

FEE POLICY 2017-18

Document Control

Reference: ISSOP
Control: PC-A&G-POL-004-0
Issue No:
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Approver:

Scope and Application

The purpose of the Fee Policy is to outline the approach to the charging of tuition and associated fees to students and users of College services for the Academic Year 2017/18 (with effect from 1st August 2017).

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1.0 Introduction

- 1.1 In accordance with the Learning and Skills Act 2000 (the Act), Pembroke College has a duty through Welsh Government (WG) to secure:
- 1.2 The provision of proper facilities for; Education (other than Higher Education) suitable to the requirements of persons who are above compulsory age but have not attained the age of 19;
- 1.3 The provision of reasonable facilities for; Education (other than Higher Education) suitable to the requirements of persons who have attained the age of 19 and associated training and organised leisure time as defined in the Act.
- 1.4 In so doing, Pembroke College will seek to provide a schedule of fees and concessions which will encourage participation and inclusion in education and training, whilst ensuring that the College protects its assets, makes best use of public funds, and ensures financial security.
- 1.5 Fees will be reviewed annually.
- 1.6 The College reserves the right to refuse admission to a prospective student who has outstanding debt to the College for whatsoever reason.
- 1.7 Any student who enrolls on a College course and subsequently fails to make payment will be subject to disciplinary action as contained in the College's disciplinary policy.
- 1.8 The College reserves the right to pass on any overdue debt to a third party debt collection agency.

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2.0 Roles and Responsibilities

Roles and responsibilities associated with the **Fee Policy** are outlined in the table below:

Name and Role	Responsibilities
Caroline James Director of Resources & Community Services	➤ Senior management of Finance & Accounts Department
Sion Morgan Financial Accountant	➤ Operational management of the Accounts Department
Mandy Thomas Finance Manager	➤ Operational management of the Finance Department
Finance Assistants	➤ Day to day operation within Finance Department

3.0 Confidentiality

- 3.1 Personal information shared with Pembroke College regarding financial support will be treated sensitively and kept securely.
- 3.2 Paper or electronic copies of records are kept, and will be needed for auditing purposes. Records will be archived for six years by the College and then destroyed in accordance with the College Data Protection Policy.

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4.0 Further Education Tuition & Other Associated Fees; UK and EU Students

- 4.1 All full-time Further Education courses will be provided free of charge to home and EU students. Associated registration and/or examination fees will not be charged to students for their first sitting. However, resits will be charged at their relevant fees (see Section 17).
- 4.2 Welsh Government Funded Part-time Further Education courses and those included in the Qualification in Wales (QiW): Tuition will be provided free of charge to home and EU students who have finished their compulsory education and who have not attained the age of 19 years on or before the 31st August start of the academic year. Any associated registration or examination fees will be charged. Resits will also be charged at their relevant fees (see Section 17).
- 4.3 Tuition Fees for part-time Further Education courses will be charged to all other students together with any associated registration and/or examination fees.
- 4.4 Where course duration is greater than one year, then fees will apply in each academic year.
- 4.5 The charge made will depend upon:
- The length of the course;
 - The associated consumables/delivery cost;
 - The level of funding (if any) associated.
- 4.6 The College will accept instalment payments for courses where the fees are in excess of £400, provided a payment plan has been agreed on or before course enrolment.
- 4.7 The College will, in some instances, provide part-time courses free of charge to encourage maximum participation. Such courses will be identified by the host school, and agreed by the Deputy Principal and the Director of Resources & Community Services.

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- 4.8 Printing: All students are issued with a print allowance of £3.00 per term. A further allowance may be purchased.
- 4.9 Materials and consumables: A workshop fee is applied to courses where materials and consumables are necessary to assist students' learning. The cost is course dependant. However, students will not be charged any more than £100 per academic year. The workshop fee is set by the Head of Faculty with the agreement of the Director of Resources & Community Services (to monitor a consistent College approach).
- 4.10 All full time Further Education students will be charged an annual administration fee of £20. This is to register the student as a learner at Pembroke College. This fee entitles the student admission onto the College campus, FREE access to all Microsoft packages, internet access and a personal email account as well as use of College learning resources and the refectory.

5.0 Framework for Co-investment in Skills – Central Training

- 5.1 The framework for co-investment in skills will support the implementation of the Welsh Government's policy for rebalancing the responsibility for skills investment between Government, employers and individuals. The framework takes forward the action within the skills implementation plan for a policy of co-investment in skills to commence from April 2015 onwards. It also reflects on the consultation, which took place in February 2014, which looked at proposals for post-19 adult skills delivery. The framework describes the investment principles, which will guide government intervention for post-19 employed status learning. Welsh Government expect the framework to be fully implemented by 2017.
- 5.2 Workforce Skills has re-branded into 'Central Training', and all employer led Workforce Skills activity including apprenticeships, SFI and other commercial training and consultancy will come under the 'Central' brand.

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5.3 Subsidies are available to employed individuals on some courses – all fees are published on the College website under ‘Central Training’.

6.0 Commercial and Full Cost Recovery Courses

6.1 The College will deliver full cost recovery courses that are classed as commercial.

6.2 All students on these courses will have to pay full fees and the College will accept instalment payments on some courses. The use of staff discount scheme on such courses is not permitted.

6.3 The Institution must ensure that it does not use Welsh Government funds for, or to support the delivery of, the following provision:

6.4 Training for employed learners over the age of 19, which is commissioned by an employer and is delivered over a period of 5 days or less, which either:

6.5 Employers need to provide evidence to ensure their workforce (where aged 19 and over) complies with statutory requirements; or

6.6 Individuals are required by law to undertake to be able to do their job.

7.0 Higher Education

7.1 Tuition fees for Full Time HE courses will be set in agreement with the University, which validates the programmes for home and EC students. For 2017/18, this will be the University of Wales Trinity St David. Students may have all or part of their tuition fees paid via a tuition fee loan from the Student Loan Company, dependent upon certain criteria. Fees for 2017/18 are attached at Appendix 1. Should a student not apply for any type of financial support towards tuition fees, or chose to leave within the duration of the course, they will still be responsible for tuition fees.

7.2 Tuition fees for Part Time HE courses will be set by the College for home and EC students, including registration fees. Part time HE fees for courses franchised from a University will

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reflect prices charged by the University or Further Education group members. Fees for 2016/17 are attached at Appendix 1.

- 7.3 Printing: All students are issued with an allowance of £3.00 per term. A further allowance may be purchased. Please refer to the Computer Systems Usage guidance note.

8.0 Work Based Learning Candidates

- 8.1 Work Based Learning candidates can be funded by the following methods:
- 8.2 Pembroke College sponsored students will be enrolled and provided with free tuition, registration and examinations.
- 8.3 Technical Certificate - When the College delivers Technical Certificate training to another provider's sponsored students, the provider must confirm the basis for funding. If the provider agrees that the College should claim the Technical Certificate Credit Funding on the College's LLWR return, then the provider must ensure it does not enter the student data onto its own LLWR record.

9.0 On line Commercial Delivery

- 9.1 Fees for online commercial delivery are reviewed annually and are set on a full cost recovery basis. Fees are published on the Pembroke College LearnOnline website.
- 9.2 Fees for online commercial delivery can be paid at time of enrolment through the College online payment provider by Debit/Credit Card.
- 9.3 Access to learning materials will be given when payment has been confirmed.
- 9.4 Instalment payment options may be available on some courses. A payment plan would be completed in conjunction with the Finance Department. Failure to adhere to agreed payment plan will result in online access being withdrawn.

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10.0 Financial Support: Home and EU Students

- 10.1 Eligible students may be entitled to access one or more of the student financial support packages including the College's Financial Contingency Fund, which are outlined in the Student Financial Support Policy available on the College web site. Student Finance Advisors are located in the Learner Contact Centre to offer guidance and support for all requests. For any queries regarding the guidance or its implementation, the Finance Services Manager will be able to provide clarification.
- 10.2 Welsh Government Learning Grant FE (WGLG FE)/Financial Contingency Fund (FCF)/Educational Maintenance Allowance (EMA).
- 10.3 These funds are reviewed annually by the Welsh Government and are managed through the Directorate of Resources and Community Services.
- 10.4 The College's Student Financial Support Policy outlines the allocation, management and procedures associated with the review, audit, allocation and eligibility criteria associated with these funds.

11.0 B-wbl -Work Based Learning Financial Contingency & Deprivation Fund

- 11.1 The fund is a discretionary award which allows providers within the Consortium to assist with a contribution towards any costs that assist a learner to achieve their learning programme.
- 11.2 The overall B-wbl allocation is top sliced as a Deprivation Fund (DF) for work-based learners. The DF is then redistributed between providers based upon the proportion of learners they have in deciles 1 or 2. Any unspent DF will be returned to B-wbl and redistributed.
- 11.3 The funds will be administrated by the Consortium providers.
- 11.4 For reporting and monitoring purposes, a 'year' will be in line with WBL funding years.

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12.0 International Infill A Level Students – NON UK/EU (effective 1st September 2017)

12.1 The level of fees will be determined by the International A Level Student Introduction Agreement entered into between Pembrokeshire College and W E Bridge International Ltd. Fees for 2017/18 are attached at Appendix 2.

13.0 Bright Start Day Nursery (effective 1st September 2017)

13.1 Sessional charges/fees will be payable as Appendix 3;

13.2 Payment Terms - Parents should be aware of the requirement to provide the day nursery with four weeks' notice of holidays and when a nursery place is no longer required or if there is a reduction in hours. If a shorter period of notice is given, then normal charges will apply up to the end of the four-week period.

13.3 Students of the College can apply to the College Financial Contingency Fund for support in the cost towards childcare fees.

13.4 Salary Sacrifice - The College operates a salary sacrifice scheme. Pembrokeshire College staffs who are customers of the nursery should contact the HR department; alternatively, they can read the Salary Sacrifice Guidance Note for further details. Customers of the Nursery who are not employed by the College should contact the Finance department.

14.0 Fees for Corporate Business & Voluntary Sector

14.1 The College operates a salary sacrifice scheme. Pembrokeshire College staffs who are customers of the nursery should contact the HR department; alternatively, they can read the Salary Sacrifice Guidance Note for further details. Customers of the Nursery who are not employed by the College should contact the Finance department.

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15.0 Commercial Operation

- 15.1 Fees for the College's commercial operations, including the Hair & Beauty Training Salon and Restaurant, are agreed separately with the Head of Faculty and the Director of Finance & Community Services. The tariff for the restaurant is set on a daily basis dependent on the cost price of the dish. The tariffs for the Beauty Salon (training salon) can be found on the College website. Price rises are only increased in line with RPI. Products sold in the salon are priced at recommended retail price (RRP).

16.0 Room Bookings

- 16.1 Fees for room bookings and all associated costs are detailed in Appendix 4.

17.0 Examination Resits & Private Candidates Fees

- 17.1 Fees for the re-sit of AS or A2 levels will be charged at £15.00 in accordance with the Federation arrangements.
- 17.2 Fees for re-sit examinations for all other students will be charged in accordance with rates charged by the Awarding Body. In all instances of re-sits, late fees will be applied where Awarding Body deadlines have passed as charged by the Awarding Body. Any special circumstances will, however, be looked at sympathetically.
- 17.3 Any private A Level candidate (including On-Line A Level candidates) who sits an exam will be charged £80 per unit which will include the cost of the awarding body examination fee. If a student sitting an exam requires additional support arrangements, they will be charged £20 per paper where support provided in addition to the £80 fee noted above. If the candidate withdraws from the examination before the awarding body deadline for refunds, the entry fee will be refunded minus an administration fee of £20.

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- 17.4 For all other private candidates including GCSE candidates, a fee of £80 per paper will include the cost of the awarding body examination fee. If a student sitting an exam requires additional support arrangements, they will be charged £20 per paper where support is provided in addition to the £80 fee noted above. If the candidate withdraws from the examination before the awarding body deadline for refunds, the entry fee will be refunded minus an administration fee of £20.
- 17.5 The above fees are all payable in advance of the exam taking place.

18.0 Transport Fees – Further Education

- 18.1 Transport to and from the College is subject to the College and Local Authority (LA) Guidance Note. Transport to under 19's is provided free of charge. Transport for over 19's is subject to availability and fees are as follows;

Band	Mileage	Cost per week	Daily Cost
1	3 to 7 miles	£16	£4.15
2	8 to 14 miles	£21	£5.15
3	over 14 miles	£26	£6.15

- 18.2 The College will provide a single point of contact, within the Estates and Facilities department, for all transport enquiries and requests.
- 18.3 The Head of Estates will participate in the consultation process with the Local Authority to review costs annually.

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19.0 Transport Fees – Higher Education

- 19.1 In Transport for all Higher Education students is subject to availability and fees are charged (see the College Student Transport Guidance Note).
- 19.2 The College will provide a single point of contact, within the Estates Department of the College, for all transport enquiries and requests.

20.0 Refunds & Course Cancellation

- 20.1 The College reserves the right to cancel courses

20.2 Further Education (FE)

Course cancellation by College	Full Refund
Student who has pre-booked cancels giving 5 days or greater notice	Full refund
Student who has pre-booked cancels giving less than 5 days notice	Refund less £25 enrolment charge
Student who attends up to and including fourth session only (course duration greater than four sessions)	Credit Note less £25 enrolment charge
Student who withdraws after first four sessions (course duration greater than four sessions)	No refund

- 20.3 The FE refund note will also apply to NVQ students; however, they will also be liable for registration fees if the College has already paid registration fees.

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20.4 Full Time Higher Education (HE)

Course cancelled by College or withdrawal before course starts	No fees due
Student who is in attendance on day one of term one but withdraws before the end of the first term (25% fees due)	25% of course fees due (via student loan where applicable)
Student who is in attendance on day one of term two but withdraws before the end of second term	50% of course fees due (via student loan where applicable)
Student who is in attendance on day one of term three but withdraws before the end of the third term	100% of course fees due (via student loan where applicable)

In the case of students who are paying their own fees the above ruling will also apply.

20.5 Part Time Higher Education (HE)

Course cancelled by College or withdrawal before course starts	Full Refund
Student who is in attendance on day one of term one but withdraws before 31 st December	25% of course fees due
Student who withdraws between 1 st January and 7 th April	50% of course fees due
Student who withdraws on or after 8 th April	Full Fees Due

20.6 International Students

Course cancellation by College	Full Refund
Student withdraws before 1 st September	Refund less £100
Student who withdraws after 1 st September	No refund

20.7 Refunds will be made to the account from which the money originated. A full investigation of the payment trail will be carried out, and the Director of Finance & Community Services and Deputy Principal will agree the final decision.

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20.8 Online Commercial Delivery

Course cancellation by College	Full Refund
Intensive Practical Workshop cancelled by student 10 days prior to start date	Full refund
Intensive Practical Workshop cancelled by student 5 days or less prior to start date	75% refund
Online course cancelled by student within 14 days after commencement	85% refund
Online course cancelled by student 15 days or more after commencement	No refund

21.0 The Welsh Language / *Yr Iaith Gymraeg*

21.1 The Corporation is committed to the promotion of the Welsh Language and will endeavor to address and support the needs of the Welsh speakers in accordance with the College's Welsh Language Scheme.

Mae'r Gorfforaeth yn ymrwymedig i hyrwyddo'r iaith Gymraeg a bydd yn ymdrechu i ddelio ag anghenion siaradwyr Cymraeg â'u cefnogi yn unol â Chynllun Iaith Gymraeg y Coleg

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22.0 Appendices

22.1 Appendix 1 – Higher Education (HE) Course Fees

Full Time Course	Year 1	Year 2	Year 3
HND	£9,000	£9,000	
Foundation Degree	£9,000	£9,000	
BA Hons	£9,000	£9,000	£9,000
Part Time Course	Year 1	Year 2	Year 3
HNC	£1,182	£1010*	
HND Top Up	£1,182		
Foundation Degree	£1,182	£1010*	£866*
BA/BA Hons	£1,182	£1010*	£866*
PGCE	£1,881	£1881*	
<i>* Fees continuing from Year 1 or 2</i>			
<i>Fees may be subject to change</i>			
Modular fees for specific units only - HNC			
Per 10 Credit Module*	£197.00		
Per 20 Credit Module*	£394.00		
Per 40 Credit Module*	£788.00		
<i>NB. Maximum of 40 credits per academic year can be studied on a modular basis.</i>			

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22.2 Appendix 2 – International Tuition & Boarding plus Fees

Subject	Fee (Per Year)	Length of Course/provision
A-Level Tuition Fee	£8,400	2 Years
International Student Support	£1,400	2 Years
Boarding Plus	£10,000	2 Years

Fees are £19,800 per year and are based on the student undertaking 3 A Level subjects.

Payment

Payment can be made in full on application or in staged payments as follows;

- £4000 on application (deposit)
- £3920 by 1st Sept 2017
- £11,880 by 1st Jan 2018

IMPORTANT: All new students must arrive at least 3 days before the start of their course.

Refunds

Fees paid in advance will be refunded in full, less £100 administration fee, on production of the Visa refusal details.

There is no reduction in fees in the case of a later arrival or early departure from a course.

On receipt of this amount the College will issue applicants with a Confirmation of Acceptance to Study (CAS Statement) providing all academic conditions have been met. The CAS Statement will support the visa application.

Methods of Payment

1 By Cheque/Bank Draft

The cheque/bank draft should be made payable to "Pembrokeshire College". If paying by cheque, the student's full name, address and course name must be printed on the back of the cheque. Please send the cheque/bank draft to the College's Finance Office or to its authorised local Education Adviser.



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2 By Bank Transfer

Fees may be made by a direct bank transfer. Pembroke College's details are:

Bank Name: Barclays Bank
Bank Account No: 50662968
Sort Code No: 20-37-82
Bank Address: 32 High Street
Haverfordwest
Pembrokeshire
Wales, UK

For further details, please contact:

Charlie Royal at Pembroke College, Haverfordwest, Pembrokeshire,

SA61 1SZ, Wales, UK

Tel: +44 1437 753163 Email: international@pembrokeshire.ac.uk

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22.3 Appendix 3 – Bright Start Day Nursery Fees

Bright Start Day Nursery (effective 1st September 2017)	
Full day 8am to 6pm (includes meals)	
Under 2 years old	£41.00 per day
2 - 4 years old	£39.00 per day
Half day session (either 8am to 1pm or 1pm to 6pm)	
Under 2 years old	£22.75 per half day
2 - 4 years old	£21.75 per half day
Early Start Option (7.45am to 8am)	
On request	£3.75 per session
After School Club - Sessional rate (3pm to 6pm)	
4 to 7 years old	£9.75 per session
Charges for late collection may apply.	
School pick up	
The College will offer a pick up facility from Haverfordwest and Johnston schools	£4.95 per child
There is no discount for parents who have more than one child in the day nursery.	
Bond	
The College will require a bond commensurate with the level of fees. This will be payable prior to the child starting in the BSDN and will be offset against final payment.	
Attendance of over 2.5 sessions per week	£200 Bond payable
Less than 2.5 sessions per week	£100 Bond payable
The bond can be offset against final payment or may be returned at the end of the child's care with BSDN.	

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22.4 Appendix 4 - Room Bookings

Room Bookings			
Merlin Theatre			
Fee inclusive of technician, licence holder, security/doorman, laptop/projector hire and overheads			
	Commercial enterprises	Charity	
Minimum booking period 4 hours	£350	£175	per 4 hours
Additional hour/part hour	£60	£30	Per hour
A 25% non-returnable deposit will be required at the time of booking with the balance being paid in full 7 days before the booking date.			
Venue (prices are subject to VAT)			
	1 hour	4 hours	8 hours
Single class rooms	£20	£70	£100
Double classroom G7.23/26 & 25/28	£30	£90	£150
Academy Restaurant (80 Capacity)	N/A	£125	£175
Boardroom (20 Capacity)	£39	£100	£150
IT Suite (10 Computer = 180 min)	£18 per workstation per 8 hr day		
Atrium (500 Capacity)	<< £750		
The college reserves the right to charge an additional £30 per hour cleaning charge where any facility is left in an unfit state.			