

Policy & Procedure	2020-21 Fee Policy
Policy Area	Finance
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Approving Committee	SMT
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Date of Equality Impact Assessment	August 2020
Date of Next Review	June 2021
Responsible Senior Manager	Director of Finance and Estates

## History of Amendments

Date	Sections	Summary of changes
6 July 2017	5.3 Fee Determination	To reflect SG rule change on domiciled students with introduction of 'long residency rule'
1 June 2018	5.3 Fee Determination; 5.4 Funding; 6.3 Refunds; Fee Table	To reflect SG allowing eligible Afghan interpreters to apply for tuition fee and study support; includes ITA, timing of refunds and revised fee levels.
3 June 2019	5.2 Fee Status; 5.3 Fee Determination; 5.4 Funding; 6.1 Invoice and Payment; 6.2. Instalments; 6.3 Refunds; Fee Table	To reflect description of course levels, Rest of UK (RUK) fee implications, revision of instalment and revised fee levels.
31 July 2020	3. Fees	Updated for 2020-21 fees; To reflect a caveat of 'pending Brexit outcome'

## Policy Statement

This document details West College Scotland's policy on fees and the methodology for setting fees.

All fees are payable in advance unless

- Funded by the Student Awards Agency for Scotland (SAAS) or
- Funded by Student Funding for National Certificate (NC) courses (England, Northern Ireland and Wales) or
- They are eligible for Fee Waiver.

The student is responsible for the payment and/or provides documentation in support of any funding they may be eligible for.

## Equality Statement

The College is committed to providing equal opportunities to ensure its students, staff, customers and visitors are treated equally regardless of gender reassignment, race, religion or belief; disability; age; marriage and civil partnerships; pregnancy and maternity; sexual orientation; sex.

Please note this document is available in other formats, to request another format please email [info@wcs.ac.uk](mailto:info@wcs.ac.uk)

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## **1. Purpose**

1.1 This Policy details the College's approach to:

- Fee setting
- Determination of student's fee status
- Concessionary fees
- International fees and refunds
- Payment plans/instalments
- Refund of fees

## **2. Scope**

2.1 The College must ensure that the policy for fees, including refunds, represents fair and reasonable consideration towards students and at the same time protects the College from financial loss.

2.2 The refund policy does not apply to fees paid by SAAS, as these refunds are covered under SAAS own specific terms and conditions.

## **3. Fees**

### **Fee Setting**

3.1 The College will set fees annually taking consideration of inflation, Scottish Funding Council (SFC) fee rates, anticipated demand and other business imperatives.

3.2 Fees will only be set by:

- Finance
- Enterprise and Skills; or
- Business Development and Innovation

3.3 The fee table for 2020-21 is attached in Appendix A.

### **Fee Status**

3.4 Tuition fees are charged at one of the rates below depending on the student meeting residency criteria:

- Home – Scottish/Non-UK EU

- Rest of the UK (RUK) - (England, Wales and Northern Ireland) – HE Fees only; or
- International – Resident out with EU

3.5 There may be changes to the residency criteria which will impact the fees charged to a student depending on the outcome of ongoing Brexit negotiations. The impact upon the status of students and the fees charged will be assessed by the Senior Management Team before making any changes to the contents of this Policy.

### **Fee Determination**

3.6 The fee which students are charged will depend on their nationality, immigration status, where they have been living and what they have been doing prior to the start of their course.

3.7 The Home Rate is set by Scottish Funding Council (SFC) unlike the Rest of UK and International fee which will be set by the College.

3.7 The following table summarises the classifications:

Home	Students who have been resident in Scotland or non-UK EU member country (except England, Wales or Northern Ireland) for more than 1 year.
Rest of UK (RUK)	Student whose main residence is in England, Wales or Northern Ireland. They have relocated to Scotland for educational purposes.
International	Students who are resident in all other countries out with the EU member countries.

3.8 To claim residency in Scotland the student must have been resident for more than 3 years on the start date of the course, this excludes any previous period of residency for educational purposes.

3.9 Even if the student has been living in the EU they are unlikely to qualify for fees at the Home Rate if they need a time limited visa to live in the UK.

3.10 The Scottish Government introduced a provision for student support for Scottish domiciled students meeting a new 'long residence rule'. Students who are not regarded as being settled in the UK in line with the current residency criteria but have been resident in the UK for a significant period of their lives, are to be assessed as 'home' students for fee purposes.

3.11 These students are now able to apply to the appropriate funding body for tuition fee and/or living-cost support assuming they meet the other eligibility requirements (listed below).

3.12 The student should be:

- (i) Settled in the United Kingdom within the meaning given by section 33(2A) of the Immigration Act 1971 on the relevant date; and
- (ii) Under the age of 18 and has lived in the United Kingdom throughout the 7-year period preceding the relevant date; or
- (iii) Aged 18 years old or above and, preceding the relevant date, has lived in the United Kingdom throughout either half his or her life or a period of twenty years.

3.13 If the student meets all these conditions, they may be eligible for student support.

Students from the rest of the UK (England, Wales and Northern Ireland) and the Islands, unless they can show that they meet all the above residence conditions and are not here for the purposes of education, should consult the appropriate funding body in the relevant part of the UK and Islands to see if any student support is available for them to study in Scotland.

**Note that students from the rest of the UK are charged the same fee rate as Scottish domiciled students, even though they are not eligible for support. A higher rate of fees can only be charged to Rest of UK students studying HE courses.**

### **Funding**

3.14 There are no concessionary rates or discounts available for any of our courses.

Appendix B sets out a comprehensive schedule of funding criteria where students

may be eligible to have their fees covered in full or partially by external funding. These are summarised below:

- **Individual Training Account (ITA)**
  - ITA funding is only available on certain courses that meet the criteria and there will only be one instance of funding per learner year.
  - ITA funding is subject to a maximum of £200.
  
- **Student Support Funding**
  - Students studying full time NC equivalent courses may apply to have their fees funded by the College if they meet the eligibility criteria.
  - These fee applications must be received by 31 October for consideration.
  
- **Fee Waiver**
  - Please refer to the Fee Waiver Policy for eligibility criteria and the supporting documentation required as set out in SFC guidelines.
  - If a student fails to qualify for a fee waiver they will be regarded as a self-financing student.
  
- **SAAS**
  - This is only available to full time HN/BA courses and the student must apply to SAAS. Note that funding will only be granted once at each level of study.
  - If a student chooses to withdraw from a course after 1 December, he/she may not be eligible for future SAAS funding as the funds from the first application are then non-refundable. In these circumstances' students are advised to contact SAAS directly for help and assistance.
  
- **Part Time Fee Grant**
  - The student must apply to SAAS. This may be available for some part time courses that meet the criteria.
  - The maximum credits being achieved cannot exceed 14 (119 SCQF credits) in a single academic year.

- **Employer/Sponsor**
  - A letter is required from the employer/sponsor on headed paper accepting liability for all fees for the student.
  - An invoice for fees will be processed to the employer instead of the student.
  
- **Any combination of the above**
  - In certain situations, a combination of funding methods may be available details of which can be obtained from Finance.
  
- **Self-Financing**
  - If the student or course are not eligible for any of the above funding, the student will be liable for all fees.
  - To ease this burden, payment by instalments may be available. (See Section 4.2 below)

## **4. Fee Payment and Collection**

### **Invoicing and Payments**

- 4.1 Course fee invoices will be issued to students and fees are payable upon presentation and must be fully paid accordingly; the schedule of fees is set out in Appendix A.
- 4.2 During the course enrolment process, students who select they are self-financing will be advised to contact Finance to arrange payment.
- 4.3 For students who have applied for funding to cover course fees e.g. SAAS or Student Support Funding, invoices will be issued to the student until such times as the necessary paperwork has been provided to Finance to allow the fee record to change from 'self-financing' to 'funded'.
- 4.4 Any student studying full-time HN courses, commencing August, who withdraw from the course before 1 December, will have their invoice for course fees cancelled.

4.5 Where fees are not paid in accordance with this policy, the College will send reminder letters, failing which, the College reserves the right to initiate debt recovery action.

4.6 The College reserves the right to withdraw the student from class for non-payment and/or to withhold Certificates and results of students who have not paid their fees in full by the end of the respective academic session.

### **International Students**

4.7 For all international students' resident in the UK, fees must be paid in full prior to enrolment on the course. International students will not be permitted to pay their fees by instalments.

4.8 Funds will not be transferred from one year to next should a student decide to change courses during the year.

### **Instalments**

4.9 The option to pay by instalments is available for fees of £200 or more and only available to Home, Rest of UK students and Commercial activity.

4.10 Students should contact Finance to set up an instalment plan. Self-financing payment options have been set out in Appendix C.

4.11 International students are required to pay their fees in full before the start of their course.

### **Refunds**

4.12 The refund of fees is granted where either:

- a) the College cancels the course; or
- b) a student withdraws from a course in line with the withdrawal's guidance

4.13 Course refunds will be paid by BACS and in accordance with criteria outlined in Appendix D.

## **5. Responsibilities**

- 5.1 The Principal has devolved authority to set the College Fee Policy.
- 5.2 The Senior Management Team will agree the fee levels annually in advance of the academic session.
- 5.3 All staff with a remit to provide advice to students and prospective students have a responsibility for the issue of proper guidance under this Policy.
- 5.4 All enquiries regarding the application of this Policy can in the first instance be directed to the Finance Manager.

## **6. Discretionary Arrangements**

- 6.1 In exceptional circumstances this Policy can be overridden at the discretion of the Director of Finance and Estates.

## **7. Review**

- 7.1 This Policy will be reviewed annually in advance of the start of each academic session.

## Appendix A – Tuition Fees 2020-21

<u>Full Time Fees</u>	£
Full time Degree (BA)	1,820
Full time HE	1,285
Full time FE	1,008
Full time International Fee - HE	6,000
Full time International Fee - FE	5,000
Full time Rest of UK Fee - HE	6,000
Full time Rest of UK Fee - FE	1,008
Full time International Fee - FE Jan Starts	3,000
<u>Part Time Fees</u>	
Day Release - HE Course	690
Day Release - FE Course	510
Day Release International Fee - HE	2,500
Day Release International Fee - FE	2,000
Day Release Rest of UK Fee - HE	2,500
Day Release Rest of UK Fee - FE	510
Single Credit – HE	115
Part time course (per credit) - HE	87
Single Credit - FE	110
Part time course (per credit) - FE	56
Single Credit International Fee - HE	405
Single Credit International Fee - FE	300
Highers - 3 hours teaching per week	280
Highers - 5.5 hours teaching per week	280
National 4	300
National 5	300
SVQ Level 2	1,035
SVQ Level 3	1,200
SVQ Level 4	2,300
Non-Vocational per hour	4

## Appendix B - Funding Criteria for Fees

Category of Student	FE Full-Time (NC, NQ, City & Guilds)	FE Part-Time (NC, NQ, City & Guilds, Highers, National 4 & 5)	HE Full-Time (HNC HND, Degree)	HE Part-Time (HNC HND)
Home student (Scottish Domicile) Eligible for funding	Apply to College for Full Time fee acceptance by contacting WCS Student Funding by 31 <sup>st</sup> March 2020	Apply to College for Part time fee waiver, providing proof of eligibility by upload documents to: <a href="mailto:feewaiver@wcs.ac.uk">feewaiver@wcs.ac.uk</a>	Apply to SAAS: <a href="https://www.saas.gov.uk/">https://www.saas.gov.uk/</a> by 31 <sup>st</sup> March 2020	<ul style="list-style-type: none"> <li>Apply to SAAS for Part Time Fee Grant: <a href="https://www.saas.gov.uk/">https://www.saas.gov.uk/</a> Within 6 months from starting the course</li> <li>Apply to College for Part time fee waiver, providing proof of eligibility by upload documents to: <a href="mailto:feewaiver@wcs.ac.uk">feewaiver@wcs.ac.uk</a></li> </ul>
Home student (Scottish Domicile, Non-UK EU resident of more than 1 year but less than 3) Self-financing	£1,008	<ul style="list-style-type: none"> <li>£110 per unit</li> <li>£510 day release/evening</li> <li>£280 Higher</li> <li>£300 National 4 &amp; 5</li> </ul>	<ul style="list-style-type: none"> <li>£1,285 HNC/HND</li> <li>£1,820 Degree</li> </ul>	<ul style="list-style-type: none"> <li>£115 Per unit</li> <li>£690 Day release/evening</li> </ul>
Rest of the UK Student (English, Northern Irish and Welsh Students)	<ul style="list-style-type: none"> <li>£1,008 self-financing</li> <li>£1,008 Apply to local education authority for fee loan</li> </ul>	<ul style="list-style-type: none"> <li>£110 per unit</li> <li>£510 day release/evening</li> </ul>	<ul style="list-style-type: none"> <li>£6,000 Self-financing</li> <li>£6,000 Apply to local education authority for fee loan</li> </ul>	<ul style="list-style-type: none"> <li>£405 per unit</li> <li>£2,500 day release/evening</li> </ul>
International Student (non-EU)	£5,000	<ul style="list-style-type: none"> <li>£300 per unit</li> <li>£2,000 (day release/evening)</li> </ul>	£6,000	<ul style="list-style-type: none"> <li>£405 per unit</li> <li>£2,500 day release/evening</li> </ul>
EU Student (ordinarily resident in UK or EU for last 3 years)	Apply to College for Full Time fee waiver by contacting WCS Student Funding by 31 <sup>st</sup> March 2020	Apply to College for Part time fee waiver, providing proof of eligibility by upload documents to: <a href="mailto:feewaiver@wcs.ac.uk">feewaiver@wcs.ac.uk</a>	Apply to SAAS: <a href="https://www.saas.gov.uk/">https://www.saas.gov.uk/</a> by 31 <sup>st</sup> March 2020	<ul style="list-style-type: none"> <li>Apply to SAAS for Part Time Fee Grant: <a href="https://www.saas.gov.uk/">https://www.saas.gov.uk/</a> Within 6 months from starting the course</li> <li>Apply to College for Part time fee waiver, providing proof of eligibility by upload documents to: <a href="mailto:feewaiver@wcs.ac.uk">feewaiver@wcs.ac.uk</a></li> </ul>
EU Student Self-financing	£5,000	<ul style="list-style-type: none"> <li>£300 per unit</li> <li>£2,000 day release/evening</li> </ul>	£6,000	<ul style="list-style-type: none"> <li>£405 per unit</li> <li>£2,500 day release/evening</li> </ul>
Asylum Seeker	Apply to College for Full Time fee waiver (ESOL courses only) by 31 <sup>st</sup> March 2020	Apply to College for Part time fee waiver, providing proof of eligibility by upload documents to: <a href="mailto:feewaiver@wcs.ac.uk">feewaiver@wcs.ac.uk</a>	Not eligible	Apply to College for Part time fee waiver, providing proof of eligibility by upload documents to: <a href="mailto:feewaiver@wcs.ac.uk">feewaiver@wcs.ac.uk</a>
Individual Training Account (ITA)	Apply to: <a href="https://www.myworldofwork.co.uk/">https://www.myworldofwork.co.uk/</a>	Apply to: <a href="https://www.myworldofwork.co.uk/">https://www.myworldofwork.co.uk/</a>	Apply to: <a href="https://www.myworldofwork.co.uk/">https://www.myworldofwork.co.uk/</a>	Apply to: <a href="https://www.myworldofwork.co.uk/">https://www.myworldofwork.co.uk/</a>
Sponsor/Employer	<ul style="list-style-type: none"> <li>Letter confirming your employer will pay your fees sent to: <a href="mailto:sales.ledger@wcs.ac.uk">sales.ledger@wcs.ac.uk</a></li> <li>Purchase Order number from employer sent to: <a href="mailto:sales.ledger@wcs.ac.uk">sales.ledger@wcs.ac.uk</a></li> </ul>			
Distance learning Courses	Check our website for Distance Learning courses and fee information or contact our Distance Learning Team: <a href="mailto:DistanceLearning@wcs.ac.uk">DistanceLearning@wcs.ac.uk</a>			
Commercial Courses	Contact the relevant Curriculum department for fee information			

## Appendix C - Self-Financing Payment Options for fees over £200 (Home/RUK/EU non-UK 3-year residency)

Course Level	Fee amount	Payment at Enrolment	Standing Order details
FE Full-Time (NC,NQ, City & Guilds)	£1,008	£288	6 regular payments of £120
FE FT (18 weeks)	£504	£204	2 regular payments of £150
FE FT (12 weeks)	£336	£168	1 regular payment of £168
FE Part-Time (NC, NQ, C&G)	£510	£110	4 regular payments of £100
FE Part-Time (Highers, National 4 & 5)	£280	£80	4 regular payments of £50
January starts	£300	£100	4 regular payments of £50
	£280	£100	2 regular payments of £90
HE Full-Time (HNC HND, Degree)	£1,285	£325	6 regular payments of £160
	£1,820	£500	6 regular payments of £220
	£6,000 (RUK)	£1500	6 regular payments of £750
HE Part-Time (HNC HND)	£690	£170	4 regular payments of £130
	£2,500 (RUK)	£500	4 regular payments of £500

## Self-Financing Payment Options for fees over £200 (International, EU under 3-year residency)

Course Level	Fee amount	Payment at Enrolment	Standing Order details
FE Full-Time (NC,NQ, City & Guilds)	£5,000 International/EU	£5,000	N/A
FE Part-Time (NC, NQ, City & Guilds)	£2,000 International	£2,000	N/A
FE Part-Time (Highers, National 4 & 5)	N/A	N/A	N/A
HE Full-Time (HNC HND, Degree)	£6,000	£6,000	N/A
HE Part-Time (HNC HND)	£2,500	£2,500	N/A

**For commercial courses please contact WCS Finance Team to discuss payment options.**

## Appendix D - Refund Schedule

Course Level	Fee amount	Refund due if withdrawal before 1 <sup>st</sup> Dec	Refund due if withdrawal after 1 <sup>st</sup> Dec but before the end of 31 <sup>st</sup> March	Refund if withdrawn after 31 <sup>st</sup> March
FE Full-Time (NC, NQ, City & Guilds)	£1,008 Home £5,000 International/EU	£1,008 N/A	£504 N/A	No refund due
FE Part-Time (NC, NQ, City & Guilds)	£510 Home £2,000 International	£510 N/A	£255 N/A	No refund due
FE Part-Time (Highers, National 4 & 5)	£280 £300	£280 £300	£140 £150	No refund due
HE Full-Time (HNC HND, Degree)	£1,285 Home £1,820 Home £6,000 RUK £6,000 International/EU	£1,285 £1,820 £6,000 No refund due	£642.50 £910 £3,000 No refund due	No refund due

### Full/Part-time Courses over full academic Year

### Short Part-time courses

Withdrawal date	Refund
Within first 1/3 of course	2/3 of fee
Withdrawn between 1/3 and 2/3 course completion	1/3 of fee
Withdrawn after 2/3 course completed	No refund

### Single Day courses

Cancellation	Refund
College cancels the course	Full refund, or alternative date offered
Student does not attend and has not given at least 48 hours notice	No refund
Student does not attend but has given at least 48 hours notice	Full refund
In exceptional circumstances, the Head of Sector will have discretion to award a refund, even if the student has not attended. For all refunds, the Head of Sector must approve the documentation to be proved to Finance.	

### Short Commercial Courses > 1 day

Cancellation	Refund
College cancels the course	Full refund, or alternative date offered
Student does not attend and has not given at least 10 working days' notice	No refund
Student does not attend but has given at least 10 working days' notice	Full refund
Student attended only part of the course and decided they do not want to continue	Student will be offered a pro-rata refund less £20 administration fee

## Appendix E - Equality Impact Assessment

**Name of policy/procedure/decision:** Fee and Pricing Policy

**Provide a brief summary of the aims of the policy/procedure/decision and main activities:**

This Policy details the College's approach to fee setting, including fee waiver and concessionary fees, instalments, refunds and withdrawals, and international fees.

As a preliminary point, it should be noted that the decision as to whether or not an applicant receives support towards their tuition fees is not taken by West College Scotland. This decision is made by external organisations such as SAAS. This Policy only applies to applicants who are not entitled to receive external funding. It is recognised that there can be barriers to eligibility for funding which are experienced by some groups more than others, for example, older people. However, it is submitted that for the purposes of this Equality Impact Assessment the relevant issue for people who share protected characteristics is whether the information which WCS supplies about tuition fees and the support available from the college is accessible for all groups.

**Assessed By:** EDI Manager

**Date:** 28 August 2020

This stage establishes whether a policy, procedure or decision will have a differential impact from an equality perspective on people who share protected characteristics or whether it is "equality neutral" (i.e. have no effect either positive or negative).

The protected characteristics are: age, disability, gender reassignment, pregnancy or maternity, race, religion or belief, sex and sexual orientation.

**1. Who will benefit from this (students/staff/stakeholders)? Is there likely to be a positive impact on people who share protected characteristics, and if so, how? Or is it clear at this stage that it will be equality “neutral”? i.e. will not have a differential impact on any equality group/s?**

This Policy has been developed to clearly set out fee and pricing arrangements. Such clarity should be of benefit to all stakeholders. The College will assist students who require further clarification or support in understanding fee and pricing arrangements. For example, given that domicile is relevant for funding decisions, there may be more ethnic minority students who have to pay tuition fees. It is therefore important that the information available is provided in clear and plain English so that it is easy for people who do not speak English as a first language to understand. There is specialist training available for Staff who support students in the application process in communication skills, and staff will explain College processes where required to assist groups who need further support.

**2. Is there likely to be an adverse impact on people who share protected characteristics? If so, who may be affected and why? Or is it clear at this stage that it will be equality “neutral”?**

There is no indication that this Policy will result in an adverse impact on people who share protected characteristics.

**3. What action will you take to ensure that you are monitoring the impact of this Policy?**

Student Complaints and Student Surveys will be used to monitor the impact of this Policy.