

Tuition Fees Policy

Version No	Purpose/Change	Lead	Review Date
1.0	Reviewed – no changes <ul style="list-style-type: none"> Approved by Finance & General Purposes Committee March 2017 and by Corporation April 2017 	DJC	Feb 2017
-	Reviewed – no changes <ul style="list-style-type: none"> Approved by Finance & General Purposes Committee and Corporation March 2018 	DJC	Feb 2018
-	Reviewed – no changes <ul style="list-style-type: none"> Approved by Finance & General Purposes Committee and Corporation March 2019 	CAP	Mar 2019
2.0	Reviewed and updated <ul style="list-style-type: none"> Approved by Finance & General Purposes Committee and Corporation March 2020 	CAP	Mar 2020
-	Reviewed – no changes <ul style="list-style-type: none"> Approved by Finance & General Purposes Committee and Corporation March 2021 	CAP	Mar 2021
-	Reviewed – no changes <ul style="list-style-type: none"> Approved by Finance & General Purposes Committee and Corporation April 2022 	CAP	Mar 2022
3.0	Reviewed and updated <ul style="list-style-type: none"> Approved by Finance & General Purposes Committee and Corporation April 2023 	CAP	Mar 2023

The College will not charge tuition fees for students under the age of 19 (at the start of the academic year).

Tuition fees for students who are over 19 years of age may be waived at the discretion of the Principal, where those students are continuing in daytime provision at the College.

1. Course Fees

Course fees include tuition fees, examination fees and administration charges.

The level of course fees will be set at the funding agency recommended rate for prescribed 19+ provision. Course fees for provision that is not supported with public funding will be set at a rate that covers the costs of that provision.

The College will not determine course fees that are intended to generate operating surpluses greater than those achieved with funded courses.

Any course fees will be published in advance of the commencement of any course.

2. Examination Fees

All course fees include examination costs. The College will not charge examination costs to students under the age of 19, where those examinations are approved by the Faculty Head as part of the programme of study that a student is undertaking.

Where a student wishes to re-sit an examination and it is agreed that the College can support such an examination, the student *may* be charged the full fee. Students who have left the College *will* be charged the full fee.

External candidates will be charged the full examination fee, in addition to an administration fee, in those cases where the College accepts such candidates in order to support the needs of the community that the College serves.

Re-marks and examination scripts will not be charged for at the discretion of the Principal.

3. Overseas Students

The College does not currently make provision for overseas students.

4. Course Fee Exemptions

Adult students following Evening, Saturday, Twilight or Community-based provision, which is funded by an educational funding agency, will be charged an administration charge. Course fee remission will follow the appropriate funding agency guidelines. Exceptionally, fees will be waived in particular cases of hardship at the discretion of the Principal.

There may be additional material costs for some part-time classes, however, these will be publicised for students before they enrol for the course.

Adult learners following full funded provision will not pay any course fees.

5. Books and Equipment

For most courses, books and necessary equipment will be provided free or on loan to daytime students aged under 19 at the start of the academic year. All other students are responsible for providing their own.

For some courses, e.g. Hair & Beauty, Engineering, uniform and/equipment *may* incur a nominal fee.

6. Visits and Trips

Any visits or trips that are deemed to be essential components of a course will be provided free of charge for any students aged under 19 years old at the start of the academic year.

7. Refunds

Refunds for provision withdrawn by College will be made in full. No other refunds will be made.