

CITY COLLEGE NORWICH HIGHER EDUCATION COURSE FEES AND ELIGIBILITY STATEMENT 2019-20 & 2020-21

Document Creation	Head of Registry
Document Approval	Deputy Principal
Document Endorsement	Governors, Executive Team
Version	Final Version 1
Date First Issued	09/04/2019
Date updated	
Review Date	31 st March 2019

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1. Scope of Statement

This Statement sets out the course fees charged by the College. The Statement is subject to rule changes introduced by government and funding agencies which may occur in the course of an academic year.

This statement has been drafted based on the rules set out by the Office for Students (OFS) for academic year 2019/20 and 2020/21. These rules may be subject to change before the commencement of that academic year and therefore should not be viewed as binding.

The Statement covers fees for Higher Education programmes run by the College that do not attract public funding for fees.

It does not apply to ESFA programmes, commercial courses or European Social Fund (ESF) Projects and other publicly funded projects where the criteria are set in the individual bids

1.1. Statement Rules

This Statement will be updated on an annual basis and will be re-issued before May 1st each year, unless government guidance is unavailable.

2. Fees

The college fee tariff rates are available in Appendix 1 & 2

Fees are charged on the basis of:

- The type and level of course the student is studying
- The amount of hours/credits that are undertaken
- The age of the student
- The eligibility of the student for funding
- The level of public subsidy that the student attracts

3. Student Eligibility for Funding

Individuals will be eligible to access funding to cover all or part of the college fees if they:

- Are a citizen of a country within the European Economic Area (EEA) or other countries determined within the EEA, or
- Have the Right of Abode in the UK and
- Have been ordinarily resident in the EEA for at least the previous three years on the first day of learning
- The requirements set out in The Education (Fees and Awards)(England) Regulations 2007 and The Education (Student Fees, Awards and Support)(Amendment) Regulations are met.
- The requirements set out in the and OFS's eligibility for funding criteria are met.
- Meet the conditions of funding and eligibility set out by the relevant funding agency for the chosen programme/course of study.

Eligibility to funding does not give a student the right to funding, just the ability to be funded. This would depend on their circumstances, such as previous achievement, economic status, age, residency, course, course level.

4. Course Fees and Eligibility

4.1. Higher Education Students

4.1.1. Full Time HE Provision

Full Time HE provision is regarded as the study of 120 HE credits per academic year. For Full Time Higher Education students, a course fee will be charged at the beginning of each year of the course. This fee will include:

- Tuition Fees for all programme elements that are funded
- Registration, Examination and Assessment Fees

4.1.2. Part Time HNC/HND Provision

In 2019/20 the College will charge a different fee for those higher education programmes awarded through Pearson. Such courses lead to the award of a Higher National Certificate (HNC) or Higher National Diploma (HND). For students studying an HNC/HND, a course fee will be charged at the beginning of each year of the course. This fee will include:

- Tuition Fees for all programme elements that are funded
- Registration, Examination and Assessment Fees

4.1.3. Recognition of Prior Learning (RPL) – HE programmes

Where the student is claiming RPL on the basis of previously certificated learning, the College will make a charge through Norfolk Educational Services in recognition of the staff time required to assess the RPL claim. The volume of RPL allowed is normally restricted to 50% of the credit for the award by the Norfolk Regulatory Framework although exceptions can be granted to exceed 50%. Charges will be:

- For RPL within the 50% limit for the award = £50 admin fee + £25 per 10 credits of RPL being applied for.
- For RPL that exceed the 50% limit for the award = £150 admin fee + £25 per 10 credits of RPL being applied for

4.1.4. Recognition of Prior Experiential Learning (RPEL)

Where a student is claiming RPEL on the basis of previous experience, the College will charge in recognition of the staff time required to assess the RPEL claim. Charges will be as follows:

- £100 admin fee + £25 per 10 credits of APEL being applied for.

4.1.5. Higher Education students studying equivalent or lower level qualifications (ELQs)

HE students who have prior attainment at an equivalent or higher level than the undergraduate course they are proposing to study may not be eligible for a loan for fees from the Student Loan Company. Students should be advised to contact the SLC if they are in any doubt as to their eligibility.

4.1.6. Fees

Higher Education fees are set by the College in accordance with the national regulations for fees set by the government and monitored by OFS (the Office for Students).

No fee waivers or reductions will apply for Higher Education programmes. The College reserves the right to negotiate individual fee charges with employers for Higher Education qualifications.

4.2. International Students (all ages)

4.2.1. Definition

An international overseas student will be defined as one who does not meet the OFS's eligibility criteria and does not meet the requirements set out in The Education (Fees and Awards)(England) Regulations 2007 and The Education (Student Fees, Awards and Support)(Amendment) Regulations.

4.2.2. Eligibility

Any queries on eligibility for International Students, including those with Tier 4 Student Visas should be forwarded to the International Student Adviser based in the Advice Shop.

4.2.3. Course Fees

The International Students Full Time fees are set out in Appendix 1 & 2

4.3. Staff on Courses

TEN Group staff are eligible for a fee waiver on publicly funded programmes, where the attendance is normally outside their contract working hours, or when they are released for training and make up the time, or are replaced. An application to attend a training course must be completed.

Basic Skill learning aims are eligible for fee waiver during contracted working hours. A TD1 form should be completed.

TEN Group staff will be required to pay a commercial fee on all commercial courses and a non-funded fee on all Higher Education courses. However, the TEN Group may pay the fee under exceptional circumstances where the course is relevant to current employment. A TD1 form should be completed.

Partners of TEN Group Staff are not eligible for fee remission.

5. Payment of Fees

5.1. Course Fees

Students will have to pay or arrange for payment on their behalf for the following ("Fees"):- Tuition Fees for all programme elements that are not fully funded.

- Registration, Examination and Assessment Fees.
- Additional consumables, protective clothing, equipment, books and study materials needed for the chosen course which are identified in the appropriate prospectus and on the College website under course information (www.ccn.ac.uk).

5.2. Scheduling Payments

Course fees are charged on an annual basis. Fees are payable on enrolment in each year of the course.

5.3. Payment Methods

The following methods of payment include:

- Cash
- Cheque; supported by a bankers card or proof of the name and address of the student
- Most major debit and credit cards
- Bank Transfer/Direct Debit/Standing Order

5.4. Instalment Plan

The college operates an instalment plan offered to students on a course that lasts 13 weeks or more and costing more than £150. The student is required to pay 25% of the fee on enrolment and the balance will be collected by direct debit in equal instalments on the 1st of the following 3 months.

Where the course duration is less than 13 weeks, the student must arrange for full payment to be made at enrolment. The Instalment plan is not available to employers

Where the course cost is less than £150, the student must arrange for full payment to be made at enrolment. The Instalment plan is not available to employers.

5.5. Employer and Third Party Payments

If a student's employer/third party has offered to pay the fee, the student should complete a fee authorisation form which the employer/third party must sign to demonstrate that they are happy to pay the fee. This must be completed prior to the start of the course and presented by the student either on or before enrolment. For SLC payments student are required to present paperwork and evidence of their tuition fee loan at enrolment.

If any of the above documents are not presented at enrolment students will be expected to pay fees as per section 5.4.

6. Additional Fees

6.1. Examinations / Registrations Fees

Where the awarding organisation requires entry to an examination to be made by the student directly (i.e. not through the College) the Examination/Registrations Fee will not be included in the Fees.

6.2. Higher Education Failed Module Retake Fee

Higher Education students granted permission by an Assessment Board to retake a failed module the following Fee will be applied and must be paid in full prior to enrolment on to the retake module: -

- Retake of the Assessment only = £50.
- Retake of the Assessment with tutorial = £50 plus £35 per hour tuition.
- Retake whole module will be charged as follows: - Initial annual tuition fee charge / 12 = charge per 10 credits.

6.3. Examination Fees

If a student fails to attend an examination (without authorisation), for which the College has incurred cost, the student will be liable for the examination costs.

6.4. Failed/Missed Examination Retake Fee

If a student wishes to retake an examination the College will charge the awarding body entry fee prior to the booking of the retake. Examination entry fee charges are available by contacting the Examinations Team at examinations@ccn.ac.uk.

6.5. Failure to Complete a Course within the Expected Timeframe

If a student fails to complete a Course or achieve the qualification by its planned end date, as stated on the Learning Agreement, and stays on at the College to complete all or part of their Course then the student will be liable for the costs associated with the retake of the relevant assignment/module.

6.6. Replacement Certificates

For HNC/HNDs students can obtain replacement certificates by completing the replacement certificate form, whereby the college will apply for replacement certificates on the student's behalf, plus a £10 admin fee. For all other qualifications, the student can gain a replacement certificate directly from the Awarding Organisation.

7. Refund of Fees

7.1. Withdrawals

Students must notify the College immediately if they are considering or wish to withdraw.

7.2. Higher Education Students

If a student is enrolled on a Higher Education programme and withdraws before the end of the academic year, the Fee will be recalculated as follows: - (plus a £50 admin fee will be applied)

- Withdrawal in Term 1 = 25% of the Fee will be charged
- Withdrawal in Term 2 = 50% of the Fee will be charged
- Withdrawal in Term 3 = 100% of the Fee will be charged (full fee payable)

Retake fees for Higher Education programmes are non-refundable.

7.3. International Students (Higher Education)

The College holds a strict no-refund policy. The student will be liable for the entire fee, even if they withdraw before the end of the course. Students are required to pay a 25% deposit at enrolment and this is non-refundable.

However, a Tier 4 student and Short Term Study student is required to pay the full tuition fee (if it is a year long course) or the first year fees if studying on a longer course prior to issuing a CAS (confirmation of Acceptance to Study) or unconditional offer letter (applicable to short term study visa.)

7.4. Refund policy for International Fee Paying Students

International Students are required to pay a 25% deposit at enrolment. Tier 4 students and short term study students are required to pay the first year tuition fees prior to issuing a CAS or sending an unconditional offer letter. Refunds will be applied as follows:

- Monies will be reimbursed in full bar £250 administration fee if evidence of a visa rejection is received and verified from the relevant visa office of a Tier 4 or short term study student who is unsuccessful in their visa application and the visa rejection is not due to the failure to follow UK visa and Immigration guidance or submission of fraudulent documents. Failure to comply will result in a no refund policy.
- Refunds will not be made of offer holders who change their minds or decide not to take up their place.
- Any offer-holder who wishes to defer their place to the following year will have any monies deferred as well, the monies will not be refunded.
- Refunds will also be made to conditional offer-holders (this excludes Tier 4 and Short term study visas) who pay their deposit then fail to meet the conditions of the College's offer of a place.
- Refunds will only be made to the individual or organisation who originally paid the monies. If a third party has paid the monies on behalf of the applicant, we are unable to refund the deposit directly to the applicant. Refund requests will only be authorised within 3 years of the deposit payment date..

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7.5. Retakes of assessments and examinations

Retakes of assessments and examinations fees are non-refundable

7.6. Registration, Examination and Assessment Fees

Registration, examination and assessment fees are non-refundable.

7.7. Ancillary Fees

Costs for additional consumables, protective clothing, equipment, books and study materials are non-refundable.

7.8. Course Cancellation

In the event that the College cancels a Course, the College will make every endeavour to secure an alternative suitable course placement either at the College or another education provider. If the College cancels a course, Fees paid will be refunded in full.

Full details of the colleges HE student Refund & Compensation Policy can be found within City College Norwich Rules, Regulations and Procedures for Students

8. Non Payment of Fees or Instalments

8.1. Non Payment of Fees

Students must notify the College immediately if they are experiencing financial difficulty and are unable to pay their Fees. The College will make arrangements to discuss payment options that may be available.

Failure to pay the Fees, or any agreed instalment, by the due date, will result in students being suspended from the College and the following action being taken by the College, until such time that a payment arrangement has been agreed:-

- Access to College IT systems will be restricted.
- Students will not be permitted to attend class.
- Students will not be able to progress onto a subsequent year/semester.
- Students work will not be marked.
- Students results will not be published on e-ILP or confirmed in writing.
- Higher Education students, awards will not be confirmed until such time all tuition fees have been paid in full; following which students awards will be taken to the next scheduled Awards Board.

Failure to contact the College in relation to the non-payment of the Fees will result in student exclusion from the College. If a student is excluded then all rights and privileges enjoyed as a student of the College will cease from the date of exclusion. Exclusion will be notified in writing. Any outstanding debt will be transferred to a third party debt recovery agent or small claims court. Students will be refused other support offered by the College, such as counselling services and use of facilities, such as the Gym.

8.2. Non Payment by Third Parties

If a third party has been invoiced for all or part payment of the Fees, but fails to pay within 30 days of the start of the course then the student is liable for the unpaid fees and the College may take action against the student as noted in point 8.1 above, if the Fee remains unpaid.

If a student withdraws as a result of a third party failing to pay all or part of the Fees, the Fee will be recalculated as noted under item 7 above. Students are liable for any unpaid fees and the College may take action as noted in 8.1 above if the Fee remains unpaid.

8.3. Exclusions Non Payment

No refunds will be paid to any student who is excluded on the grounds of non-payment of Fees, additional costs or instalments.

Exclusion for non-payment of Fees, additional costs or instalments will not require referral to the student disciplinary procedure.

Appendix 1 Fees Tariffs 2019/20

Category	Fee	International Fee
HNC/HND 15 credit module	£750	£900
Higher Education full time – 120 credits	£7,500 (Per Year)	£11,000
HE Full Time BSc Professional Aviation Engineering Practice	£9,000 (Per Year)	£12,500

Appendix 2 Fees Tariffs 2020-21

Category	Fee	International Fee
HNC/HND 15 credit module	£750	£900
Higher Education full time – 120 credits	£7,500 (Per Year)	£11,500 (Per Year)
HE Full Time BSc Professional Aviation Engineering Practice	£9,000 (Per Year)	£13,125 (Per Year)

Appendix 3 EU Member States, EEA & Eligible Overseas Territories

For funding eligibility purposes, this is defined as:

- All member states of the EU
 - Austria
 - Belgium
 - Bulgaria
 - Croatia
 - Cyprus: any Cypriot national living on any part of the island qualifies for EU residency and is considered an EU national
 - Denmark; includes Greenland and Faroe Isles
 - Estonia
 - Finland; includes the Aland Islands
 - France: the French Overseas Department (DOMS) (Guadeloupe, Martinique, French Guiana (Guyana), Reunion and Saint-Pierre et Miquelon) is part of metropolitan France and is part of the EU
 - Germany: includes the former German Democratic Republic and the tax-free port of Heligoland
 - Greece
 - Hungary
 - Ireland
 - Italy
 - Latvia
 - Lithuania
 - Luxembourg
 - Malta
 - Netherlands
 - Poland
 - Portugal: Madeira and the Azores are part of the EU; Macau is not
 - Romania
 - Slovakia
 - Slovenia
 - Spain: the Balearic Islands, the Canary Islands, Ceuta and Melilla are part of the EU
 - Sweden
 - United Kingdom: Gibraltar is part of the territory of the EU (The Channel Islands and Isle of Man are part of the United Kingdom and Islands but not part of the EU)

- EEA States
 - Iceland
 - Liechtenstein

- Switzerland (Although Switzerland is not part of the formally recognised EEA, its nationals are eligible under various international treaties signed by the UK and Swiss governments)
- Norway

- Eligible British and EU overseas territories
 - Anguilla
 - Bermuda
 - British Antarctic Territory
 - British Indian Ocean Territory
 - British Virgin Islands
 - Cayman Islands
 - Falkland Islands
 - Henderson Island
 - Montserrat
 - Pitcairn, Ducie and Oeno Islands
 - South Georgia and the South Sandwich Isles
 - St Helena and its dependencies
 - Turks and Caicos Islands
 - Greenland and Faroe Isles
 - Antilles (Bonaire, Curacao, Saba, St Eustatius and St Maarten)
 - Aruba
 - New Caledonia and its dependencies
 - French Polynesia
 - Saint Barthélemy
 - The Territory of Wallis and Futuna Islands
 - Mayotte
 - French Southern and Antarctic Territories

