



University of the  
Highlands and Islands  
Argyll College

Oilthigh na Gàidhealtachd  
agus nan Eilean  
Colaiste Earra-Ghàidheil

## **COURSE FEES POLICY**

### **ARGYLL COLLEGE UHI LTD**

Policy Number:	Fees1
Revision Number:	1
Date of Issue:	20 May 2016
Status:	Approved
Date of Approval:	June 2016
Responsibility for Policy:	Director of Finance
Responsibility for Implementation:	Director of Finance
Responsibility for Review:	Director of Finance
Date of Last Review:	June 2016
Date of Last Revision:	May 2019
Date of Next Review:	May 2022

## **1. Introduction**

The purpose of this policy is to outline the principles applied in respect of course fees, offering instalment facilities, fee waivers and refunds. This policy is compliant with the UHI HE Fees Policy and SFC Regulations.

## **2. Responsibilities**

The Financial Director is responsible for annually ensuring this policy is consistent with the UHI HE Fees Policy, SFC regulations and related internal policies. This policy will be fully reviewed every three years taking into account value for money and environmental impact. The Equalities Officer will be responsible for ensuring that this policy and its associated procedures are equality impact assessed.

The Financial Director will ensure appropriate and prompt implementation of this policy within the agreed performance targets and associated procedures.

## **3. Key Principle**

The College sets FE course fees annually, in line, where relevant, with SFC set fees. HE fees as set by The University of the Highlands and Islands (UHI) are adopted under the conditions of the partnership agreement between the academic partners. This policy takes cognisance of UHI policy relating to HE course fees.

The Financial Director is responsible for approving FE course fees, other than those already set by SFC.

All students will be made aware of the course fee at the point of application or enquiry.

## **4. What Course Fees Include**

Course fees normally include all assessment and examination fees and the cost of materials. Students will be advised at the point of enquiry or application if additional fees are to be paid for materials for a specific course, or for certification or examinations.

The cost of materials for evening and leisure classes is not included in course fees.

## **5. Payment of Course Fees**

Fees are due at enrolment. It is the responsibility of the student to pay the course fee at the point of enrolment or to provide evidence that an alternative arrangement has been put in place. Failure to do so may result in the student not being enrolled.

A student may be allowed to start a course without paying the relevant fee if they provide appropriate authorised documentary evidence, including:

- Fees being paid by a third party – Student Award Agency for Scotland (SAAS)\*, employer, ILA award, etc.
- Part Time Further Education Fee Waiver Claim
- Argyll College Instalment Payment Plan
- Credit Note or Fee Transfer
- College Fee Waiver

\* SAAS stipulate that a student must remain on the course until 01 December to be entitled to payment of the course fee (for courses starting in the Autumn term, other dates apply for other course start dates). If the student leaves before the qualifying date the student becomes liable for the relevant fee as per the table in Section 7.

Where a student is to be supported by a third party and in the event that the third party does not accept liability for the payment, liability for the course fee will revert to the student. Non-payment of fees will be pursued in accordance with the College debt recovery procedures; this may also prevent enrolment to future courses.

## **6. False Starts**

The College acknowledges that despite all attempts to inform students in advance of enrolment, a student may undertake a course of study that they soon discover is not what they had expected. It is anticipated that this will be determined within two weeks after the date of enrolment or commencing the course. Should a student withdraw from the course within this time the withdrawal will be considered as a 'false start' and no fee will be charged for the two weeks of attendance on the course.

This dispensation does not apply to FE Part Time, evening or leisure course students.

## **7. Withdrawals**

A withdrawal is classified by the College where a student has terminated their studies before the normal completion date.

### Further Education - Full-time and Part-time

Date of Commencement	Termination of Study Date	Amount Due
Courses commencing in August/September	Within 2 weeks of Commencement date	No Fee due
	Before 01 November and thereafter	Administration Fee of £100
Course commencing at other dates	Within 2 weeks of Commencement date	No Fee due
	At any point thereafter	Administration Fee of £100

### Higher Education – Full-time and Part-time

Date of Commencement	Termination of Study Date	Amount Due
Courses commencing in August/September	Within 2 weeks of Commencement date	No Fee due
	Before 01 December	Administration Fee of £100
	Between 01 December and 01 February	50% of Full Year Fee plus Administration Fee of £100
	After 01 February	Full Fee due
Course commencing at other dates	Within 2 weeks of Commencement date	No Fee due
	Within 8 weeks of the date of Commencement of the course (excluding non-teaching weeks)	Administration Fee of £100
	Between 8 and 12 weeks of the date of commencement of the course (excluding non-teaching weeks)	50% of Full Year Fee plus Administration Fee of £100
	After 12 weeks of the date of commencement of the course (excluding non-teaching weeks)	Full Fee due

**All other courses, including Evening and Leisure classes** – attending 25% or less of the course will incur a fee of 25% of the total invoiced cost. Thereafter, no refund will be due on the total cost of the course.

### 8. Recognition of Prior Learning and Credit Transfer

Fees will be charged for Recognition of Prior Learning at the full unit rate. Where Credit Transfer is applied no additional fee will be charged, however where Credit Transfer is being applied for more than one credit the College reserves the right to charge the qualification Group Award fee charged by SQA.

## INSTALMENT PAYMENT FACILITY

### 9. Key Principle

The purpose of the Instalment Payment Facility is to allow enrolment on a course for students who are not in a position to pay the full course fee at the time of enrolment.

Where an Instalment Payment Facility has been offered and the student subsequently withdraws from the course, liability for the relevant course fee remains. An Instalment Payment Facility is a route of access to a course and not a pro rata payment agreement.

## **10. Eligibility**

To be eligible for an Instalment Payment Facility students will be required to provide details of the following:

- Method of study
- Amount of the course fee
- Student's ability to pay

This information will be held in confidence.

Award of an Instalment Payment Facility is not automatic.

## **11. Enquiries**

Enquires can be made to the local centre manager at any time prior to enrolment or upon receiving notification of rejection of funding..

## **12. Rates**

For full-time students an Instalment Payment Facility can be spread over a maximum of six months, but require to be paid in full before the commencement of the next year of study (if applicable). For part-time students the Instalment Payment Facility can be spread over the life of the course (or a maximum of six months, whichever is shorter), but the first year of study must be paid in full before the student will be allowed to move on to the second year of part-time study

## **FEE WAIVER**

### **13. Key Principle**

In exceptional circumstances, and where there are mitigating circumstances, the College may offer a fee waiver at their discretion when a request is submitted in writing covering the justification for a fee waiver.

In the event of a fee waiver being requested the College will adopt a fair and consistent approach to ensure compliance with the SFC Fee Waiver Policy, UHI HE Fees Policy and prior applications.

The administration charge of £100 is not subject to application for fee waiver and will remain payable.

Applications will be considered by the Registry Manager on individual merit and within

the context of the College's strategic and operational objectives.

In all cases applications for College Fee Waiver must be made on the Fee Waiver Form (attached).

## **FEE REFUND**

### **14. Key Principle**

Course fees are not refundable, except in exceptional circumstances and at the College's discretion.

Refunds will not be given where the student has been excluded through the Student Disciplinary Procedure.

Particular arrangements apply for service personnel being supported through the Ministry of Defence Enhanced Learning Credits (ELCAS).

Applications for refunds for other reasons will be considered by the Financial Director on individual merit and within the context of the College's strategic and operational objectives.

In all cases applications for a Fee Refund must be made on the Fee Refund form (attached).

## **APPEALS**

### **15. Key Principle**

Students are informed of their right to appeal against the outcome of any application in relation to course fees that they make. The appeal must be submitted in writing to the Depute Principal and must clearly state the grounds for the appeal. Any appeal must be submitted within ten working days of receiving the outcome of the application.

The Depute Principal will acknowledge receipt of the appeal and undertake to reply within ten working days. This decision is final.

### **16. Performance Targets**

It is imperative that any application from a student in respect of course fees is dealt with speedily and in this respect, notwithstanding the above details in respect of appeals, the key performance target is that the outcome to any course fees application is communicated to the student within fifteen working days.