

# BCUC Fee Policy

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# Higher Education Tuition Fees Policy

This Higher Education Tuition Fees Policy relates to all Higher Education programmes delivered at Burnley College University Courses (BCUC)

## I General Principles

- I.1 BCUC will set, publish and charge tuition fees for the full duration of the course and the level of tuition fees for the full duration of each course will be set and published in advance of the enrolment period. All tuition fees are reviewed periodically by the College in line with its published Access and Participation Plan.
- I.2 All Higher Education students will be liable to pay a fee. Students wishing to apply for a Student Loan will be supported in their application.
- I.3 BCUC will ensure that the Higher Education Tuition Fees Policy is operated consistently and fairly across all Higher Education provision offered by the College.
- I.4 All students will be charged the published fee for their course. Should a student not complete their course or wish to suspend/interrupt their studies for any reason (such as illness), it is the responsibility of the student to notify Student Finance England and seek from them guidance in relation to fees payable.
- I.5 BCUC will ensure the prompt collection of fees.
- I.6 Any bursary scheme run by BCUC will be subject to separate procedures than those outlined within this document.
- I.7 When a student completes the enrolment process they become liable for the payment of tuition fees. BCUC applies a policy of calculating non-completion charges where students are unable to complete the academic year and withdraw from or suspend their studies. Full information is provided in Appendix A.
- I.8 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 BCUC may request such documentary and any other evidence as is reasonably required. The outcomes arising from this process will be informed after due consideration of the individual circumstances in question.
- I.9 BCUC adopts a supportive approach to our students in relation to the collection of tuition fees. We will take steps to obtain the payment of tuition fees and course specific charges and in doing so will aid students where reasonable to help them meet their financial obligations.
- I.10 Where necessary and proportionate BCUC reserves the right to apply one or more of the following restrictions to any student who defaults or who has not made arrangements to pay that are satisfactory to the College. These restrictions may apply until the outstanding payment has been settled:
  - Withdrawal of access to BCUC library/study areas and IT facilities
  - Termination of enrolment and withdrawal from the course
  - Refusal to re-enrol
  - Withholding of the final award certificate
  - Withholding of permission to attend graduation and award ceremonies

- 1.11 In deciding what steps to take in respect of tuition fees and course specific charges, BCUC will consider all the circumstances of each affected student's case.

## **2 Payment of Fees**

- 2.1 Where a sponsor /employer is paying on behalf of the student, the terms are due and payable upon date of invoice. Invoices are issued to employers and sponsors on receipt of a letter of authorisation. The student is liable for the fees until BCUC receives this letter.
- 2.2 If a student is paying their own fees or where funding is being provided through loan and has yet to be confirmed, the student will be sent an invoice in the first term which includes details of the fees charged, payment dates and details of how to make their payments. The student is responsible for making sure that the fee payments are made on or before the instalment dates. If the student considers that they should not have received an invoice or that the fees charged are incorrect, they should contact the University Administration team in the first instance.
- 2.3 If a student is paying their own fees, the student will be sent an invoice in the first term which includes details of the fees charged, payment dates and details of how to make the payments.
- 2.4 If a third party is paying a student's fees, they will be sent an invoice in the first term which includes details of the fees charged, payment dates and details of how to make the payments.
- 2.5 Where a student's course fees are paid through a Student Loan Company (SLC) loan and the student leaves the course after fees have been received by the College, the student will remain liable to repay to the SLC the monies received by the College for that course.
- 2.6 Students who consider themselves to be in financial hardship can appeal in writing to the Dean of University Education.
- 2.7 BCUC reserves the right to correct administrative errors and recover any shortfall in fees, within the published tuition fees list for the appropriate academic year.
- 2.8 BCUC reserves the right to adjust fees where it is felt to be necessary.
- 2.9 BCUC reserves the right to pursue and/or seek recovery of any outstanding tuition fees through the courts. BCUC also reserves the right to refer students' unpaid accounts to external agencies.

## **3 Course Specific Charges**

### **3.1 Materials**

BCUC cannot provide materials for craft courses. Students are expected to provide their own.

### **3.2 Disclosure Barring Service**

Additional fees for application to the Disclosure Barring Service will need to be paid by the Student in the case of some courses. Such course requirements will be indicated within individual Programme Handbooks.

### **3.3 Visits**

Where possible, a contribution is required from all students for the cost of visits. This will be arranged by the Programme Leader/Tutor.

### **3.4**

None of the above attracts a waiver.

## **4 Refunds**

- 4.1 BCUC reserves the right to close courses where the class numbers on enrolment fall below that which is viable to run the provision. Courses may also be closed if an event as set out in the Student Protection Plan triggers the cessation of activity for that course. In this case, the measures within the Student Protection Plan will be followed.
- 4.2 Where the College has to cancel a course, all fees will be refunded to the student (or their sponsor). Clearly, if a satisfactory alternative has been found for the student, the fees will not be refunded. The appropriate Curriculum Manager will arrange this.
- 4.3 Where the College has had to change the location of delivery for a course, compensation will be made for reasonable additional travel costs where costs can be evidenced to be higher than for the original location.
- 4.4 Where a course is transferred to another provider, fees will be split in accordance with delivery and students will be supported to transfer tuition and maintenance loans to the alternate provider.

## **5 Students who are not British Citizens (and British Citizens returning from living abroad)**

- 5.1 The Office for Students (OfS) will only normally fund provision for individuals who are considered to be "members of the home population of England". Because the rules are complex, all students who have not been living in England for the past three years must be referred to the Dean of University Education before enrolling.
- 5.2 Enrolment staff must take a photocopy of the evidence supplied if the student is eligible for OfS funding. This is normally a copy of the relevant pages of the student's passport plus any official letters. Students claiming to be spouse or civil partner to a British citizen should produce a copy of the marriage certificate.
- 5.3 Students who are not British Citizens and not eligible for OfS funding are referred to as "Overseas students" and no fee waiver or concession is allowed. The College does not have the provision to accept Overseas students.

## Appendix A

### Collection of Fees following withdrawal

#### **For a student payment fees by a student loan**

1. Should a student withdraw\* from their study, the proportion of the annual fee that the BCUC will retain and for which the student would be liable for shall be charged on a pro-rata basis as detailed below:

Leaving Date	Proportion of the annual fee retained
On or prior to the end of the Autumn term	25%
On or prior to the end of the Spring term	50%
Any point after the end of the spring term	100%

Note: The cut-off dates stated above match Student Loans Company payment dates.

#### **For a student paying their own fees or having them paid by a sponsor**

2. Should a student withdraw\* from their study, the proportion of the annual fee that BCUC will retain shall be charged on a pro-rata basis as detailed below:

Leaving Date	Proportion of the annual fee retained
On or prior to the end of the Autumn term	25%
On or prior to the end of the Spring term	50%
Any point after the end of the spring term	100%

\*For the sake of clarity, the withdrawal date shall be taken as the last date of attendance as stated on the College's attendance register.