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1	26 May 2015	Jess Hutchings		Initial Creation
2	07 Feb 2018	Debbie Toseland		Initial Creation – DRAFT stage
3	10 May 2018	Amanda Crowle		Removal of APL elements.
4	16 May 2018	Debbie Toseland		Removal of ResM and addition of new MA Education/MSc Land & Ecological Restoration and existing MSc Equitation Amendment to Diploma in Counselling and new additions

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## DETERMINATION OF HIGHER EDUCATION PROGRAMME FEES 2018/19

### 1. Purpose

- 1.1 To ensure that fees charged to learners comply with the rates approved by the Corporation Board.
- 1.2 To ensure that the fees are constructed so as to meet the requirements of external bodies such as the Skills Funding Agency (SFA).

### 2. Applies to

- 2.1 Courses for which a fee is levied.

### 3. Responsibilities

- 3.1 **Director of Finance and Resources:** Recommending fee levels to the Corporation Board via the Chief Executive Officer (CEO). Circulating details of fee levels to Head of Locality; Cluster Directors (CDs); Administration Managers (AMs) and other relevant persons.

### 4. Processes and Documentation

A number of elements may contribute to the overall amount charged to a learner. Some will be charged at enrolment and some during the course. These may include, but are not limited to:

- a. Tuition fee
- b. Materials and consumables
- c. Examination fees
- d. Residential fees
- e. Educational visits and other off-site activities
- f. Other fees

4.1 In the spring term, the Director for Higher Education will consult with the Director of Finance and Resources who will consult with the Director for Adult and Employer Learning (inc. Cornwall College Business) and Cluster Directors and recommend to the CEO the levels of HE fees for the following year. The CEO will consider these and make recommendations to the Corporation Board. Once approved, the Director of Finance and Resources will disseminate this information as described in Section 3.1 above.

4.2 This figure will be used in the Student Record System, Prosolution and subsequently in the fee analysis on the enrolment forms.

### 5. Related Documents and Data

- Collection of Fees Procedure
- Payment of Course Fees by Credit Card
- Direct Debit Scheme

## APPENDIX I

## CHARGES TO LEARNERS 2018/19

### Higher Education<sup>3</sup> Fees

1. This refers to all of the College's HE courses, including any that retain funding, directly or indirectly, from the Office for Students.
2. The following fees will be charged to EU/EEA and UK learners (excluding the Channel Islands and Isle of Man) regardless of whether learner is in receipt of a student loan or are paying their own fees:

	Learners enrolled in 2018/19 and continuing in 2020/21	Learners enrolled in 2017/18 and continuing in 2019/20	Learners enrolled in 2016/17 and continuing in 2018/19	Learners enrolled in 2015/16 and continuing in 2017/18
Full time Foundation degrees	£8,400 per annum	£7,500 per annum	£7,500 per annum	£7,500 per annum
HNDs	£8,400 per annum	£7,500 per annum	£7,500 per annum	£7,500 per annum
Full degree and top-up years	*£8,400 per annum	*£8,000 per annum	*£8,000 per annum	*£8,000 per annum
Part time degree/top-up year	Pro-rata i.e. £1400 per 20 credits	*Pro rata, i.e. £1,333.33 per 20 credits	*Pro rata, i.e. £1,333.33 per 20 credits	*Pro rata i.e. £1333.33 per 20 credits
HNCs	£8,400 per annum	Pro rata, i.e. £1,250 per 20 credits	Pro rata, i.e. £1,250 per 20 credits	Pro rata i.e. £1250 per 20 credits
Science Gateway	£8,400 per annum	£7,500 per annum	N/A	N/A
International (non-EU including Channel Islands and Isle of Man)	£9,750 per annum	£9,500 per annum	£9,500 per annum	£9,500 per annum
Part time Foundation degrees/HNC/HND	Pro rata per standalone level 4/5 module rate	Pro rata per standalone level 4/5 module rate	Pro rata per standalone level 4/5 module rate	Pro rata per standalone level 4/5 module rate
Advanced Counselling Certificate	Full time and part time as per the Foundation degree rates	Full time and part time as per the Foundation degree rates	Full time and part time as per the Foundation Degrees	Full time and part time as per the Foundation Degrees
FdSc Veterinary Nursing 3 <sup>rd</sup> year placement	£1,800 p.a.	£1800 p.a.	£1800 p.a.	£1800 p.a.
BSc (Hons) Applied Zoology & Conservation (sandwich year)	£500 p.a.	£500 p.a.	£500 p.a.	N/A
FdA Housing/Independent Living	£3,000 p.a.	£3,000 p.a.	N/A	N/A
HNC Construction & The Built Environment	£3,600 p.a.	£3,600 p.a.	£2135 p.a.	N/A
Diploma in Person	£4,200 p.a.	£3,750 p.a.	£3,750 p.a.	£3,750 p.a.

Centred Counselling				
60 credit CPD Awards	Pro rata per standalone level 4/5 module rate	Pro rata per standalone module rate	Pro rata per standalone module rate	Pro rata per standalone module rate
Standalone level 4/5 modules	£1400 per 20 credits	£1,250 per 20 credits	£1,250 per 20 credits	£1,250 per 20 credits
Standalone level 6 modules	£1400 per 20 credits	£1,333.33 per 20 credits	£1,333.33 per 20 credits	£1333.33 per 20 credits
MA Education (taught) level 7 Part-time	£6800 (pro rata – charges by credit)	N/A	N/A	N/A
MSc Land & Ecological Restoration (taught) level 7 full-time	£9500	N/A	N/A	N/A
MSc Equitation (taught) level 7 full-time	£8400	£6500	£6500	N/A
MSc Equitation (taught) level 7 part-time	£2800 p.a.	£2166.66 p.a.	£2166.66 p.a.	N/A

Learners are no longer treated as end-on when they are topping up from an ordinary degree to an honours degree. However, for cohort purposes they still remain as a continuing learner and remain on the same package of support.

End-on courses do not include any other combinations of courses such as:

- Learners with a HNC topping up to a HND.
- Learners taking a higher level course on or after 1 September 2012 immediately after completing a lower level course where the mode of study changes (e.g. the learners takes part time honours degree top up course after completing a full time HND). The College has decided to offer some flexibility to this rule because we do not offer full time and part time routes for all of our courses. Therefore, if a learner is forced to change mode of attendance for the top up course, due to the colleges delivery restrictions, the learner will not be penalised and may retain the existing tuition fee charge of the first course.

Note that for all learners in receipt of a tuition fee loan, fees are paid to the College by the Student Loans Company who then ultimately recovers the money from the learner after graduation.

For learners who are not in receipt of a tuition fee loan, the College will collect the fees at the start of the course (one third at enrolment and the remaining balance paid equally each term or via monthly direct debit).

## Repeating Studies

3. Learners who are required to repeat failed modules with attendance will be charged the pro-rata module rate, based on their existing annual tuition fee. Learners with valid extenuating circumstances will not be charged.

## Resuming Studies

4. When a Learner suspends study the college retains 25%, 50% or 100% of their annual tuition fee depending on their date of suspension (as described in the *Withdrawing and Suspending Study* section). This is to cover the cost of teaching the learner prior to their suspension.

The fee a learner is charged when they resume studies depends on whether they suspended due to valid extenuating circumstances or not:

- If a learner suspended without valid extenuating circumstances, they would be required to pay for modules they did not complete and achieve prior to suspension. These learners would retain their existing tuition fee charge and would be charged the pro-rata module rate. E.g. a learner was charged an annual tuition fee of £8,400 (£1,400 per 20 credits). When the learner resumes study they would be required to study 80 credits. The tuition fee they would pay to resume would be £5,600 ( $1400 \times 4 = £5,600$ ).
- If a learner suspended with extenuating circumstances they would retain their original tuition fee charges. The resuming fee would be based on what their original annual tuition fee was, minus the suspension fee. For example, a learner was charged an annual tuition fee of £8,400. TCCG retained £4,200 of this when they suspended studies. When they resumed studies, they would be required to pay the outstanding balance of £4,200.
- If a learner suspends on more than one occasion, the resuming fee they would pay would be based on whether their last period of suspension was due to valid extenuating circumstances.

## Transferring Studies (Same Mode of Attendance)

5. Learners that transfer to another programme within Cornwall College in 2018/19 should retain their existing student support and tuition charge arrangements (provided they are not changing mode of attendance).

For example:

A learner enrolls on the Full Time FdA Event Management in September 2018 and is charged £8,400 for the 2018/19 academic year. After Term One, the learner decides they wish to transfer to the Full Time BA (Hons) Business Enterprise Management. As programme transfers cannot take place after 31 October, the learner must apply for the BA (Hons) Business Enterprise Management through UCAS. The learner may either continue to study the FdA Event Management in 2018/19, or suspend studies.

If the learner decides to suspend studies, the fee they are required to pay to suspend should be calculated based on section 5 of this procedure.

If the learner is accepted on the BA (Hons) Business Enterprise Management in 2019/20, they will be expected to pay the 2018/19 fee of £8,400.

## Transferring Studies (Different Mode of Attendance)

6. Learners that transfer to a course within Cornwall College then change mode of attendance should be charged the new fee for the academic year in which they commence the new mode of attendance.

For example:

A learner enrolls on the full-time FdSc Marine Science in September 2018 and is charged £8,400 for the 2018/19 academic year. At the end of the 2018/19 academic year, they wish to transfer to the part-time FdSc Marine Science. They commence the part-time Mode of Attendance in 2019/20, and are therefore charged the new part-time fee for 2019/20.

In some cases a learner may be permitted to transfer from full-time to part-time during the academic year. In order to calculate a revised fee for this learner you must:

- a. Calculate the full time fee for the terms studied full time during the year of the transfer. To do this, take the yearly fee, divide this by 3, and then multiply this by the amount of terms studied at full time. (If a learner transfers mid-term, they will be charged the full time rate for the entire term).
- b. Calculate the part-time fee for the terms that will be studied part time during the year of the transfer. To do this, take the part time yearly rate (this should be the new part time fee that is in place for the year the transfer is taking place), divide this by 3, and then multiply this by the amount of terms to be studied at part time.
- c. Add these two figures together to get revised fee for the year of the transfer.
- d. The learner would then pay the yearly part time fee for the remainder of the programme.

### *Learners with Extenuating Circumstances*

Learners who transfer to a different mode of attendance due to valid extenuating circumstances will retain their existing student support and tuition charge arrangements.

## Transferring into Cornwall College

7. Learners who enrol and attend a HE course at another institution in the 2018/19 academic year, and subsequently transfer to Cornwall College within the 2018/19 academic year, will be classed as a 'Late Transfer', as defined in the HE Enrolment Procedure.

If the learner is funded by the Student Loan Company, the original institution may retain 25% of the student loan. If the College is unable to recoup this 25% from the institution, the learner will only be liable to pay the college the remaining 75%.

If the learner is paying their own fees, they will be required to pay the full annual tuition fee (one third at enrolment and the remaining balance paid equally each term or via direct debit).

If the learner wishes to claim Accredited Prior Learning, then their fee will need to be adjusted to reflect this.

## Late Starters

8. Learners classified as late starters as per the HE Enrolment Procedure (i.e. learner who have not transferred in from another institution) will be charged the full annual tuition fee. Late starters who wish to claim Accredited Prior Learning should only be charged for the modules they are actually studying, plus the APL fee as described in paragraph 3.

## Withdrawing and Suspending Studies

9. Learners that withdraw from a course and begin a new course on or after 1 September 2018 will be deemed to be a new learner and will adopt the new fee for the academic year in which the learner commences study.

The College will operate the following fee refund policy for undergraduate or postgraduate taught learners who withdraw or suspend their studies:

<b>Withdrawal / Suspension Date</b>	<b>Fees Payable</b>
Learners who are enrolling onto the first year of their course, who withdraw or suspend between 17 September 2018 and 28 September 2018	No Charge
Learners who are enrolling onto the first year of their course, who withdraw or suspend after between 29 September 2018 and 14 December 2018	25% of yearly tuition fee is payable
Learners who are repeating their studies, who withdraw or suspend between 17 September 2018 and 14 December 2018	25% of yearly tuition fee is payable
Learners who are resuming studies without extenuating circumstances, who withdraw or suspend between 17 September 2018 and 14 December 2018	25% of yearly tuition fee is payable
Learners who are resuming studies with extenuating circumstances, who withdraw or suspend between 17 September 2018 and 28 September 2018	No Charge
Learners who are resuming studies with extenuating circumstances, who withdraw or suspend between 17 September 2018 and 14 December 2018	25% of yearly tuition fee is payable
All Learners who withdraw or suspend between 7 January 2019 to 5 April 2019	50% of yearly fee is payable
All Learners who withdraw or suspend between 23 April 2019 to end of 2018/19 academic year	100% of yearly fee is payable

Learners who suspend study due to valid extenuating circumstances will be liable for the suspension fees above but the fee they pay when they resume studies will take into account these charges. Please see the *Resuming Studies* section for further details.