



GRIMSBY INSTITUTE GROUP

**Tuition and Exam Fee Policy
For
The Grimsby Institute of Further and Higher
Education**



Change Control

Version:	15
New or Replacement:	Replacement
Approved by:	SMT
Date approved:	
Name of author:	Head of Student Records
Name of responsible committee:	Executive Management Team
Name of Corporation committee:	Corporation
Date issued:	19 th April 2017
Review date:	April 2018
Document Reference:	TEFP

Revision History

Version	Type	Date	History
14		March 2016	Reviewed by Vice Principal Finance
15		April 2017	Reviewed by Group Director of Corporate Services

TUITION and EXAM FEE POLICY

1. Further Education (Full and Part Time) Aged 16-18 (Under 19 on 31st August in the year of enrolment)

- No fees are charged for full time or part time students, exceptions to this –
 - Training schemes i.e. Apprenticeships and commercial training contracts when provided for third party training providers

2. Further Education (Full and Part Time) Aged 19 on 31st August in the year of enrolment

- Fees are charged on both full time and part time courses at rates set by the Grimsby Institute of further and Higher Education

Group A – All fees are waived

- For students aged 19+ enrolling on a learning aim that is Adult Basic Skills as defined by the Skills Funding Agency (SFA)
- For students aged 19+ who are under taking GCSE Maths or English who do not already hold the qualification at grade C or above.
- Job Seekers Allowance
- Employment Support Allowance – Work Related Activity Group
- Universal Credit because they are unemployed and earn less than 16 times the National Minimum wage per week or £330 a month and are determined by JCP as being in one of the following groups
 - All Work Related Requirements Group
 - Work Preparation Group
 - Work Focus Interview Group

Group B – All fees are waived for 19+ yrs enrolling to courses up to and including Level 2

- When the student declares that they are unemployed but who want to enter employment and believe skills training will help them to do so and they earn less than 16 times the National Minimum wage per week or £330 a month and sign a declaration that they are in receipt of one of the following means tested benefits:
 1. Income Support
 2. Housing Benefit
 3. ESA (not WRAG)
 4. Working Tax Credit
 5. Guardians Allowance
 6. Carer's allowance
 7. Child Tax Credit
 8. Unwaged Dependant of one of the above.

Group C – All fees are waived for students aged 19-23 yrs at start of course

- On an Entry or Level 1 qualification who have a highest level of prior attainment of level 1 or below and who are not repeating a qualification and where there is a progression route to a level 2 course
- On a full level 2 qualification who do not already hold a full Level 2 qualification
- On a full level 3 qualification who do not already hold a full Level 3 qualification

Group D – Tuition fees discounted only for courses up to and including Level 2

- The Institute at its own discretion offers an 80% discount off tuition fees only for students who are in receipt of the following and do not meet any of the preceding fee waivers. Students must sign to say they are in receipt of one of the following benefits:
 1. Income Support
 2. Housing Benefit
 3. Working Tax Credit
 4. Disability working allowance
 5. Guardians Allowance
 6. Carer's allowance
 7. Child Tax Credit
 8. Pension Credits (Guarantee Credit only)
 9. Employment and /support Allowance (ESA)
 10. Unwaged dependant who are supported by someone in receipt of one of the benefits listed above

Students may apply to Learner Services for support with course and exam fees.

3. Overseas Students (Country of domicile outside the EU, and not resident in the EU for at least 3 years)*

*It is important to note that to be classified as a UK/home or EU student for fees and funding purposes, there are certain eligibility criteria relating to your nationality/immigration status and your residency in the UK/EEA you are required to meet. Further information is available from international@grimsby.ac.uk or can be found on the UKCISA website.

International students on a full time Further or Higher education courses pay an Institute specific rate for overseas study. Course fees are to be paid in full before the start of the course to enable the students to obtain a student visa. If this is not successful then the fees will be refunded if a copy of their Border Agency refusal letter is produced. An administration fee of £250 applies to all student refunds. This is the only time refunds will be given, for full information please see Terms and Conditions for International Students' paragraph 7.

Full time overseas students (students that are in country but are classed as overseas students according to their passport status) on full time further or higher education courses pay an Institute group specific rate for overseas study. This is paid to the Institute by the usual accepted methods of payment.

Part time overseas students (students that are in country but are classed as overseas students according to their passport status) will be charged an institute specific hourly rate; this is paid by the Institute accepted methods of payment.

4. Employed Students

Students being sponsored by their employer are required to provide the Institute Group with a letter of authorisation from their employer on letter headed paper in order to successfully enrol. An invoice will be issued, which is payable within 28 days.

Should a student leave an employer part way through a course and the employer refuses to pay, the student undertakes to assume responsibility for the payment of fees.

5. Students Aged Under 16 as at 31 August

The Institute sets fee rates for these students and payment can be made either by the parent or school/Local Authority. No concessions are available for students aged under 16.

6. Apprenticeships

Employers are contractually required to pay the agreed amount for each Apprentice as set out in the signed contract between the employer and GIFHE, and a payment schedule will be agreed at the time of the contract being signed.

For employers with a levy account this will be on a monthly basis from their Digital Apprenticeship Service (DAS) account unless the funds are insufficient, at this point the employer is liable for the amount due for that month and until funds are available in the DAS

Employers who do not hold a DAS account are liable for the payment of the agreed amount in the time frame set out in the payment schedule.

7. Full Priced / Higher Fee Courses

Certain courses and training are provided at a specific cost to the Institute Group.

No concessions are provided on these courses

8. Higher Education

7.1 Tuition Fee Liability

Higher Education fee rates are determined by the Institute Group on an annual basis. By enrolling onto the programme you are contractually required to pay the tuition fees and other fees relating to the programme and be bound by these Fees and Charges Regulations

We will charge you fees for every term that you attend the programme, in line with the tuition fee loan dates set by Student Loan Company (SLC). If you have attendance in term 1, 2 or 3, we will charge you the following

- Term 1: If you withdraw/cancel within 14 days of the course start date or your enrolment date, whichever is the later – 0% fees
- Term 1: Attendance after 14 days of the course start date or your enrolment date, whichever is the later - 25% fees
- Term 2 - 50% fees
- Term 3 - 100% fees

If the SLC does not pay your fees or subsequently revokes its decision the GIFHE finance department will invoice directly.

If we have not received confirmation of payment for your SLC tuition fee loan by the beginning of November you will be expected to start paying your tuition fee as follows, you will be expected to pay in three instalments on the following dates

- 1st December
- 1st February
- 1st May

If you are self-funding a payment plan will be agreed at enrolment.

No concessions are available for HE courses; however discretionary funds are available for those students able to demonstrate hardship caused by their attendance on their course, this is not for the payment of tuition fees. Students may apply to Learner Services for support.

8. Refunds

Higher Education Students Only (not including international students)

A student's liability for fee payment is dependent on the student being in attendance at three liability points in the year. If you have attendance in term 1, 2 or 3, you are liable for the following fees

- Term 1: 25% fees
- Term 2: 50% fees
- Term 3: 100% fees

Refunds will be given for any difference between these amounts and the original invoice amount. Equally any remaining chargeable difference will be invoiced to the student and full recovery of outstanding fees sought.

Students with 19+Loans (not including international students)

If a student withdraws from their course they will only be liable for tuition fees up to the point at which they stop attending and in line with the loan amount charged to them by the student loan company. Refunds will be given for any difference between these amounts and the original invoice amount.

If you have not received confirmation of your tuition fee loan by the beginning of November, you will be expected to start paying your tuition fees in three instalments on the following dates: 1st December, 1st February and 1st May.

Non Higher Education Students

Once a student signs an enrolment form there shall be no entitlement to a refund.

This means the student will be liable for the full annual tuition fee.

A refund will only be provided in the following circumstances

- If for any reason a programme is cancelled, and the student does not wish to be placed on another course, tuition and accommodation fees will be refunded.
- If the course changes day or time and the student cannot attend on the day or time a tuition fee refund will be paid.
- If a student complaint about a course is upheld a tuition fee refund will be given.
- If a student is refused entry clearance to the UK or further leave to remain in the UK due to lack of funds, working more than the specified hours during term time, poor attendance, failing to demonstrate necessary academic progress, providing the British authorities or the Grimsby Institute Group with false information, the student will not qualify for any refund.
- In cases of withdrawal for 'exceptional' mitigating circumstances, consideration shall be given to making complete or partial refunds to a student at the discretion of the Principal and Chief Executive.

If it is proved that a prospective or enrolled student has submitted forged document/s (e.g. certificates, transcripts, passport etc) in order to obtain entry to a programme, no fees will be refunded to such student.

9. **Examination Fees**

Examination fees will reflect the prices charged to the Grimsby Institute Group by the awarding body at the point when the fees are agreed for the course. Concessions against examination fees will only be awarded to students whose fees are waived for reasons in Group A, B, and C.

10. **Exam Resits**

All exam resits have to be paid for in advance of the examination – no concessions apply

11. Students on a training scheme outside of Institute (off-the-job)

Fees rates are set by the Grimsby Institute Group and are charged on an hourly basis or at a specific agreed contract rate.

Employers / Managing Employers are invoiced. The invoices are payable within 28 days, unless a payment arrangement exists within the Grimsby Institute Group.

12. Material Fees

Some courses carry charges for materials, which could include uniforms, kits and books as these are available for use outside of the course and are therefore not covered by government concessions. Any trips that are provided as enrichment for the course and are optional are chargeable and are not covered by government concessions.

13. Community / Off Main Site Provision

The Grimsby Institute Group reserves the right for specific provision delivered at offsite locations to not be charged tuition and/or exam fees, in order to increase participation in education for particular groups of students or specified learning aims.

14. Staff employed by Grimsby Institute Group

All staff must complete a staff development form for any external/internal training or attendance on an Institute course. The enrolment form will be processed free of any charges if a copy of an authorised staff development form is provided. However if the staff development form is not received the Institute reserves the right to invoice the member of staff. Charges to staff for courses will be at the rates detailed in the Institute staff development policy.

15. Partnership and Franchised Provision

Students enrolled as Partnership or Franchised Provision will need to adhere to the individual provider's fee policy.

16. Support and advice

Support and advice is available for students who are not clear how the Tuition and Exam Fee Policy applies to them or if they have concerns over their ability to pay.

Students should seek advice and guidance from the Learner Services or Finance teams as early as possible to help avoid escalation of the problem.

PAYMENT INFORMATION

- Payment can be made by cash, cheque, or credit/debit card
 - *Total course fees below £100 should be paid in full*

- Instalment Facilities
 - Total course fees in excess of £100
A maximum of 4 payments, which includes a 25% deposit and three further payments to be made by direct debit. The payments are for consecutive months, the deposit is paid upon enrolment and the three payments start one month hence.
 - Tuition, Exam and Material fees can be included as part of an instalment arrangement
 - Employer Invoices – these are payable within 28 days of receipt.
 - HE Tuition Fees, where not funded through Student Finance on 1st December, 1st February and 1st May.
 - 19+ Tuition Fees, where not funded through Student Finance on 1st December, 1st February and 1st May.
 - **If you are having financial difficulty in meeting the required payments please contact either Learner Services or Finance teams for advice.**