

Brooksby Melton College Higher Education Fees Policy

For New and Continuing Students

Covering the period 1 August 2019 to 31 July 2020

IMPACT ASSESSMENT:	This policy has been considered for impact upon age, disability, family responsibility, marital status, race, colour, ethnicity, nationality, religion or belief, gender and sexual orientation.
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RESPONSIBILITY:	Head of Faculty (HE)
APPROVED BY BOARD:	20 th May 2019

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Introduction

This policy applies to all UK and EU students on all full time or part time HE courses.

PLEASE ENSURE YOU HAVE READ THE BMC STUDENT TERMS AND CONDITIONS BEFORE YOU ACCEPT YOUR PLACE AT THE COLLEGE.

BMC reviews its tuition and other fees annually to maintain compliance with the Office for Students (OfS), The Consumer Marketing Authority (CMA) and the BMC HE Student Terms and Conditions. This policy and the HE Student Terms and Conditions will be published in advance of course start dates. Changes to the fees charged and any associated policies are approved by the Board of Governors. UK/EU students will be subject to a maximum regulated fee set by the government, currently £9,250.

In determining its tuition fee rates the College must operate in line with relevant legislation and nationally agreed guidelines. The tuition fees for a student's course of study will be set and remain in place for the normal duration of that course.

Tuition Fees charged may comprise the following elements:

- Registration fees for registration for an award
- Reassessment fees where applicable
- For administrative services e.g. replacement ID card

1. Confirmation of your place

This is when you accept an offer made by the College to join a course.

- 1.1 Applicants who have applied via UCAS or have applied direct (Non UCAS) to the College, will upon acceptance have their place confirmed automatically.
- 1.2 Applicants that have accepted a place will need to enrol at the College as directed. Until an applicant has enrolled, they are not liable for any tuition fee or admin fees related to their chosen course.
- 1.3 Applicants not wanting to enrol having accepted a place must inform the College via the method in which they accepted their offer. This may be via UCAS or Letter/Email to the College, and done so before the enrolment date.

2. Deferral

This is when an applicant requests to delay the start date of their course.

- 2.1 You may request to defer course entry for one academic year. The request should be made to the College Admissions team in writing. Please note that changes may be made to the course for subsequent years of entry. Course information and details of any significant course or fee changes will be communicated to the deferring student using the most up to date contact information provided to the college by the deferring student. Details of any changes will also be posted on the college website.

If you have decided to defer, the College's Admissions team will then change your acceptance. Applicants should contact HE Admissions on admissions@brooksbymelton.ac.uk for further advice and guidance.

- 2.2 If you do not take up your deferred place after one academic year but wish to apply for the course again after this period of deferral has lapsed, you will then need to apply as a new applicant

3. Enrolment on your chosen course

- 3.1 All new students that have accepted an offer must enrol at the College as directed in the Enrolment details sent to the student by the College.
- 3.2 All new students that have accepted an offer but fail to enrol with the College within 7 days of the enrolment date, without notification to the College in advance, will have their offer withdrawn and will incur no admin or tuition fee liabilities.
- 3.3 All new students starting a programme are entitled to cancel this contract, without reason, any time up to 14 days after first enrolling on their course of study and will incur no admin or tuition fees. This does not apply for continuing students re-enrolling for subsequent years of study on the same programme. (A continuing student is one that is on a 2 or 3-year course and returns the following academic year. A continuing student is NOT a student that completes a 2-year programme and applies to a new course i.e. a Top-Up degree; in this case, you are classed as a new student.)
- 3.4 To exercise this right to cancel, a new student must:
- a) Inform the course tutor formally by letter or email and
 - b) Contact the College Admissions team by completing and submitting a signed and dated Withdrawal Form within 14 days from the date of their enrolment or the date they first attended classes, whichever is earliest.

The HE Withdrawal form is available on the College website. Applicants should contact HE Admissions on admissions@brooksbymelton.ac.uk for further advice and guidance.

4. Liability for Payment

IMPORTANT NOTICE:

All students are liable to pay tuition and course related fees after they have passed the 14-day 'Cooling off Period'. It is the responsibility of the student to ensure directly that they are eligible for funding via a student loan or other means before accepting an offer of a place on a BMC delivered course.

- 4.1. When a student accepts the BMC Student Terms and Conditions by signing an enrolment form, it confirms their acceptance of personal liability for the ultimate payment of all course fees, even if it is intended that these will be paid by someone else e.g. Student Finance England (SFE) or a sponsor.
- 4.2. Sponsored students are required to provide written evidence of their sponsorship before or at the time of enrolment. Failure to provide this evidence will result in the student being directly invoiced for all fees owed.

- 4.3. In the event that a student does not cancel his/her enrolment within 14 days after enrolment then the student will be liable to pay the College full tuition fees for their course for the entire academic year. If a student subsequently communicates to their tutor and Admissions that they wish to withdraw from the College during their programme, they may be entitled to a refund of part fees. Eligibility for any such refund will be determined in accordance with the refund terms outlined in Table 2, section 10.8 of this policy.

5. Course Fees

Course Fees are reviewed and published during the autumn term each year. For students enrolling on an undergraduate programme in 2019/20 the course fees set for the duration of their programme are shown in Table 1 below:

Table 1:

Programme Type	Course Fee per year on Entry 2019/20
Foundation Degree	£7500
3 Year Degree	£7500
Top Up Degree	£7500
PGCE (Part Time)	£3000

- 5.1. The College reserves the right to review a student's tuition fee set for a programme where there has been a break in study of more than one year in that programme.
- 5.2. Course fees for each academic year are due on or before the commencement of the course, whether or not the student or sponsor has been invoiced by the College.
- 5.3. Students can apply for financial assistance at www.gov.uk/studentfinance. If the student does not provide the College with a copy of the SFE financial notification letter, the student will be invoiced directly for the full course fees due for payment.
- 5.4. Currently students do not incur an additional fee liability for assessment decisions of defer, refer or retake. Students needing to repeat all or part of a period of study are liable to pay a pro rata course fee normally based on the number of credits being repeated. The college reserves the right to review any tuition fees set for repeat periods of study on an annual basis.

6. Methods of Payment of Course Fees

Full time UK/EU undergraduate and PGCE/CertEd students.

- 6.1. Full time eligible students may apply to the Student Loans Company for a tuition fee loan up to the amount charged by the College and it is the student's responsibility to do so directly. The

College is not able to make an application for a student loan on behalf of a student. To ensure funding arrangements are in place, students are advised to submit their student finance applications as soon as they know the date their course of study commences and the period of study. The Student Loan Company will pay the amount requested by eligible students directly to the College. Students who decide not to take out a full tuition fee loan, only take out a partial tuition fee loan, or are ineligible to receive funding will be responsible for paying the full balance of course fees directly to the College.

Part-time UK/EU undergraduate and PGCE/CertEd students (new students).

6.2. Eligible part-time students may apply for a tuition fee loan up to the amount charged by the College. The Student Loans Company will pay the amount requested by the student direct to the College. Students who decide not to take out a full tuition fee loan, only take out a partial tuition fee loan, or are ineligible to receive funding will be responsible for paying the full balance of course fees directly to the College.

6.3. The College accepts the following payment methods:

- Credit card
- Debit card
- Cheques – made payable to the ‘Brooksby Melton College’
- Bank transfer
- Cash

The College may only reimburse any monies paid in accordance with this policy using the same means of payment and to the same person or organisation as per the initial transaction.

7. Non-Payment of Course Fees

7.1. Failure to provide evidence of the Tuition Fee payment method for your course at enrolment may lead to your acceptance on the course being withdrawn.

7.2. If you, your sponsor or the Student Loan Company fail to pay tuition fees for the first instalment period within 6 weeks of enrolment, you may have your acceptance on the course withdrawn and still be charged in line with point 3.3 of this policy.

7.3. Students who are unable to pay their course fees, or are unable to have them paid on their behalf must contact the HE Lead and the Finance Department before the due date for payment. Any student who fails to pay or to make satisfactory arrangements to pay will be removed from their course of study. The student will be subject to debt collection recovery by an agent appointed by the college and through the courts.

IMPORTANT NOTICE:

Students who have an academic debt to the College at the end of the academic year and who have not agreed satisfactory arrangements with the Finance Department may not be permitted to re-enrol for the next year of their course, until the debt has been cleared or in exceptional circumstances, a repayment plan has been agreed.

8. Cancellation by the College

This section outlines circumstances where the College may cancel an accepted place.

8.1. Cancellation prior to enrolment

You may not be permitted to enrol on a course of study if:

- 8.1.1. You do not meet the conditions of a conditional offer.
- 8.1.2. You fail to provide proof of previous qualifications, required health checks or diagnostic assessments or appropriate references declared on your application.
- 8.1.3. If a DBS check is required for entry on to the course or module, you fail to submit an application within the specified period.
- 8.1.4. If serious criminal offences are declared which will have a fundamental impact on your ability to complete some or all elements of the course (for example placements in Schools, Colleges or Early Years Providers).
- 8.1.5. If information provided at the application stage which is used to make a decision about an offer is inaccurate or false.
- 8.1.6. You fail to provide personal identification or evidence of residency status/nationality/leave to remain in the UK when requested.
- 8.1.7. You fail to provide evidence that arrangements to pay tuition fees have been made (Sponsored students/students paying via tuition fee loan).
- 8.1.8. You refuse to agree to the learning agreement or any associated terms and conditions at enrolment.
- 8.1.9. You do not attend enrolment during the specified period set out in joining instructions and do not make alternative arrangements to attend.
- 8.1.10. If there are not enough students confirmed on a particular course.

8.2. Cancellation After enrolment

Your registration may be cancelled once you have enrolled if:

- 8.2.1. You fail to complete the Brooksby Melton College registration process by the specified deadline.
- 8.2.2. You do not attend or participate in the programme of study in line with baseline expectations set by Brooksby Melton College.
- 8.2.3. You do not engage in assessment or do not meet baseline standards in assessment that demonstrate academic progress.
- 8.2.4. If you are required to engage in a placement or work based learning as part of your course and you do not make expected progress/complete the required hours.
- 8.2.5. If you are found to have committed gross misconduct, academic malpractice or found guilty of a serious criminal offence.
- 8.2.6. If you, your sponsor or the Student Loan Company fail to pay tuition fees in line with this policy.
- 8.2.7. If it is discovered that you have given false or inaccurate information at the application or enrolment stage.

9. Withdrawal

- 9.1. Students have a right to withdraw from their course of study at any point. Students who withdraw are permanently terminating their contract and registration with the College and their contract with the College will cease at that point.
- 9.2. A student who has withdrawn will only be re-admitted to a programme through the normal application and admission procedures. The College retains the right to determine on an individual basis if a student would need to start at the beginning of any programme applied for and calculate associated fees accordingly.
- 9.3. You may request to withdraw from your course of study at anytime. It is your responsibility to follow withdrawal procedures to cancel your registration at the College. You must contact the HE Quality & Development Manager in writing and request to withdraw your application by completing, signing and dating a College HE withdrawal form. Applicants should contact the HE Quality & Development Manager.
- 9.4. Students may be entitled to a refund or reduction of fees paid in accordance with the terms outlined in the Refund arrangements in Table 2, section 10.8
- 9.5. Whilst the College will inform the Student Loan Company or any other sponsor of the student's withdrawal, all students are directly responsible for informing the Student Loan Company and any other sponsor of changes to their circumstances which may affect their entitlement to student support.
- 9.6. The University may revoke your award registration, and the College your course enrolment, if you are found to have breached the University or College policies.

IMPORTANT NOTICE:

Students will remain liable for the full year's course fee until the point at which the College acknowledged receipt of a signed and dated Withdrawal Form. The College will not accept Withdrawal Forms that have been backdated or not signed. All course fees still apply until this process has been completely fulfilled by the student. The date the College acknowledges receipt of a signed and dated Withdrawal Form will be deemed as the last date of attendance for finance purposes and calculation of tuition fees as per Table 2 in section 10.8

10. Suspension of Study

In exceptional circumstances, students may wish to temporarily interrupt their studies. This is when a student suspends their studies and returns later.

- 10.1. Students do not have an automatic right to suspend their studies.
- 10.2. Suspension of study will only be granted by the College if the student deferring can provide demonstrable evidence that they are experiencing difficulties, which are having a major impact on their ability to study because of personal, medical or financial reasons.
- 10.3. Any suspension of studies must be approved by the Head of Faculty (HE) following completion and submission of the suspension of studies/withdrawal form, which is available on the College website and by email from HE Admissions on admissions@brooksbymelton.ac.uk
- 10.4. In the event of a suspension, and in line with our awarding body UEA's intercalation policy, a student may only extend their total period of study on one programme by up to two years beyond the standard length. For example, students would have to complete a two year foundation degree in four years, a three year full time degree within five years and a Top-Up Degree within three years of starting it).

- 10.5. If you do not resume studies by the agreed date, you will be withdrawn from the course.
- 10.6. Students who return to their course of study will be required to agree to any 'conditions of enrolment' for the year in which they return. This will include any necessary changes in fees and course offer, and form the basis of an amendment to their continuing contract with the College providing the course they are requesting to be suspended from is still available upon their return. Any changes to course content or delivery will be communicated to the student
- 10.7. All UK/EU students who suspend their studies during an academic year will be liable to pay the full course fees for that year but may be entitled to a refund or reduction of fees in accordance with the terms outlined in in Table 2, section 10.8.
- 10.8. Students who suspend their studies part way through the academic year may be entitled to a part refund of the tuition fees paid the detail of which is dependent on their course and level of study. Any refund or reduction in course fees are calculated in line with the Student Loan Company liability periods set out in the table below;

Table 2.

Period	Dates	Refund/ Reduction
Autumn	Within first 14 days of enrolment or programme start date whichever is the earliest.	100% refund of any course fees paid
Autumn	Day 15 of programme – 5 th January 2020	Refund/reduction of 75% of full year's course fees
Winter	6 th January 2020 – 19 th April 2020	Refund/reduction of 50% of full year's course fees
Summer	20 th April 2020 – end of Academic Year	No refund/reduction applicable

IMPORTANT NOTICE:

Where a student withdraws or suspends their studies and the payments received by the College from the Students Loan Company do not fully cover the student's full fee liability that student will be required to pay the outstanding balance.

This tuition fee policy works in parallel with the Student Terms and Conditions published on the College website.