



FEES AND CHARGES POLICY 2021 - 222

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Related Documentation

Title	Location	Owner
N/A		

Change Log

Location	Change from deletion/addition	Change to
Whole Document	Convert to standardised policy template	SWC standardised template
Cover Page	Removed "If requested, the College will make the policy available by means of alternative formats including large print / Braille. The policy can also be downloaded from the College website and made available in alternative languages as required."	"This document can also be produced in alternative formats upon request."
3.2	Removed ' as laid out in Appendix 1'	
3.5	Added 'value up to a maximum of 50%'	
4.8	Amended 'fees may be rounded to nearest £1'	£5 previous policy
5.1	Amended ' A new Management Information System called EBS has been implemented..'	
5.2	Added 'electronically through EBS'	
5.3	Added 'Relevant documentation must be uploaded on EBS'	
6.1	Added 'Evidence of entitlement must be uploaded on EBS'	
7.1	Added 'students can now view their account balance on EBS Prospect'	
	Appendices renumbered	
Appendix 1 1.0	Hons Degree fees changed to \$4530 from £4395	
3.0	Part Time Access to HE – Added to	
4.1	Amended 'charges Part Time vocational courses to £1.50 per hour from £1.45 /per day changed to £45 from £40	
6.1	ESOL fees changed to £140 from £130	
7.0	Charge out rates for Full time Lecturers and Full Time Programme Management by £1 per hour	
Appendix 2	Updated to reflect Direct Debit instalment dates	

Communication

Who needs to know (for action)	Senior Management Team Heads of Faculty Heads and Deputy Heads of School Course Coordinators Marketing team MIS Head of Services Campus Services Campus Managers
Who needs to be aware	All staff

Communication Plan

Action	By Whom	By When
Upload to Gateway	J Lucas	On approval
Circulation to key staff	C Dennison	On approval

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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 so as 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 as made available from the Student Loan Company or Education Authority (EA).

2. BACKGROUND

The College is not fully funded from the Department for the Economy for all its education programmes and training activities. The shortfall in income which is required by the College to fund its recurrent expenditure and capital investment programme is recovered by levying fees and charges payable by students, customers and users of its business 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 new equipment and buildings to facilitate learning.

3. FEES SETTING

- 3.1 The process of setting fees and charges takes into account market forces, the College Development Plan, target market, competitor analysis, skill shortages and other relevant factors such as equality. 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 dated 01 October 2018 and the Further Education (Northern Ireland) Order 1997

- 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.
- 3.4 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.
- 3.5 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 that may be deemed as appropriate.

4. FEES & CHARGES

- 4.1 The fee for each course is included in the Annual Tuition Fees and Charges Schedule (See **Appendix 1**). 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.
- 4.2 Fees charged for full time Higher Education courses shall be in accordance with the College's approved Widening Access and Participation Plan (WAPP).
- 4.3 International students are those students, outside of the UK, who will be charged fees based on "full cost recovery" for Higher Education programmes.
- 4.4 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.
- 4.5 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.

- 4.6 Fees for all other courses are based on the number of taught hours, cost of materials and other direct costs associated with the programme.
- 4.7 Staff discount up to a maximum of 50% may be provided on tuition fees and other charges to all permanent and part-time staff, with the exception of franchise and other courses, at the discretion of the HR Manager. Where appropriate the discount should be reconciled against the College's staff training budget.
- 4.8 Tuition and Examination fees may be rounded separately up to the nearest £1 to facilitate administration of enrolment, by agreement of senior management. All published course fees will be rounded to facilitate administration and collection of fees.
- 4.9 The College reserves the right to offer concessions, vary the prices charged and rates within the Fees Schedule during the financial year.
- 4.10 A programme of study can be delivered either face to face, blended or fully on-line. (See Appendix 2 for Charge Out Rates)
- 4.11 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

5. PAYMENT OF FEES & CHARGES

- 5.1 A new Management Information System called EBS has been implemented and has the functionality for on-line enrolments and option for students to pay fees electronically via Worldpay. The College will still offer the option to pay by instalments as per 5.4 below
- 5.2 Fees may be paid by cash, cheque, credit/debit card or electronically through EBS at the time of on-line enrolment. (See Appendix 2)
- 5.3 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. There shall be no concessions for Employers or Organisations sponsoring student fees.

5.4 Arrangements are available to facilitate direct debit payment (see Appendix 4) by instalment for self-paying students as follows:-

- Students paying tuition fees of £200 or more can pay in four instalments with the first instalment due at time of enrolment, in the form of Cash Cheque or Credit/Switch card or electronically through EBS, and the balance to be collected by direct debit on the agreed dates.
- Students must complete the necessary Direct Debit Mandate at the time of enrolment.

5.5 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 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. The College will facilitate the administration of part-time higher education student grants through the Education Authority and student loans through the Student Loans Company in so far as to advise the student to apply on-line.

At the discretion and approval of the Centre for Excellence Manager/Head of Faculty, a student may complete the Statement of Paying Arrangements form due to exceptional circumstances.

5.6 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.

6. CONCESSIONS

6.1 Concessions are made available by the College 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.

6.2 The Chief Executive has the discretion to waive fees in exceptional

7. COLLECTION OF STUDENT DEBT

7.1 Responsibility for ensuring that debts are paid rests with the individual student. Students can now view account balance of 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.

7.2 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.

7.3 Discount arrangements may be offered at the discretion of the Senior Management Team of the College.

8. REFUNDS

8.1 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.

8.2 Similarly the College wishes to encourage commitment and maintain course delivery arrangements and therefore may not issue refunds to students except in exceptional circumstances. An administrative fee may be charged per refund generated.

8.3 The College's policy on refunds, as set out in **Appendix 7**, will be clearly documented in relevant College publications and on SWC Website.

9. COMPLAINTS

- 9.1 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.

10. REVIEW & MONITORING

- 10.1 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.

APPENDIX 1 – South West College Annual Tuition Fees and Charges Schedule 2021 - 2022

1.0 FULL TIME COURSES

	TITLE	FEES/CHARGES
	Higher Education Programmes:	
1.1	Honours Degree Programme	£4,530
1.2	Higher National Diploma	£2,600
1.3	Foundation Degree <ul style="list-style-type: none"> - University of Ulster - Queens University Belfast - Open University 	£2,600 £2,600 £2,600
1.4	Higher Education Programme – International students - Foundation Degree	£6,500
1.5	Further Education Programme:	
1.6	No fees payable for any home student attending a full time Further Education course	£NIL

2.0 PART TIME HIGHER EDUCATION COURSES

	TITLE	FEES/CHARGES
2.1	QUB Honours Degree – per module	£295
2.2	UU Honours Degree – per module (20 credits)	£295
2.2	OU Honours Degree – per module (20 credits)	£295
2.3	QUB Foundation Degree – per module	£250
2.4	UU Foundation Degree – per module	£250
2.5	OU Foundation Degree – per module	£250
2.6	UU Higher Education Foundation Degree Fast Track (3 semesters per year)	£1000
2.7	Higher National Diploma	£630
2.8	Higher National Certificate	£610
2.9	Higher National Certificate Fast Track (1 year)	£910
2.10	Other Higher Education Programmes - per hour	£2.50

3.0 PART TIME – ACCESS TO HIGHER EDUCATION

	TITLE	FEES/CHARGES
3.1	Ulster University Access courses	£540
3.2	Open Award Access courses	£450
3.3	Other Access programmes - tuition per hour	£2.00

4.0 PART TIME VOCATIONAL COURSES (Accredited Courses)

	TITLE	FEES/CHARGES
4.1	Course Duration Daily Rate /up to maximum of 5 days	*£1.50 per hour £45 per day
	<i>Specific Part Time course costings: Appendix 3B</i>	

5.0 PART TIME NON-VOCATIONAL COURSES (Non-Accredited Courses)

	TITLE	FEES/CHARGES
5.1	Non – Vocational Courses Minimum class size of 10	£4.50 per hour

6.0 OTHER COURSES

	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) ESOL Module (Single)	£140 £60
6.2	SLDD courses - Accredited programmes, vocational in outlook:	£0.60 per hour

7.0 IN HOUSE AND EXTERNAL CHARGE OUT RATES

CHARGE OUT RATES – PER HOUR				
Full /Part Time	Lecturer	Cost Recovery	In-House	External
FT	PL (DHOD)	£83	£109	£93
FT	SL 5	£68	£92	£76
FT	L 5	£57	£80	£64
PT	Grade 2/3	£45	£67	£51
PT	Grade 4	£38	£61	£43
PT	Grade 5	£28	£48	£32
FT	Management	£36	£58	£42
FT	Financial	£26	£46	£30
FT	Developer/ B6	£23	£42	£26
FT	Support B4	£16	£36	£20
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	-
	IT Training suite	£175	£40	-
	IMAGE Centre, EKN / IDEA Centre, OMA	£140	£25	-
	STEM Centre, DGN	£270	-	£170
	CREST Centre Passive Pavillion	£350	-	-
	CREST Centre Passive Hall	£230	-	-
	Video Production Studio	£350	-	£200
	Hire of College Mini Bus and Driver (plus additional cost of fuel per mile)	£155	-	£90
	<p>Note: <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> <i>The CE/DCE has the discretion to waive or reduce above charges in exceptional circumstances.</i></p>			
8.2	<p>Restaurant Sales 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>Hairdressing and Beauty Salon Sales 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	Higher Education – Resit Fee 1 st resit 2 nd and subsequent resits	No Charge £50 per module
9.3	On-line Testing – Resits 1st resit	No Charge
9.4	External Candidate Fee	£75

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 incurred by the College on an actual basis.	

APPENDIX2 – Fee Payment Arrangements

Further Education Courses

- Courses less than £200 – Full Payment must be made at time of enrolment
- Courses greater than £200 – Payment in 4 equal instalments, first at enrolment and further three as follows:
 - 26 November 2021
 - 28 January 2022
 - 25 March 2022

Some students will be entitled to the Education Authority grant which has a maximum value of £465.00. These students must apply for the grant through the EA and must pay the College relevant tuition fee by 4 equal instalments. If the student is awarded the grant, the College will invoice the EA for the amount allocated and a refund will be generated to the student on receipt of a copy of the letter stating the confirmation.

Higher Education – Full Time

All full time Higher Education students are entitled to a Student Loan. If the student applies for a student loan, it will not be necessary for the student to complete a direct debit mandate.

If a student is not going to take out a Student Loan, they must pay £200 on enrolment and complete a direct debit mandate, agreeing to pay through the 3 direct debit installments. Student Services Staff can access the HEI Student Loan Company portal to confirm student has applied for a loan. If an application has been made, no payment will be required from the student.

Higher Education – Part Time

Students may apply to the EA for a Fee Grant.

Students must pay £200 on enrolment and complete a direct debit mandate to agree to pay the balance by 3 further instalments.

The College will be flexible and endeavour to agree payment terms with students if they are having serious financial difficulties paying fees.

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

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 – South West College Statement of Payment Arrangement
(Exceptional Circumstances Only)**

DETAILS			
STUDENT NAME:			
STUDENT ID:			
ADDRESS:			
COURSE OF STUDY:			
COURSE REF:			
TOTAL FEES:			
PROPOSED PAYMENT TERMS:			
EXCEPTIONAL NATURE OF REQUEST:			
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 (CENTRE OF EXCELLENCE MANAGER/HOF):		DATE:	
INVOICE DETAILS:			

APPENDIX 6 – South West College Concessionary Fee Policy

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

- Universal Credit
- Full Time Students

The Department for the Economy require the College to have 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.

Full time further and higher education students of the South West College may also avail of a concessionary fee on any additional part time courses they may wish to study, but will have to pay the full examination fee.

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 normally a refund will not be issued unless the course is cancelled. The following exceptions shall apply:

1. 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.
2. 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 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: _____

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
F&GP	16 December 2020
GB	13 January 2021

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?
O1	December 2020	Sean O'Donnell Colette Dennison	Yes	02	No	No