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**Fees Policy 2019-20**

This policy is subject to amendment, in year, due to possible changes in national funding policy or government legislative change; these will be authorised and endorsed by the Principal and notified to the Corporation Finance Committee for verification. These will be well communicated to any affected students. If necessary, this policy will be interpreted by the Principal with any outcomes being retained for audit record purposes.

For the 2019-20 academic year students pursuing higher education with University Centre Weston will be one of the following:

1. Franchised student with one of our Higher Education partners (Bath Spa University or University of West of England)
2. University Centre Weston student (validated by a Higher Education partner)
3. Higher or Degree Apprentice

Franchised Students are subject to the finance regulations of their partner HEI and will pay fees directly to them (with the exception of part time Bath Spa University courses who will also pay their tuition fees to UCW).

University Centre Weston students are subject to the following financial regulations:

**Tuition Fees**

**Full Time**

* Tuition fees of £8250pa are payable by all new students studying upon a full time Foundation Degree or Bachelor’s Degree.
* Returning students (including those topping-up to a BA/BSc seamlessly from a Foundation Degree) will continue to pay tuition fees of £7950. *(Students that have changed institution, taken a break that is longer than the summer holiday or changed mode of study are classed as new students and will be subject to the higher fees of £8250).*

**Part Time**

* The standard part-time study route for Foundation Degrees is over 3 years. New part-time students on Foundation Degrees are therefore liable for tuition fees of £5,500pa whilst returning students will continue to pay £5,300pa. *(Students that have changed institution, taken a break that is longer than the summer holiday or changed mode of study are classed as new students and will be subject to the higher fees of £5,500* pa*).*
* The standard part-time study route for Bachelor’s top-ups is over 2 years. New part-time students on Bachelor’s top-ups are therefore liable for tuition fees of £3,975pa whilst returning students will continue to pay £3,750pa. *(Students that have changed institution, taken a break that is longer than the summer holiday or changed mode of study are classed as new students and will be subject to the higher fees of £3,975* pa*).*
* Tuition fees of £3,225pa are payable by all students on all part-time Higher National Certificates or Higher National Diplomas.
* Students choosing to study on a non-standard part-time route that does not have an already set tuition fee will be liable for fees on a pro rata basis, determined by the number of credits undertaken in the year, according to the appropriate full-time fee for the programme.
* Tuition fees for Higher / Degree Apprenticeships are based on the appropriate banding as set out by the Department for Education / ESFA.

**Degree / Higher Apprentices**

The tuition fees for Degree and Higher apprentices will be agreed with the employer; and will usually be paid on a monthly basis throughout the duration of the course by the employer. Further information regarding the fees for a higher apprenticeship will be given at the point of application in consultation with the relevant employer. If there is not an agreement in place with the employer regarding payment of fees at the point of enrolment, then the student will be deemed as self-funding and will be required to make arrangements for payment themselves.

**Payments**

The majority of students will be able to access Tuition Fee Loans via the Student Loans Company (SLC) – the SLC letter must be provided at time of enrolment. If the SLC letter is not available at enrolment students will be invoiced –invoices will be cancelled as soon as the SLC letter is provided to UCW. It is the students’ responsibility to present this letter to the Higher Education Academic Registry Team (HEART).

Sponsored/self-funding students may opt for one of the following for payment of fees:

* Full payment at enrolment
* Instalment plan – set up through the Weston College Group online shop
* To be invoiced – students can make payments against the invoice throughout the year via the online shop. The invoice amount must be paid by the end of the academic year.

Sponsored students will need to bring in a letter or purchase order from their sponsor confirming that they are paying the fees in order to claim payment. If students do not have an authorising letter then an invoice will be raised in their name.

**Withdrawals**

Students who leave during the academic year will be expected to pay the following tuition fees:

|  |  |
| --- | --- |
| **Withdrawal date:** | **Fee Liability** |
| Less than 2 weeks after enrolment | Nil |
| Before the end of the first term | 25% of the full tuition fees |
| Before the end of the second term | 50% of the full tuition fees |
| After the start of the last term | 100% of the full tuition fees |

If a student withdraws less than two weeks after enrolment then they may be subject to a one-off administration fee of £150.

**Retake Costs**

i) Students who have been allowed to trail a module(s) into the next academic year, along with their other scheduled modules, will not be subject to any additional fee liability.

ii) Students who are retaking the year will be liable to a pro-rata fee based on the size of the module(s) being undertaken.

iii) Students who are having an additional attempt at a module but who will not be in attendance during the academic year (and those classed as ‘exam only’) will be subject to an administration fee of £150 per module.

**Scholarships**

UCW has a number of Scholarships that some students can apply for before the deadline of the 11th October 2019. Eligibility will be assessed on an individual basis and students need to meet certain eligibility criteria; such as level of attendance (above 80%) and paying tuition fees via the Student Loan Company; or through self-funding means. Students that are not paying their fees themselves (sponsored by an employer or a Higher/Degree Apprentice) are not eligible for a Scholarship with UCW.

**Bursaries**

Students paying their tuition fees to UCW directly may be eligible for a UCW Bursary. Students that are paying a tuition of £8250 through a Tuition Fee Loan and have a household income of less than £25,000, will automatically be eligible and will then be assessed by the Student Loans Company. Forty Bursaries of £2000 will be available (payable across two years of study) and eligibility will be assessed on an individual basis (attendance must be above 80%). Priority will be given to those experiencing multiple levels of deprivation including:

* Care Leavers
* Young Carers
* Estranged Students
* Students from POLAR quintile one
* Single parents
* Those with a declared disability.

Students will be contacted directly by the Student Loans Company should they be made an award of a Bursary.

**Important Notes**

* Students or sponsors with outstanding tuition fee debts to UCW will not be eligible to enrol until that debt has been cleared, certification may also be withheld
* Students or sponsors with any outstanding debts to the Weston College Group will not be eligible to enrol until that debt has been cleared, certification will also be withheld until debts are cleared.