Greenhead College Corporation

Fees and Charges Policy

Reviewed June 2026

Policy Holder :	*Principal / Director of Finance and Funding*
Date drafted:	*June 2026*
Date accepted by the Corporation:	*6/7/26*
Date Impact Assessed by Policy Holder:	*June 2026*
Date of next review:	*June 26*
To be reviewed by:	*Principal / Director of Finance and Funding*

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

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 Department for Education (DfE).

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 31st 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, 'Step Into Your Future' 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 31st August in the teaching year when the student commences their study programme. In these circumstances, the baseline charge will be £6,222 to cover their full-time combination of 3 or 4 A Levels, Tutorial, Enrichment, 'Step Into Your Future' and any associated support sessions;
b) Where the student is not eligible for DfE-funded provision, 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, 'Step Into Your Future' and any associated support sessions. Any additional support will be agreed in advance;

c) Where the student has not met the condition of attendance or completion of work in order to qualify for free examination entry (*note: 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*);
d) Where the student has failed without good reason to sit the examination for which the College has paid;
e) 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 where students are able to secure discounts on RRPs)*;
d) Sports kit;
e) IT equipment;
f) Meals and refreshments.

Students and parents/carers should contact the College directly should they be encountering difficulties purchasing any of the items above. It is possible they may be eligible for financial support through the College's bursary scheme. Further details can be found here.

5. Charges

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

a) A one-off £5 fee for any replacement ID card/lanyard (except in cases where the card/lanyard is stolen or has been damaged by a third party);
b) A voluntary one-off studio fee of £20 for those students studying A Level Art and Design, which will cover basic resources such as brushes, colour copying, paints, etc.;
c) Any additional printing beyond the quota provided;
d) 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. Alternatively, such items can be borrowed for a voluntary one-off charge of £5)*;
e) Fines for the late return of library books;
f) 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;

g) Some enrichment courses *(note: details of enrichment courses which incur a fee will be given to students in advance – non-payment may mean that the course cannot run)*;
h) Contribution towards travel, board and lodging and any other additional costs associated with trips and similar activities that may form part of or be outside the requirement of the student's course;
i) Any activity which is not a mandatory requirement of the course;
j) '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;
k) 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)*.

(Note: where the charges above are deemed voluntary, 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. Voluntary contributions may enhance provision but are not required for participation and do not affect access).

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.

Commented [MB1]: Would we expect students to pay this? I feel uncomfortable about this. Again, I appreciate this may have already been in the policy, but to be inclusive from a student perspective, I feel uncomfortable with this being in the policy.

Commented [LM2R1]: @Mo Bunter Hi Mo - we budget for this each year and agreed in summer to move it from £40 to £50 to include lanyards (which we no longer charge for) and Step Into. It is clear on the communication that this is a voluntary fee, there is no obligation and students aren't treated differently as a result. We also communicate that if you believe you are eligible for Bursary you should not pay it. Happy if you want to discuss for next academic year but I feel it needs leaving in for now as it is part of enrollment.

The contribution is £50 for incoming A1 students, to cover both years of their course. This one-time payment covers both years of study and helps enhance the wide range of opportunities and support available to students.

In previous years, this money has been used to provide free printing to students when in College, have access to additional printed classroom resources, College lanyard and ID, a heavy subsidy for both the mandatory 'Step Into Your Future' week in the first year and the enrichment activities in both years, on-site counselling support, personalised guidance from careers advisors and the use of College mini-buses for educational activities **(*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 Projects and Process Manager.

Commented [MB3]: Does this need to be Jenny's job title?

Contributions are fully refundable if a College bursary is subsequently awarded to the student.

This policy complies with current DfE guidance on 16–19 funding and charging.

Greenhead College Corporation

Impact Assessment
Fees and Charges Policy

Reviewed June 2026

Policy Holder(s):	*Principal / Director of Finance and Funding*
Date Impact Assessed by Policy Holder(s):	*June 2026*
Date of next review:	*June 2027*
To be reviewed by:	*Principal / Director of Finance and Funding*

Policy title:	Fees and Charges Policy
Policy owner:	Principal / Director of Finance and Funding

EIA Date: 07.06.2026

Main aims and purpose of the policy:

The College's Fees and Charges Policy has been written in accordance with the funding conditions as set out by the Department for Education (DfE). It covers free tuition, exceptions, items to be purchased separately, charges, Greenhead College fund and financial hardship fund.

Type of policy connect to EIA:

- **Proposed new policy**
- **Undertaking a review of an existing policy**
- **Other (please state):**

Please identify any potential impacts that the policy or development of this policy could have, on any of the equality grounds identified below.

Equality Ground	Identified Impact
Age	The policy is consistent in its approach to the management of fees and charges, age restrictions apply in line with statutory guidance as provided by the DfE.
Disability	The policy is consistent in its approach to the management of fees and charges regardless of a student's disability.
Gender (including gender identity)	The policy is consistent in its approach to fees and charges matters regardless of a student's gender.
Marriage and civil partnership	The policy is consistent in its approach to the management of fees and charges regardless of a student's marital or civil partnership status NB: In most cases the students are not of a legal age to marry.
Pregnancy and maternity	The policy is consistent in its approach to the fees and charges regardless of whether a student is pregnant.
Race	The policy is consistent in its approach to the management of fees and charges regardless of race.
Religion or belief	The policy is consistent in its approach to the management of fees and charges regardless of a student's religion or belief. Due consideration will be given to religious observances when arranging appointments,
Sex	The policy is consistent in its approach to the management of fees and charges regardless of a student's sex.

Sexual Orientation	The policy is consistent in its approach to the management of fees and charges regardless of a student's sexual orientation.
Social / Health Inequalities	The policy is consistent in its approach to the management of fees and charges regardless of a student's social status/health inequalities. All applications for funding will be considered however, the hardship fund is only available to student's whose family earn below the threshold guidance from the DfE.

Select one of the four outcomes below to indicate how the development/implementation of the policy will be progressed and state the rationale for the decision.

Outcome 1:	**No change required – the assessment is that the policy is/will be robust and/or promotes Diversity and Inclusion.**	■
Outcome 2:	**Adjust the policy – this involves taking steps to address any adverse impacts before the policy has been developed.**	☐
	Outline these steps:	
Outcome 3:	**Continue the policy while mitigating against any potential adverse impacts.**	☐
	Outline how these adverse impacts can be mitigated against:	
Outcome 4:	**Immediate referral to SLT/Governors, as there are adverse effects which cannot be prevented or mitigated against.**	☐

Details of further steps (if required)	