

**Greenhead College  
Corporation**

**FEES AND CHARGES  
POLICY**

*Reviewed June 2020*



# GREENHEAD COLLEGE

## FEES AND CHARGES POLICY

### 1. Introduction

The College's Fees and Charges Policy has been written in accordance with the funding conditions as set out by the Education and Skills Funding Agency (ESFA).

Students aged **16 to 18** who attend the College will receive **free tuition** for the duration of their full-time course. '18' means the student will be under 19 on 31<sup>st</sup> August in the teaching year when they commence their course. Students will continue to receive free tuition in any consecutive subsequent year of study on the same study programme as recorded in their learning agreement.

### 2. Free Tuition

The definition of free tuition includes the **following**:

- a) The student's study programme, consisting of 3 or 4 A Levels, Tutorial, Enrichment, PaWS and any associated support sessions;
- b) Access to College resources, including the library, study area, PCs, and an allocation of money for printing and photocopying purposes that is dependent on the subjects studied;
- c) All A Level examination fees (*note: the College does not offer AS Level examinations to A1 students and should an A1 student wish to sit an AS Level exam, they must make their own independent arrangements for this outside College*);
- d) Instrumental tuition which is an essential requirement of a music course which leads to a public examination.

### 3. Exceptions

The College will not charge compulsory enrolment, registration or examination fees to students, **except** in the **following circumstances**:

- a) Where the student is aged over 19 on 31<sup>st</sup> August in the teaching year when the student commences their study programme. In these circumstances, the baseline charge will be £4188 to cover their full-time combination of 3 or 4 A Levels, Tutorial, Enrichment, PaWS and any associated support sessions;
- b) Where the student is a non-EU national, i.e. an 'overseas student'. In these circumstances, a baseline fee will be charged to cover their full-time combination of 3 or 4 A Levels, Tutorial, Enrichment, PaWS and any associated support sessions. Any additional support will be agreed in advance;
- c) Where the student has completed their main study programme but wishes to return on a part-time basis to complete a particular subject. In these circumstances, the baseline charge will be £1000 per subject;

- d) Where the student has not met the condition of attendance or completion of work in order to qualify for free examination entry (*note: the minimum acceptable level of attendance is 90% but absences because of genuine illness or family circumstances will not constitute grounds for charging the student and each case will be examined on an individual basis*);
  - e) Where the student has failed without good reason to sit the examination for which the College has paid;
  - f) Where the student subsequently resits an examination resulting from either an initial examination failure or in an attempt to improve their grade.
4. Items to be purchased separately by the student

The College will **not** be expected to provide the following items, which must be **purchased separately** by the student:

- a) Any fares associated with travelling to and from College;
- b) Stationery, including bags, files, paper, pens, pencils, mathematical equipment, etc.
- c) Textbooks (*note: individual departments will inform students of the arrangements for purchasing these*);
- d) Sports kit;
- e) Meals and refreshments.

5. Charges

The College will **also** charge students for elements of their study programme as set out below:

- a) A one-off £10 fee for the student's ID card and lanyard, payable at enrolment at the start of the student's course (*note: a £5 fee will be incurred for a replacement card/lanyard, except in cases where the card/lanyard is stolen or has been damaged by a third party*);
- b) Any additional printing beyond the quota provided;
- c) Where clothing/equipment is necessary for the student's health and safety, e.g. protective coats and goggles for use in science laboratories (*note: the student may retain their clothing or equipment at the end of the course*);
- d) Fines for the late return of library books;
- e) Learning materials in the library or similar facilities in the College, which enable the student to secure a discount on books, stationery or similar materials;
- f) Some enrichment courses (*note: details of enrichment courses which incur a fee will be given to students in advance*);
- g) Contribution towards travel, board and lodging and any other additional costs associated with field trips and similar activities that may form part of or be outside the requirement of the student's course;
- h) Any activity which is not a mandatory requirement of the course;
- i) 'Optional extras' where the activity takes place 'outside' the course, examples of which may include theatre, cinema or museum visits or other visits that are not a mandatory requirement of the course;

- j) Any wilful damage to or loss of property belonging to the College (*note: this may involve full or partial costs if the damage/loss of property is directly caused by the student*).

## 6. Greenhead College Fund

In recent years the College has provided an outstanding learning experience for its students against the backdrop of financial cuts. For this reason, the College aims to seek voluntary financial contributions from students and/or parents/carers.

The contribution is £40 for incoming A1 students, to cover both years of their course. In previous years, this money has been used to provide free printing to students when in College, additional printed classroom resources, a student planner and a heavy subsidy for both the mandatory Project and Work Placement Scheme (PaWS) week in the first year and the enrichment activities in both years (*note: students and/or parents/carers are not obliged to contribute and students will not be treated differently according to whether they have contributed or not*).

## 7. Financial hardship

Students experiencing financial hardship at any point during their studies can talk to their Personal Tutor and complete the necessary form which will be examined by the Director of Finance and Resources.

<i>Author:</i>	<i>Principal and DoF&amp;R</i>
<i>Date drafted:</i>	<i>June 2019</i>
<i>Date accepted by the Corporation:</i>	
<i>Date of next review:</i>	<i>June 2021</i>

***“This policy has been impact assessed to ensure it complies with all aspects of Equality and Diversity. Members are reassured that this policy is compliant with current equality legislation”.***