Concessions, Discounts & Bursaries**

- 7.1 The Senior Management Team of the College will determine the application and value up to a maximum of 50% on the tuition fee element of any concessionary fees made available to individual self-paying students for a range of further education vocational courses. The schedule for those who currently qualify for concessionary rates is shown in Appendix 6. Evidence of entitlement will be required to be uploaded on EBS at the time of on-line enrolment.
- 7.2 The College reserves the right to introduce bursaries, offer concessions, vary the prices charged and rates within the Fees Schedule during the financial year.
- 7.3 Discount arrangements may be offered at the discretion of the Senior Management Team of the College.
- 7.4 The College aims to market programmes where there is a clear demand and the appropriate resources available to deliver the course, hence minimising the necessity to cancel courses and the associated administrative efforts involved in processing refunds.
- 7.5 Similarly, the College wishes to encourage commitment and maintain course delivery. Course fees are non-refundable, except when a course is cancelled by the College due to insufficient enrolment numbers. In this case, students will be entitled to a full refund.
- 7.6 In exceptional unforeseen circumstances a refund request may be considered. However, if a student has been registered for examination, some Awarding Bodies do not offer refunds and therefore only tuition fee may be refunded. An administration fee of £20 will be charged per refund generated.
- 7.7 The College's policy on refunds, as set out in Appendix 2 and Appendix 7, is clearly documented in relevant College publications and on SWC Website.
- 7.8 The Principal & Chief Executive has the discretion to waive fees in exceptional circumstances.

## **8. Customer Enquiries**

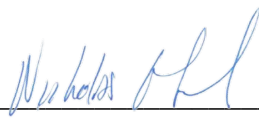
- 8.1 Any individual or organisation wishing to make a complaint with respect to any aspect of the College Fees & Charges Policy can do so under the College General Complaints Procedure.

## 9. Review and Monitoring

- 9.1 The College Fees & Charges Policy will be monitored on an annual basis. The College will ensure adequate resources are made available to promote the policy effectively.

Signed:   
(Principal & Chief Executive)

Date: 11.01.23

Signed:   
(Chairman of Governing Body)

Date: 11/01/2023



**Appendix 1 South West College Annual Tuition Fees and Charges**  
**Schedule 2023 - 2024**

**1.0 FULL TIME ACCREDITED COURSES**

	<b>TITLE</b>	<b>FEES/CHARGES</b>
	Higher Education Programmes:- HOME STUDENT	
1.1	Honours Degree Programme	£4,710
1.2	Higher National Diploma	£2,700
1.3	Higher National Certificate *Rate agreed for Pearson BTEC Level 4 Higher National Certificate in Healthcare Practice	£2,700 *£1,200
1.4	Foundation Degree <ul style="list-style-type: none"> <li>• University of Ulster</li> <li>• Queens University Belfast</li> <li>• Open University</li>   <li>➤ Open University Pre Nursing HE Certificate L4 (Proposed)</li> </ul>	£2,700 £2,700 £2,700  £2,700
1.5	Higher Education Programme INTERNATIONAL STUDENT Foundation Degree Honours Degree (Top Up) 1 Year	  £6,500 £9,500
1.6	Further Education Programme HOME STUDENT No fees payable for any home student attending a full time Further Education course	  £NIL
1.7	Further Education Programme: INTERNATIONAL STUDENT	
	International Student	£3,250

## 2.0 PART TIME HIGHER EDUCATION ACCREDITED COURSES

	TITLE	FEES/CHARGES
2.1	QUB Honours Degree – per module	£310
2.2	UU Honours Degree per module (20 credits)	£310
2.3	OU Honours Degree – per module (20 credits)	£310
2.4	Honours Degree Dissertation (40 credits)	£620
2.5	QUB Foundation Degree – per module	£265
2.6	UU Foundation Degree – per module	£265
2.7	OU Foundation Degree – per module	£265
2.8	WBL Module Level 5 (40 credits) (2 x £265)	£530
2.9	Higher National Diploma	£700
2.10	Higher National Certificate	£650
2.11	Higher National Certificate Fast Track (1 year)	£950
2.12	Other Higher Education Programmes - per hour	£3

## 3.0 PART TIME – ACCREDITED COURSES - ACCESS TO HIGHER EDUCATION

	TITLE	FEES/CHARGES
3.1	Ulster University Access courses	£450
3.2	Open Award Access courses	£450

## 4.0 PART TIME ACCREDITED COURSES

	£NIL	FEES/CHARGES
4.1	Course Duration Daily Rate /up to maximum of 5 days	*£1.60 per hour £50 per day
	<i>Specific Part Time course costings:</i>	<i>See Appendix 1B</i>

## 5.0 PART TIME NON-ACCREDITED COURSES

	TITLE	FEES/CHARGES
5.1	Non –Accredited Courses Minimum class size of 10	£4.60 per hour

## 6.0 OTHER COURSES

Asylum seekers, refugees and persons granted Humanitarian Protection are eligible for free access to ESOL provision. If they wish to access other FE provision, home fees will apply.

	TITLE	FEES/CHARGES
6.1	ESOL courses Involves initial assessment and streaming into: Entry Level 1 / Entry Level 2 Entry Level 3 / Level 1 / Level 2 (includes course fee, assessment and materials)	£140
	ESOL Module (Single)	£65

## 7.0 IN HOUSE AND EXTERNAL CHARGE OUT RATES

CHARGE OUT RATES – PER HOUR				
Full /Part Time	Lecturer	Cost Recovery	In-House	External
FT	PL6-4 (DHOS)	£90	£127	£102
FT	L5	£63	£97	£72
PT	Grade 2/3	£45	£77	£52
PT	Grade 4	£39	£70	£45
PT	Grade 5	£28	£58	£33
FT	Management	£40	£72	£47
FT	Financial	£28	£59	£33
FT	Developer/ B6	£24	£54	£29
FT	Support B4	£18	£47	£22
FT	Research & Development Support		£62.50 + vat	

FT	Product Prototyping		£25 + vat*
* Rates may vary depending on size, complexity etc			

## 8.0 OTHER COLLEGE CHARGES

	TITLE	FEES/CHARGES		
8.1	Hire of College facilities	Per day	Per hour	½ day
	▪ Large space (Central Hall / Lecture Theatre)	£250	£40	-
	▪ Meeting space (Boardroom, Conference room)	£140	£25	-
	▪ Classroom/Meeting room/Skills room	£70	£20	-
	▪ CREST Centre Passive Pavilion	£350	-	-
	▪ CREST Centre Passive Hall	£230	-	-
	▪ Hire of College Mini Bus and Driver (plus additional cost of fuel per mile)	£155	-	£90
	<p><u>Note:</u></p> <p><i>In principle, College activities should take precedent over external use of facilities, except where there is an event of strategic importance to the College. These prices may be further developed to reflect facilities available at each campus. A standard booking form should be completed in connection with hire of College facilities. Catering services should be recharged in full.</i></p> <p><i>The CE/DCE has the discretion to waive or reduce above charges in exceptional circumstances.</i></p>			
8.2	<p><b>Restaurant Sales</b></p> <p>Charges will be made to customers in College Training restaurant facilities relative to the menu and service provided as agreed by the Head of Faculty. Where appropriate, these services will be subsidised to reflect the training nature of the provision.</p>			
8.3	<p><b>Hairdressing and Beauty Salon Sales</b></p> <p>Charges will be made to customers in the College training salons relative to the service provided as agreed by the Head of Faculty. These charges will be discounted on normal market prices to reflect the training nature of the provision.</p>			

## 9.0 EXAMINATION CHARGES

	TITLE	FEES/CHARGES
9.1	Administration fee – per entry	£5
9.2	FT FE/WBL Candidate Online Testing – Resit 1 <sup>st</sup> attempt	No Charge
9.3	PT Candidate Online Testing – Resit 1 <sup>st</sup> attempt	AO* charge applied (if applicable)
9.4	PT Candidate Written Exam – Resit 1 <sup>st</sup> attempt	AO* charge applied (if applicable)
9.5	All Online/Written Resit 2 <sup>nd</sup> attempt	AO* charge applied (if applicable)
9.6	External Candidate Fee	£75

\*Awarding Organisation

## 10.0 OTHER FEES & CHARGE ARRANGEMENTS

	TITLE	FEES/CHARGES
10.1	Administration fee for Refunds (at discretion of HOF).	£20
10.2	Other invoice charges will be raised in relation to projects/work packages; reimbursement of salary or other costs.	At Actual Cost
10.3	Course Materials / PPE / Equipment to include any other related costs.	At Actual Cost
10.4	School Partnerships – Entitlement Framework Charge as per regional agreement.	£70 per hour
10.5	Failed Direct Debit Payments.	£10

## 11.0 HIGHER EDUCATION TUITION FEE LIABILITY

Students who withdraw from or go on a Leave of Absence will be charged a tuition fee as detailed below. The exception is that new students only with an intake year of 2023/24 will not be liable for any tuition fees for that academic year if they withdraw within 14 days of completing registration.

<b>Withdrawal Dates</b>	<b>Fee Liability</b>
From the first day of the first term	25%
From the first day of the second term	50%
From the first day of the third term	100%

## 11.1 RESIT / RESUBMIT

HE Tuition Fee Resit	
Resit Full Year	Tuition Fees as per 1.1 – 1.4
Resit per Module (FT & PT)	Tuition Fees as per 2.1 – 2.8
Examination Resit	
Resit (due to exceptional circumstances - evidence required)	No charge
Resit (No exceptional circumstances)	£50 per module
Resubmitting Modules	
Resubmitting Module with attendance	Tuition Fees as per 2.1 -2.7
Resubmitting Module without attendance	£50 per module

## Appendix 1B Specific Part-time Course Costings

Faculty	Course Title	Total Fees*
FP01	NCFE CACHE Level 5 Diploma in Leadership for Children's Care Learning and Development (Management)	£1,070.00
FP01	City & Guilds Level 2 Diploma In Health and Social Care	£750.00
FP01	City & Guilds Level 3 Diploma In Health and Social Care	£945.00
FP02	ACCA Professional	£350.00
FP02	ACCA Applied Skills	£300.00
FP02	Accounting Technicians Ireland L4 Certificate	£495.00
FP02	Accounting Technicians Ireland L5 Certificate	£495.00
FP02	CIPD Level 5 Associate Diploma in People Management	£635.00
FP02	City and Guilds Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice	£685.00
FP02	ILM Level 5 Certificate in Leadership and Management	£595.00
FP02	ILM Level 5 Diploma in Leadership and Management	£485.00
FP02	ILM Level 5 Diploma in Leadership and Management TOP-UP	£350.00
FP02	OCR Level 4 Certificate in Administration (Business Professional)	£605.00
FP03	VTCT Level 4 Certificate in Sports Massage Therapy	£425.00
FP03	VTCT Level 5 Certificate in Sports Massage Therapy	£440.00
FA02	OCN NI Level 4 Award in Social Media and Digital Marketing	£200.00
FA02	Microsoft Azure AI Fundamentals (AI-900)	£123.00
FA02	Microsoft Dynamics 365 Fundamentals (MB-901)	£123.00
FA02	Microsoft Power Platform Fundamentals (PL-900)	£123.00
FA02	Microsoft Azure Data Fundamentals (DP-900)	£123.00
FA03	IMI Level 5 Diploma in Automotive Management	£400.00
FA03	City & Guilds L 4 Certificate in Advanced Automotive Diagnostic Techniques	£495.00
FA03	City & Guilds Level 2 Diploma In Light Vehicle Maintenance & Repair	£600.00
FA03	City & Guilds Level 2 Diploma In Heavy Vehicle Maintenance and Repair	£600.00
FA03	City & Guilds Level 3 Diploma In Light Vehicle Maintenance And Repair	£600.00
FA03	BPW Axle and Suspension Service and Maintenance 2 Day Training Course	£90.00
FA04	Level 3 NVQ Diploma in Installing Electrotechnical Systems and Equipment	£350.00
FB02	NOCN Level 4 BIM/Revit	£305.00
FB02	Passivhaus Designer Course	£1,000.00
FB02	Passivhaus Trades	£600.00
FB02	IQ Sport L4 Strength and Conditioning	£625.00

<b>FP01</b>	Health and Social Care
<b>FP02</b>	Business Management and Specialist Education
<b>FP03</b>	Tourism Hospitality Hair and Beauty
<b>FA02</b>	Mathematics and Computing
<b>FA03</b>	Automotive and Electrical
<b>FA04</b>	Automotive Computing and Engineering
<b>FB02</b>	Natural and Built Environment

\* All total fees include Examination Registration fees, if applicable



## Appendix 2 Fee Payment Arrangements

Fee payment arrangements are outlined on the College website under "Financial Guide to Fees" <https://www.swc.ac.uk/student-life/finance/financial-guide-to-fees>.

### **Fees**

All course fees must be paid at the time of enrolment, or arrangements should be put in place to pay by instalments (see below). The full fee includes tuition, registration and examination fees, where relevant. Depending on the student circumstances they may be entitled to a reduced (concessionary) fee. Reduced fees are applied to the cost of tuition only.

If a student fails to enrol before the Awarding Body deadline a late fee be incurred for which a student will be liable.

### **Tuition and Exam/Registration Fees**

The tuition fee covers the cost of delivering the course. The exam/registration fee is collected by the College and passed onto the Awarding Body. It covers examination, assessment and certification costs. Exam/registration fees, if applicable, are payable at time of enrolment, unless the student qualifies for an instalment plan.

### **Material Fees**

Some courses may have additional fees for materials, uniforms, kit and other items.

### **Resit Fees**

**Students will be liable for any resit fees if applicable, these will be notified to the student by the tutor and must be paid by the relevant deadline.**

### **Payment**

- Payment made in full.

Annual course fees can be paid by logging on to student EBS Online admissions Portal.

- Payment made in instalments.

This option requires a deposit of 25% of the annual course fee, plus completion of a direct debit mandate form which enables the balance to be paid in three instalments throughout the academic year.

#### Fee Refunds (See Appendix 7)

Course fees are non- refundable except when a course is cancelled by the College due to insufficient enrolment numbers. In this case students will be entitled to a full refund. In exceptional unforeseen circumstances a refund request may be considered. However once registered, some Awarding Bodies do not offer refunds. An administration fee of £20 will be charged per refund generated.

*Refund Request Form must be completed and forwarded to South West College Finance Department, 2 Mountjoy Road, Omagh, Co Tyrone BT79 7AH or email a scanned/photographed copy to [accountsreceivable@swc.ac.uk](mailto:accountsreceivable@swc.ac.uk)*

#### Fees Paid By an Employer

If an employer is paying for a course a SWC Employer Fee Confirmation Form or email from employer must be completed and uploaded on the Portal on application stating their commitment to paying such fees, giving Name and Address for invoicing purposes.

#### Instalment Plan

Courses with a total fee in excess of £200 can be paid in instalments as outlined below. A 25% deposit is required before commencement of course and the required balance in 3 equal instalments.

Instalments must be set up via Direct Debit. Payments will be debited on or about the 5th of each month, commencing the month after enrolment.

*Completed Direct Debit forms must be submitted at the college course induction sessions, or returned by post to - Finance Department, 2 Mountjoy Road, Omagh, Co. Tyrone BT79 7AH.*

<b>FULL FEE</b>	<b>PAYABLE</b>	<b>NO OF INSTALMENTS</b>	<b>MINIMUM MONTHLY DIRECT DEBIT</b>
Less than or equal to £200	Full Fee Payable via Worldpay	N/A	N/A
Greater than £200	25% Deposit	3	£50

#### Further Education (FE) Award

If students are in receipt of an FE Grant from the Education Authority (EA) a copy of the award letter from the EA must be uploaded to the Portal at **the time** of application. Funding from the Education Authority (EA) closes at the end of December. Any enrolments after this date will not be considered and students will be liable for the full cost of tuition/examination fees.

#### Unpaid Fees

Failure to pay the required fees may result in one or more of the following:

1. Students may be withdrawn from their course
2. Students may not be able to sit exams for any SWC course they are enrolled on
3. Students may not be able to access College facilities or online access
4. Students may not be able to progress to the next year of their course
5. Student's details may be forwarded to the Debt Collection Agency

#### Student Debt from Previous Years

If students have a debt outstanding (part or full fees) from a previous year, they will not be allowed to enrol for a course in the new academic year. If an arrangement is agreed with the College and they are enrolled in the current year with debt outstanding (part or full fees) from a previous year, the College will set off any payments received in the current year against the outstanding debt ie the most recent payments will go against the oldest debt. Students will be required to pay your outstanding balance from the previous year and the current year tuition fees.

### **Reduced Fees**

A number of part time course are offered at a 50% discount for selected individuals. Concessions are applied to course fees only and excludes examination and other costs. Depending on the personal circumstances students may be eligible for a reduced tuition fee. If a student qualifies they must provide evidence at the time of application (current letter or proof on date of birth) or a completed Authorisation form signed by the local benefits office.

Students in Receipt of Benefits as Listed below are Entitled to Reduced	EVIDENCE REQUIRED
Guaranteed Pension Credit	YES
Rate Relief or Rate Rebate Working Tax Credit or Child Tax Credit (with an annual taxable income below the qualifying threshold as stated by HMRC)	YES
Income Related Employment and Support Allowance	YES
Income Support	YES
Universal Credit where total income is confirmed as below the NHS Exemption Certificate qualifying threshold).	YES
Income based Jobseekers Allowance	YES
Full Time Student in SWC	YES

Students aged 18 years or over and experiencing financial hardship may apply to the Hardship Fund for financial assistance. Assistance from the hardship fund is means tested and can only be provided once all other sources of funding have been exhausted. Forms will be available from mid-September 2023.

**Courses that last for more than one year**

Students must re-enrol and pay relevant fees for any further year(s) of study.

Tuition fees are advertised on a yearly basis for courses of two or more year's duration.

## **Appendix 3 South West College – Tuition Fee Agreement**

### **EMPLOYER FEE CONFIRMATION FORM**

THE STUDENT NAMED BELOW HAS INFORMED THE COLLEGE THAT YOU WILL BE RESPONSIBLE FOR PAYMENT OF HIS/HER COURSE FEES, EXAMINATION FEES AND REGISTRATION FEES.

Please complete and return to the Admissions Office together with the student's enrolment form.

STUDENT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSTCODE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_ FEE: £\_\_\_\_\_

COURSE TITLE: \_\_\_\_\_

COURSE CODE: \_\_\_\_\_ SESSIONAL CODE: \_\_\_\_\_

THIS SECTION MUST BE COMPLETED

EMPLOYER NAME: \_\_\_\_\_

EMPLOYERS ADDRESS: \_\_\_\_\_

I/We hereby agree to pay course fees of \_\_\_\_\_

I/We hereby agree to pay total examination/registration fees to be determined

INVOICE ADDRESS IF DIFFERENT FROM ABOVE

ADDRESSEE: \_\_\_\_\_

EMPLOYERS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

OFFICIAL POSITION: \_\_\_\_\_

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

## Appendix 4 Direct Debit Form



Appendix 5

### Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form including official use box using a ball point pen and send it to:

Address here

Eight lines only

Name(s) of account holder(s)

Bank/building society account number

Branch sort code

Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

Reference

Service user number

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FOR (A N COMPANY) OFFICIAL USE ONLY  
This is not part of the instruction to your bank or building society.

#### Instruction to your bank or building society

Please pay (A N Company) Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with (A N Company) and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

-----Banks and building societies may not accept Direct Debit instructions for some types of account-----

This guarantee should be detached and retained by the payer.

### The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit (insert your organisation name) will notify you (insert number of) working days in advance of your account being debited or as otherwise agreed. If you request (insert your organisation name) to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by (insert your organisation name) or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
  - If you receive a refund you are not entitled to, you must pay it back when (insert your organisation name) asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

## Appendix 5 Statement of Payment Arrangements Exceptional Circumstances

### **STATEMENT OF PAYMENT ARRANGEMENTS \*EXCEPTIONAL CIRCUMSTANCES ONLY\***

DETAILS			
STUDENT NAME:			
STUDENT ID:			
ADDRESS:			
COURSE OF STUDY:			
COURSE REF:			
TOTAL FEES:			
PROPOSED PAYMENT TERMS:			
EXCEPTIONAL NATURE REQUEST:	OF		
I HEREBY UNDERTAKE TO DISCHARGE PAYMENT OF THE ABOVE TUITION FEES IN ACCORDANCE WITH THE PROPOSED TERMS SET OUT ABOVE. I UNDERSTAND THAT NON-PAYMENT MAY AFFECT MY SUBSEQUENT PARTICIPATION ON THE COURSE AND THE AWARD OF MY QUALIFICATION			
SIGNED (STUDENT):		DATE:	
SIGNED (LECTURER):		DATE:	
APPROVED (MANAGER):		DATE:	
INVOICE DETAILS:			



## **Appendix 6 Concessionary Fee Policy**

**A reduction of tuition fees, up to a maximum of 50% may be allowed to students participating in Accredited courses who meet residency requirements and are in receipt of a means benefit:-**

<b>CATEGORIES FOR TUITON FEE CONCESSIONS FOR ACCREDITED COURSES</b>	<b>CONCESSION APPLICABLE (Tuition Fee Reduction)</b>	<b>EVIDENCE REQUIRED</b>
Guaranteed Pension Credit	Up to maximum of 50%	YES
Rate Relief or Rate Rebate Working Tax Credit or Child Tax Credit (with an annual taxable income below the qualifying threshold as stated by HMRC)	Up to maximum of 50%	YES
Income Related Employment and Support Allowance	Up to maximum of 50%	YES
. Income Support	Up to maximum of 50%	YES
Universal Credit where total income is confirmed as below the NHS Exemption Certificate qualifying threshold)	Up to maximum of 50%	YES
Income based Jobseekers Allowance	Up to maximum of 50%	YES
Full Time Student in SWC	Up to maximum of 50%	YES

The College requires documentary evidence from the student at the time of enrolment to prove entitlement under the above criteria. Students in receipt of other benefits are not entitled to reduced tuition fees, unless they can demonstrate financial difficulty or hardship.

Concessionary fees are not available in respect of Higher Education Courses, which are franchised from other organisations. Students should apply to the Student Loans Company, Student finance, Hardship funds and to other bursary providers for assistance with tuition fees.

## Appendix 7 South West College Refund Policy

Once the appropriate fees have been paid and a student has been accepted on a course a refund will not normally be issued unless the course is cancelled. The following exceptions shall apply:

When a student is prevented by a serious medical condition from attending a course and as a result will be unable to resume studies in a future academic period, then if this is verified by a doctor's certificate, a refund will be considered.

If due to unforeseen personal circumstances a student is unable to complete their current course of study, they may be permitted to transfer their enrolment to the next appropriate academic period. Alternatively, the College will consider issuing a credit note, which may be used for future enrolments with the College, or a refund may be generated. Requests for consideration in this respect should be made by completing a Refund Request form (Appendix 7B).

The College will make every endeavour to run courses and programmes which are advertised, however, all courses are required to have a minimum number of students in order to contribute to operating costs. In some circumstances classes may be combined to improve class sizes, in some cases the College regrets that classes may have to be cancelled due to lack of demand. Refunds of fees will be issued within six weeks of the date the course was due to commence, where a course is oversubscribed or where a course is cancelled by the College due to lack of numbers and the College has taken all steps to address the issue. Where a student attends one or more classes, fee refunds will not be issued except in exceptional circumstances. Requests for refund of fees in such exceptional circumstances should be made by completing a Refund Request form (Appendix 7B). An administration fee of £20 may be charged per refund generated.

## Appendix 7B    Refund Request Form



### APPENDIX 7B REQUEST FOR REFUND

DSF/R

Student Name: \_\_\_\_\_

Student Address: \_\_\_\_\_

Course Title: \_\_\_\_\_

Location / Campus: \_\_\_\_\_

Course Tutor: \_\_\_\_\_

Last Date of Attendance: \_\_\_\_\_

Reason for Refund Request:  
(please attach Doctor's  
certificate if applicable) \_\_\_\_\_

Amount Paid at time of  
enrolment: \_\_\_\_\_

Payment by Instalments: \_\_\_\_\_  
Yes No

Signature of Student : \_\_\_\_\_ Date: \_\_\_\_\_

**REFUND REQUEST - TO BE FORWARDED TO SOUTH WEST COLLEGE FINANCE DEPARTMENT,**  
**2 MOUNTJOY ROAD, OMAGH, BT79 7AH**

Approval/Decline \_\_\_\_\_

Narrative: \_\_\_\_\_

## Change Log

Location	Change from deletion/addition	Change to
2	Replaced 'Background'	2. Purpose 3. Scope
4	Added	Definition
4.7	Removed Staff Discount	
7	Added Concessions, Discounts & Bursaries	

## Communication

Who needs to know (for action)	
Who needs to be aware	

## Communication Plan

Action	By Whom	By When
Upload to Gateway	J Lucas	On approval
Circulation to key staff	S O'Donnell	On approval

## Document Development

Details of staff who were involved in the development of this policy:

Name	Role
Sean O'Donnell	Head of Finance
Colette Dennison	Financial Accounting Officer

Details of staff, external groups or external organisations who were consulted in the development of this policy:

Name	Organisation	Date
N/A		

## Approval Dates

Approved by	Date
Governing Body	

## Document History

Issue no. under review	Date of review:	Persons involved in review	Changes made after review? Yes/No If Yes refer to change log	New Issue No.	If changes made was consultation required?	If changes made was Equality Screening required?
<b>V1.0</b>	May 2021	Sean O'Donnell Colette Dennison	Yes	V2.0	No	No
<b>V2.0</b>	September 2021	Colette Dennison	Yes	V3.0	No	No
<b>V3.0</b>	November 2022	Sean O'Donnell Colette Dennison	Yes	V4.0	No	No