



# HE Tuition Fees Contract

*Effective September 2018*



# FURNESS COLLEGE

## HE TUITION FEES CONTRACT

This HE Tuition Fees Contract applies to all Higher Education provision with our awarding partners of UCLan (University of Central Lancashire), UoC (University of Cumbria), Lancaster University and directly with Pearson/EDEXCL.

In those areas where the College has discretion to determine fee levels, fees will be set with due regard for financial viability and market forces. Conscious of its Vision and Strategy however, the College makes provision through the operation of its HE Tuition Fees Contract to encourage access to its courses amongst all sections of the population with ability to benefit.

The College believes that it is in the interests of both the student (or student's sponsor), and the College, that applicants and students should be notified as early as possible of the total fees due for their courses, including any additional costs, along with the arrangements for payment. Where, for reasons outside the control of the College, there is exceptionally a need to increase fees previously notified to applicants and students, or to impose additional costs, the College will apply the principles below to minimise the impact on students.

Equally, the College believes that students and/or their sponsors are responsible for prompt payment. Defaults on payment are treated seriously and will lead to the application of sanctions.

### General Principles

1. For each course of study the College will set, publish and charge tuition fees for the full duration of the course. The level of tuition fees for the full duration of each course of study will be set and published before the start of the application process. Where it is not possible to confirm the total costs of a modular course, the College will provide as much information as possible for example the likely number of modules and the cost of individual modules that is available.
2. All costs that relate to items that are essential to complete the course of study will be included in the tuition fees. Costs that relate to items that are not essential to complete the course of study and hence are optional for students are not included in the tuition fees. A list of the essential costs and the optional costs for each course of study will be published before the start of the application process moving forward. This will include confirmation or an estimate of each type of optional cost wherever possible. See Appendix 1 for essential costs/tuition fees and optional costs.
3. Tuition fees include:
  - Scheduled course tuition, academic, technical and administrative support, use of course equipment and facilities.
  - Course related induction activities.
  - Course assessment and awards.
  - Access to the College's University Learning Hub and online resources, including on-campus wifi, networked and remote access to the College's virtual learning environment,
  - Access to the partner University's library and online resources where appropriate (UCLan and UoC only).
  - Use of the College's estate and resources for scheduled activities and learning support

- Dissertation and project printing and binding where the submission of printed and bound documents is a requirement for assessment of the module.
  - Use of the College's technical equipment and materials identified by the course teaching team as essential for the completion of the course.
4. In determining fee levels, the College will consider nationally published guidelines where these exist.
  5. Any proposed increase in fees beyond the published amounts will require the approval of the Principal. Increases will only be permitted in exceptional circumstances to applicants where offers of a place have not yet been made by the College. For the avoidance of doubt, increases in tuition fees will not be made for applicants who have received offers regardless of whether the offers have been accepted. There will be no increases in tuition fees for enrolled students save as in respect of inflation as set out at 1 above.
  6. The College proposes to increase its HE tuition fees by the Retail Price Index inflation rate. This inflationary increase is subject to the Government implementing the Teaching Excellence Framework and the Fees Regulator's requirements.. Whilst these inflationary fee increases in tuition fees and student support loans have been announced by the Minister, they are still subject to formal parliamentary approval.
  7. Where it is intended to increase fees beyond the amounts previously notified pursuant to point 5 above, the College will:
    - a. notify applicants as early as possible of the increased fees;
    - b. explain why it is necessary to increase fees;
    - c. consider carefully any representations made by affected applicants either as to the amount of the fee increase and or as to the timing of payment of the increased fee;
    - d. consider any evidence of hardship submitted by applicants and offer assistance where it reasonably can.
  8. The College will ensure that the HE Tuition Fees Contract is operated fairly and consistently across the institution.
  9. The College will ensure the prompt collection of tuition fees.
  10. The College operates various scholarship or bursary schemes, which are approved from time to time by the College's Senior Management, and for which separate arrangements and procedures apply.
  11. When a student completes the enrolment process they become liable for the payment of tuition fees. The College applies a contract of calculating non-completion charges where students are unable to complete the academic session and withdraw from or suspend their studies. Full details are given in Appendix 2.
  12. You have the right to cancel your pre-enrolment contract with the College without providing any reason, within a 'cooling off' period of 14 days after you accept our offer.
  13. You have the right to cancel your enrolment contract with the College, within a 'cooling off' period of 14 days after you have been fully informed of your c
  14. Where exceptional circumstances force a student to withdraw from a course, which were unknown to the student at the point of enrolment, that student may request a review of the tuition fee charged, and the College may request such documentary or any other evidence as it shall reasonably require.
  15. The College will develop and operate flexible procedures for the payment of fees to

the benefit of students and the College.

16. The College adopts a supportive approach to its students with regards to the collection of tuition fees. The College will take steps to obtain the payment of tuition fees and course costs and in doing so will provide assistance to students where reasonable to help them meet their financial obligations. (For the avoidance of doubt, this does not include financial assistance unless otherwise specifically agreed.) Where necessary and proportionate, the College reserves the right to apply one or more of the following sanctions to any student who defaults:
  - a. withdrawal of College learning resources and computing facilities;
  - b. termination of enrolment and withdrawal from the College;
  - c. withholding certified transcript;
  - d. refusal to re-enrol;
  - e. withholding final award certificate;
  - f. denial of attendance at awards ceremonies;
  - g. withholding of Confirmation of Acceptance to Study (CAS);
  - h. include relevant details in any reference provided to a third party
17. In deciding what steps to take in respect of the payment of tuition fees and course costs, the College will consider all the circumstances of each affected student's case.
18. In addition to those steps referred to in point 13 above, the College reserves the right to pursue and /or seek recovery of any outstanding tuition fees through the courts. The College also reserves the right to refer students' unpaid accounts to external agencies.
19. If a sponsor or third party fails to pay some or all of the tuition fee on behalf of a student, the student will become personally liable for payment of the outstanding amount on the date which it was due from their sponsor or the third party.

## Appendix 1: Standard Additional Costs

These costs are optional and do not relate to the course of study. They are NOT included in tuition fees.

The table below sets out examples of extra costs that may be incurred. (It is important to note that there may be additional optional opportunities offered on your course which are not included in the table – where applicable, information on these costs will follow.)

Optional Items – All Courses	Typical Cost
1. Travel to course related work placements, work experience, voluntary work, or site visits (for example costs of petrol, business level motor insurance cover, taxis, train fares, bus fares etc.).	Variable depending on the distance travelled and the method of transport chosen
2. Costs of obtaining medical or other evidence to support applications for extenuating circumstance applications relating to assessments.	For example a medical certificate may cost from £10.
3. DBS (Disclosure and Barring Service) – for courses and relevant placements that require this check. Eg FD Health and Social Care, FD Children, Young People and their Services.	Currently £44
4. Fees for arranging and invigilating course examination(s) off campus are payable by the student (where permitted by course regulations and approved by course leaders).	£300
5. Printing of reports, course materials and other course documents, which have been supplied or are available electronically or in hard copy in the VLE or available in the HE Resource hub.	Estimated £0.10 per copy sheet



## **Appendix 2: Tuition Fee Liability for Withdrawal and Interruption of Studies**

When a student completes the enrolment process they become liable for payment of tuition fees. The College operates the following contract with respect to non-completion charges whereby students are unable to complete the academic session:

### Undergraduate students

Those students who withdraw or have an interruption to their studies will be charged a tuition fee based on their attendance on the course in accordance with the following scale:

Withdrawal/Interruption in term 1: 25% of the total annual tuition fee is charged

Withdrawal/Interruption in term 2: 50% of the total annual tuition fee is charged

Withdrawal/Interruption in term 3: 100% of the total annual tuition fee is charged

