




## **FEES POLICY 2020-21**

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## Change Control

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Version	Type – New/Replacement/Review	Date	History

This Policy applies to University Centre Weston (UCW) and meets the requirements of the Office for Students (OfS), the Quality Assurance Agency (QAA), and the Revised UK Quality Code. Where required guidance from the Competition and Markets Authority (CMA) and the Office of the Independent Adjudicator (OIA) will be observed.

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The UCW Fees Policy 2020-21 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 Chief Executive and notified to the Corporation Finance Committee for verification. These will be well communicated to any affected students. If necessary, the Policy will be subject to interpretation by the Principal with any outcomes being retained for audit record purposes.

For the 2020-21 academic year students pursuing higher education with University Centre Weston (UCW) will be classed as one of the following:

1. Franchised student with one of our Higher Education partners (Bath Spa University or University of West of England, Bristol).
2. University Centre Weston student (validated by an awarding organisation).
3. Higher or Degree Apprentice.

Franchised students (students not paying their tuition fees to UCW) are subject to the finance regulations of their partner university and will pay fees directly to them (with the exception of part time Bath Spa University courses where tuition fees will be paid direct to UCW).

UCW students are subject to the following financial regulations:

## Tuition Fees

### Full Time

- Tuition fees of £8,250 per annum are payable by all new students studying upon a full time Foundation Degree or Bachelor's Degree.
- Returning students (not studying upon a top-up BA/BSc) will also pay a tuition fee of £8,250 per annum.
- Students entering their third year of study (either enrolling upon a top-up or entering into a third year of a BA/BSc) will continue to pay tuition fees of £7,950. (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 £8,250).

### Part Time

#### Foundation Degrees

- 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 £5,500 per annum whilst returning students will continue to pay £5,300 per annum.
- Returning students on their second year of study will pay £5,500 per annum, while students entering their third year will continue to pay £5,300 per annum.

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- (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 per annum).

### Bachelor Degrees

- The standard part-time study route for full Bachelor Degrees is over 4 years. New part-time students are liable for tuition fees of £6,187.50 per annum.

### Bachelor Top-up Degrees

- 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 £4,125 per annum although those classed as continuing will be charged £3,975 per annum.

### HNC/HND's

- Tuition fees of £3,250 per annum are payable by all new 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.

### Degree / Higher Apprentices

Tuition fees for Higher / Degree Apprenticeships are based on the appropriate banding as set out by the Department for Education / ESFA. 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 and degree apprenticeships 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 the 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.

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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

1. 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.
2. Students who are retaking the year will be liable to a pro-rata fee based on the size of the module(s) being undertaken.
3. 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 9<sup>th</sup> October 2020. 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 £8,250 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, providing they consent to share financial information with UCW on their application. Forty Bursaries of £2,000 will be available (payable across two years of study) and eligibility will be assessed on an individual basis

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(attendance must be above 80%). Priority will be given to those experiencing multiple factors of deprivation including:

- Care leavers / young carers.
- Students who are estranged or currently living in an accredited Foyer.
- 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, the first instalment will be paid in November 2020.

### Important Notes

1. Students or sponsors with outstanding tuition fee debts to UCW (or the Weston College Group) will not be eligible to enrol until that debt has been cleared, certification may also be withheld along with the student being prevented from attending the UCW graduation ceremony.
2. Outstanding debts will be progressed in line with the Weston College Group financial regulations.