

Northern Regional College Policy, Procedures & Strategies

Fees Policy & Fees Regulations 2023/24 [Doc No.: STU 2]

Issue	Document Title	Date of 1 st Issue	Last Reviewed	Responsibility of
1st	Fees Policy and Regulations for 2023/24	November 2021	November 2022	Head of Finance

Northern Regional College

Fees Policy for 2023/2024

1. Aim

The College is not fully funded from the Department for the Economy (DfE) for all its education programmes and training activities and therefore fees and charges form an important source of income for the College.

The Fees Policy aims to ensure that:

- sufficient revenue is raised to meet the College's requirements;
- College fees are value for money compared to those of other providers;
- fees for individual courses may be adjusted to ensure optimal participation, quality performance and revenue;
- access to College programmes is widened as far as possible in line with College strategy;
- the fees structure is readily understood by applicants and sponsors;
- the College's Equal Opportunities Policy aims are met.

2. Scope

The College has the responsibility for setting its own fees as laid out in the College's Financial Memorandum with DfE. The process of setting fees and charges takes into account DfE policy, sectoral recommendations, prevailing economic climate, market forces, the College Development Plan, target market, competitor analysis, skill shortages, equality of opportunity and the legislative environment.

The College has the responsibility for setting its own fees as laid out in the College's Financial Memorandum with DfE.

This policy is restricted to those facilities and services where the College is able to operate some discretion in the levying of charges. The policy, therefore, does not apply to the following:

- Any subsidies, bursaries or exemptions as offered by the Department for the Economy (DfE), any other government agency or private benefactor
- Examination fees as charged by Awarding Bodies
- Financial support packages for students
- Loans as made available from the Student Loan Company or Education Authority
- Minimum fees for full-time HE Provision

Northern Regional College complies with the Consumer Rights Act (2015) and Competition and Markets Authority (CMA) requirements. Our policies and procedures are compliant with the legislation and are written to protect your rights as a consumer of our service.

3. Definitions

In this policy the following definitions apply:

Home Student	Home students are those living in the UK or Republic of Ireland, and EU nationals with settled status in the UK. The residence requirements applicable to students attending a Further Education College to be eligible for "Home Fee" status are set out in the DfE circular FE09/21 "Further Education residency and funding requirements" and Addendum No.1.
International Student	International Students are those students as defined by Further Education and Funding Arrangements Circular FE 14/12 and subsequent amendments. Asylum Seekers and Syrian Refugees will be charged Home Fees. The fees for international students are based on full cost recovery for Higher Education and Further Education programmes.
Accredited Course	Accredited courses are those courses as defined on the Register of Regulated Qualifications (RRQ) and the Qualifications and Credit Framework (QCF) and the Prescribed List of Accredited Qualifications (PLAQ) as defined by DfE, or other courses approved by DfE including University validated courses.

4. Fees Setting

- The Governing Body will determine the fees and the application and value of any concessionary fees that may be deemed as appropriate following recommendation by the Fees Working Group.
- Course fees are set annually but may be subject to change as a result of changes to Government policy.
- Fees for franchised courses i.e. awarded by another external institution, are set by that external body and do not attract concessionary rates or staff discount.
- Tuition fees for part time courses will remain the same as year one for each year of the duration of the course e.g. for years two or three of the same course.
- Tuition fees apply to the financial year beginning 1 August and ending on 31 July and are chargeable for each year of study.
- The fee for each category of course is included in the annual Fees Regulations (See Appendix 1)

Widening Access

The Northern Regional College's vision for widening participation is that any eligible individual in its catchment area should be able to gain access to, and succeed within, higher education, irrespective of their personal or social background. The **College Bursary Scheme provides bursaries up to £250 per year** for students in receipt of a full maintenance grant. There will be no limit to the number of bursaries available.

5. Payment of Fees

Tuition fees are payable in full at the time of enrolment. Tuition fees can comprise course fees, registration fees or any other charge relating to the course. Payment can be made by cash, cheque, debit or credit card or agreed Direct Debit payments.

Students may not be registered with the relevant validating body until all fees are paid or a valid arrangement has been established for payment.

All HE students will be required to notify the College of their tuition fee contribution.

All fees for courses must be paid in full by 28th February.

a) Payment of Fees by Direct Debit

- Students with a UK bank account that facilitates direct debit can arrange for fees to be paid in instalments if they are enrolling on a course(s) of 16 weeks duration or more and the total cost is greater than £200
- Fully completed Direct Debit Forms must be provided at time of enrolment
- Direct debit dates: 1 November, 1 December and 2 January
- Direct debit payment option is only available for enrolments **on or before the second week** of the class.

Fees £201 - £400

Students will have to pay a minimum of £100 with the balance paid over a maximum of 3 instalments

Fees greater than £400

Students will have to pay a minimum deposit of 25% with the balance paid over a maximum of 4 instalments

Note: Details of all Direct Debit payments are communicated to the students prior to payments being lifted by the College.

b) Payment by Sponsor or Employer

Where fees are payable by a third party e.g. employer, students must produce evidence and all available information to allow College staff to raise an invoice to the fee payer. The employer is required to complete a College Employer Consent Form prior to enrolment. The third party is committed to the full cost of the programme. It is the personal responsibility of the student to ensure the fees are paid.

c) Payment of Tuition Fees by Student Loan Company

If fees are to be paid by the Student Loan Company the student must, at time of enrolment, provide evidence of their funding application. If application for funding is unsuccessful the student is liable for payment of fees in full.

- For January and subsequent enrolments, payment options will be made available to the students at the time of enrolment. The composite fee applied to College courses is defined in Section 4.2 Fees Guidelines.
- Exceptions to the arrangements for the payment of fees will only be considered in very extraordinary circumstances and MAY only be authorised by the Principal or the Vice-Principal's.

6. Reduced Tuition Fees

Reduced tuition fees are made available by the College to individual self-paying students for a range of vocational courses. Rules are applied according to the status of the student at time of enrolment.

6.1. Means tested reduced fees

Reduced tuition fees may be claimed by applicants in the following categories (or equivalents):

- Students in receipt of:
 - Universal Credit
 - Income based Jobseekers Allowance
 - Income Support
 - Working Tax Credit
 - Child Tax Credit
 - Pension Credit
 - Rates Relief
 - Means tested Employment Support Allowance (ESA)
 - Other means tested benefit

Non-means tested benefits (in isolation) e.g. Personal Independence Payment, Disability Living Allowance or Incapacity Benefit are not eligible for concessionary fees.

Supporting evidence i.e. documentary evidence from the Social Security Agency (SSA) issuing office e.g. a letter of current entitlement to benefit must be made available by the applicant for inspection and/or photocopying by the administrator collecting their fees at enrolment.

The reduced fee **applies to the tuition fee only for part-time courses and is determined as 50% of the full tuition fee** for the course, subject to a minimum fee of £30.00.

Short term (10 weeks or less) **infill** enrolments will **not** be eligible for reduced fees.

The College reserves the right to offer special discounts to learners on College approved initiatives.

6.2. Discounted tuition fees and incentives

The College will offer no discount for DfE non-accredited courses.

The College will offer a discount of 50% to NRC full time students upon proof of full-time study for part-

time vocational courses (e.g. a current student identity card must be available for inspection at enrolment).

The College may offer incentives on fees payable to encourage enrolment and/or participation. Only one discount or fee reduction may be claimed for each individual enrolment.

6.3. Staff discount

Course Type	Discount
Accredited courses at all levels (subject to maximum of 50% of staff per class)	60%
Non-Accredited courses Discount is only applicable provided that the minimum class size (paying full fee) has already been enrolled.	60%

Note: Discounts are only applicable to tuition fees. Discounts are not applicable to examination or other costs included in the overall course fee. All staff discounts must be copied to the L&D Manager

6.4. Concession to carry forward fees

Tuition fees associated with single subject classes under the auspices of *Business and Management* are permitted to carry forward standard/concessionary rate fees to cover any level of tutelage to ensure that the maximum progress for an individual student can be realised over the minimum period of time.

For example, the tuition fee for Word Processing can be carried forward to the next or highest level (provided the tutelage is delivered **in the same** academic year).

NB enrolment forms are still required to effect formal enrolment.

This clause relates to the following subjects only:-

- Text/Word Processing Begg/Basic, Intermediate and Advanced
- Legal Terminology/Audio Transcription Begg/Basic, Intermediate and Advanced
- Medical Terminology/Audio Transcription Begg/Basic, Intermediate and Advanced

Enrolment forms should be authenticated by the signature of a member of SLT on site to denote any waiver of fees in accordance with this subsidiary regulation.

7. Collection of debt

- 7.1 Responsibility for ensuring that debts are paid rests with the individual student. Letters of reminder will be sent to students who owe money to the College. Legal proceedings may be taken to recover any outstanding fees together with any administrative costs.
- 7.2 Organisations and employers who sponsor students are liable for the full cost of the composite fee applied to College courses. Letters of reminder will be sent to organisations/employers who owe money to the College. For further details on College sanctions on students where fees remain unpaid please refer to the Fees Regulations (**Appendix 1**). Legal proceedings may be taken to recover any outstanding fees together with any administrative costs.
- 7.3 The College reserves the right to refuse or discontinue the provision of services where the level of monies due to the College by an individual or an organisation is at an unacceptable level. The College may carry out credit checks where it considers it to be appropriate.
- 7.4 Failure to pay course fees may result in one or more of the following sanctions:
- You may be withdrawn from your course.
 - You may not be able to sit exams for any NRC course you are enrolled on.
 - You may not be able to access any College facilities or our computer network.
 - You may not be able to progress to the next year of your course or enrol on an alternative NRC course.
 - Your name will not be included on any pass or graduation

8. Refunds

Full-time Higher Education Refunds:

Full-time higher education students who have not formally withdrawn from their course before 7 November 2023 are liable for full course fees.

All other Refunds:

The College will make every effort to run courses and programs which are advertised. All courses are, however, required to have a viable number of enrolled students in order to contribute to operating costs. In some circumstances classes may be combined to achieve viability.

However, the College regrets that classes may have to be cancelled due to lack of demand.

Students enrolling on any course can cancel within 14 days of booking the course and will receive a full refund of payments made.

For any course cancelled or changed by NRC, a full refund of the total fee paid to date will be issued to

the student, if the College cannot offer a suitable alternative arrangement. If you are unable to continue with your course for medical or Access NI reasons, then a refund may be allowed (medical evidence must be provided where necessary). Other refund applications shall be considered only in exceptional circumstances by the VP Teaching & Learning and the Head of Finance. Refunds must be applied for within the Academic Year.

9. Room Hire Rates

Room hire will not be considered for individuals/organisations where the request involves activities deemed to be in direct competition or conflict with College business.

For room hire rates, please see **Annex A**

Every effort is made to ensure the accuracy of the information contained in this advice. Northern Regional College, however, reserves the right to alter or delete any of the details without prior notice and it shall not be bound by any errors or omissions and cannot accept liability in respect thereof.

Appendix 1

Fee Regulations

2023/24

Tuition Fees

1.1 Accredited Courses

The minimum scale of tuition fees for accredited courses shall be as follows:

a) Full-time Courses

Full-time Courses	Fee
¹ Foundation Degree and Higher National Diploma <i>Note: concession rates do not apply.</i>	£2,700 (per annum)
Higher National Certificate	£1,100
Higher Education Placement Year	£850
Home students attending Further Education, including A-Levels <i>Students must be 16 years on or before 1 July 2023 up to the age of 19</i> <i>(Exam fee may be payable in some circumstances).²</i>	Nil
Level 3 Access Courses FT age restriction applied in line with FE grants. If FE grant recipient, then no fees (FT only). Any student over 19 with an existing Level 3 qualification (3 A Level equivalent) must pay fees.	£525
Level 3 Further Education FT age restriction applied in line with FE grants. Under 19 on 1st July free if no existing Level 3 qualification. Students 19 - 25 on 1 st July with no existing Level 3 qualification will not pay fees.	£525

¹ As specified by the Department for the Economy. Please note - where the Student Loan Company / Further Education Award does not cover the entirety of the HE/FE fee, the student is liable for the outstanding balance. If the student withdraws from the course, resulting in a recall of amounts previously paid by the Student Loans Company the student will be liable for any recalled amount, in addition to any outstanding fees.

² If you are 18 years of age but have not turned 19 on 1st July and are attending a full-time course such as 'A' Level, you will have to pay an examination fee.

Level 1 - 3 Further Education Courses Award £90 Certificate £180 Diploma £270 GCSEs £175 <i>Note: All FT Level 2 and Level 3 students will be offered GCSE English and Maths for free if they do not already have.</i>	
English as Second or Other Language (ESOL) - Non-Refundable Administration Fee £44 Pre ESOL – no charge for any student with Refugee/Asylum Seekers Status	
Essential Skills/Entry Level ICT	No tuition fee or examination fee (subject to the terms of FE Circular 07/10 and subsequent amendments)

c) International Students

All fees are payable in advance of course commencement

International Students HE		Fee
Higher Education	Full-time	£6,500 per annum*
	Part-time	£11.00 per hour
International Students FE		Fee
Further Education	Full-time (excluding A Levels)	£4,950*

	Part-time	£8.80 per hour
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*The residency regulations (as confirmed in the DfE circular Further Education Residency and Funding Requirements Circular FE14/12 and subsequent Amendments) must be adhered to when determining if a student is entitled to be charged as a home student

1.2. Other/Non-Accredited Courses

Programme	
Community Education Courses (excluding SLDD)	£50
<p>SLDD no reduced fees apply</p> <p>Horizons (non-accredited)</p> <p>Life Skills</p>	<p>£45</p> <p>£45</p>
<p>All other courses (no concessions)</p> <p>All courses charged on an hourly rate:</p> <p>Further Education Courses (not included in previous tables)</p> <p>Higher Education Courses (not included in previous tables)</p> <p>NEBOSH level 3 Certificate in Health & Safety</p> <p><i>Note: concession rates do not apply.</i></p> <p>NEBOSH level 6 Diploma in Health and Safety total fee (including tuition and exam registration fee)</p> <p><i>Note: concession rates do not apply.</i></p>	<p>£3.30 per hour</p> <p>£2.75 per hour</p> <p>£450</p> <p>£2,300</p> <p>(4 modules in total)</p> <p>*Additional charge for consumables where applicable to curriculum requirements</p>
<p>Schools Partnerships Programmes</p> <p>Schools will be charged as appropriate for Entitlement Framework activities as defined by the current DE Funding Model. Schools may also be charged for any additional courses at a specific school related cost recovery rate.</p> <p>The charge for an individual school will be negotiated with the School Principal and agreed by the VP for Teaching & Learning.</p>	£70 per hour

<p>Note: Where a student, who would normally be expected to be educated in school, is placed in FE full-time with the consent of the Education Authority, the school should be invoiced for the amount of funding which would be available from DE for a full-time pupil. The contract for such provision will be agreed between the Education Authority, the pupil's school and the College.</p>	
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1.3. Assessment Fees

A contribution to assessment costs incurred by the college for carrying out work-based assessment required by awarding organisations is included in the composite fees applied to College courses. This fee may be reduced by an agreed percentage if the assessment is only required for a module(s). A further payment will be required if the student requires more than one academic year. The fee rate is to be agreed by the Head of Department.

For assessment fees relating to Recognition of Prior Learning (RPL), exemption and credit transfer refer to relevant Policy.

1.4. Examination and Accreditation Expenses

Internal Candidates

Internal Candidates who are required to pay exam fees (including late entrance fees) will be charged as per the College examination fees schedule, available from the examinations office.

*An internal candidate is a student enrolled on a course at Northern Regional College and registering/entering for an exam for that course

Other Fees:

Description	Fee
Late UU HE & Access Registration	£50

<p>Repeating HE Units Support only and resubmission of course work</p> <p>Teaching and resubmission of course work</p>	<p>£225</p> <p>£450</p>
<p>Re-mark of Exam Papers and Additional Certification</p>	<p>Candidates who request a re-mark of an exam entry or additional certificates will be charged as per Examining/Awarding Body fees. An additional levy of £13.75 per exam re-mark will be charged to cover College administration.</p>
<p>Letter of Confirmation of Results</p>	<p>£27.50 per letter</p> <p>*This applies for awards attained from 2016/17 academic year onwards. Awards attained previous to this can be obtained from the relevant Examination/Awarding Body.</p>
<p>Examinations Administration Fee</p>	<p>Administrative fee for part-time vocational examinations will be £6.60 and 5% of the course fee.</p> <p>*This fee includes payment for registration and certification with the awarding body and registration with learner record service, statement of entry and postage as appropriate.</p>

1.5. Economic Engagement

Bespoke Provision	Fee
<p>Charges for Non DfE funded self-financing courses/activities should be based on a number of factors including:</p> <ul style="list-style-type: none"> (i) Delivery costs (ii) Support staff costs (e.g. technician, finance, invigilator cost) (iii) Premises costs and location (iv) Materials and administration (v) Specialist services (vi) Market factor (vii) Overhead absorption (viii) Level of course (ix) Assessor fees (x) Travel costs 	<p>£88 per hour</p> <p>Any examination fees payable are charged in addition to actual cost</p> <p>A discount may be offered for commercial reasons such as entry into a new market.</p> <p>A premium may be charged in circumstances where the provision is of a very specialist nature,</p>

	<p>requires additional set-up costs or includes the use of specialist resources.</p> <p>Any departure must be agreed with the VP Performance and Development in advance.</p>
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Economic Engagement (including community delivery) supported by non DFE funding	Fee
<p>In circumstances where delivery is funded by an external funder, the amount paid to NRC for staff costs, may be limited to the actual hourly rate.</p> <p>The costing of such provision should include</p> <ul style="list-style-type: none"> (i) Delivery costs - using actual hourly rates of staff involved (ii) Direct support staff costs, including finance, technician support (iii) Premises costs and location (iv) Materials and administration (v) Specialist services (vi) Market factor (vii) Level of course (viii) Assessor fees (ix) Travel costs 	<p>May be limited to the actual hourly rate</p> <p>Any examination fees payable are charged in addition at actual cost.</p> <p>Any guidelines issued by the funder relating to eligibility of expenditure should be observed.</p>

Annex A

Room Hire Rates (for external organisations)

Room	Rate
Classroom/Small Training Room/Syndicate Room/Gallery	£23.00 per hour
Counselling Room	£35.00 per hour
Lecture Theatre/ Large Training Room/Specialist Room	£41.50 per hour
Sports Hall/Gyn/Small Hall	£46.00 per hour
Computer Suite	£46.00 per computer suite hour + £16.50 per technician's time (only during normal opening hours)
Kitchen/Lab/Workshop	£46.00 per hour + any extras e.g. technician
Canteen	£46.00 per hour
Car Parks	£126.00 per day
Outside normal College opening hours the following charges will apply:	
Caretaker	£25 per hour – Saturday & Evenings
Caretaker	£33 per hour – Sundays & Public Holidays
Any other staff required (Saturday & Sunday)	Overtime rates apply

Note: A discount of 25% will be available to those booking the facilities for 6 or more sessions a year. Discount does not apply to staffing costs: Caretakers, Technicians and Catering staff.

The above charges may be varied only by the Head of Estates when taking into consideration local market conditions, circumstances or wider benefits to the College