

# Moulton College

## Higher Education Fees and Student Support 2018-19

### Full-time Fees

The College will charge a fee of **£9,000** per annum for undergraduate students, **£7,200** per annum for HND and HNC students and **£6,000** for postgraduate students who start their first higher education course at the college in September 2018. Students who started their courses in previous academic years will continue to pay the same fee as when they started.

### Part-time Fees

The College will charge **£1,500 per 20 credits** for Foundation Degree and BSc (Hons) Degree modules and **£670 for per 20 credits** of study for MSc modules if you start your course in September 2018. The most common pattern is for students to study 80 credits a year, so if you study 80 credits per year, it will take you three years to complete a foundation degree in comparison to two years for a full-time student. The annual fee for our new HNC and HND courses is **£2,400** per annum. Students who have started study in previous academic years will continue to pay fees at the same rate as when they started.

### Tuition Fee Loan

You may be eligible for a loan from the Student Loan Company to pay your student fees directly to the College, and when you start to repay will depend upon your earnings and whether you studied full or part-time. Full information is available from <http://www.slc.co.uk>.

### Maintenance Loans and Grants

You may also be eligible for help with living costs through maintenance loans and grants and information is also available at <http://www.slc.co.uk>. There is also additional support available for students with disabilities, and the College's Learning Support Tutor can help you with the application process.

### College Bursaries

The College offers some bursaries that are outlined in its agreement with the Office for Fair Access (OFFA) that you will find on this website. These are either dependent upon entry qualifications or assessed on income.

#### Academic Bursaries

- **Continuing Moulton College students** - if you complete your Level 3 (A-level equivalent) qualification at the College and enrol on to a higher education course, you will receive a bursary of £1,000.
- **New entrants with vocational qualifications** - if you start a higher education course with an advanced apprenticeship, of NVQ Level 3 as your entry qualification, you will receive a bursary of £1,000.
- **New entrants with high grades** – if you have BTEC Extended Diploma grades of DDM minimum, or A-levels grades of ABB minimum, you will receive a bursary of £1,000

All of these bursaries are paid in two instalments of £500 in December and March in your first year only. They are not dependent upon income, and a student can only qualify for one of these awards.

#### Income Dependent Bursaries

- **Moulton College Bursary** - available to full-time students based on an household income assessment. Students with residual household income of less than £25,000 will be eligible for £1,000. Students with a household income of less than £42,600, but more than £25,000 will be eligible for £500.
- **£500 Fee Waiver for Part-time students** - available to students who are paying their own fees (e.g. not sponsored by employers) with a household income of £30,000 or less.

#### Hardship Fund Bursary

A limited discretionary fund has been created to help students in dire financial need which could impact on their remaining on their course of study. Eligibility will be based on an assessment of household income and outgoings. To be eligible to apply for a hardship award applicants must have a residual income of under £25,000 per annum.

# Higher Education Refund Policy

## 1 Higher Education (HE) Refunds

1.1 Course fees are normally not refundable and refunds can only be given in the following cases:-

- **Course Cancellation:** If the College cancels (or significantly changes the content of) the course at any point before or during the course, the College will refund the tuition fee.

**Exceptional Circumstances:** If a student has to leave a course due to exceptional circumstances, and is able to supply supporting evidence, pro-rata refunds may be considered. Exceptional circumstances are adjudged by the Deputy Principal and include health, maternity and bereavement. The complaints procedure can also be used if a student wishes to have a refund on quality grounds.

1.2 All course withdrawal dates are calculated from the date of **written notification** by the student. In the absence of written notification of withdrawal, the College will assume that the student is still engaging with the course and will continue to provide learning opportunities and support for the student. The student will therefore remain enrolled on their course and their case presented for consideration at an examination board where their studies may be terminated if the student has failed to meet course learning outcomes or engage with the support provided.

1.3 Where a Higher Education student demonstrating exceptional circumstances withdraws from their course payments will be as follows:

1.4 - 25% of the annual course fee if written withdrawal is submitted to the College before 5pm on the 31<sup>st</sup> October

1.5 - 50% of the annual course fee if written withdrawal is submitted to the College before 1 February

- 100% of the annual course fee if written withdrawal is submitted to the College on or after 1 February

1.6 Where students have their studies terminated by the College due to poor academic engagement and non-attendance at timetabled sessions, the student will remain liable for the full tuition fees for that academic year.

1.7 Any deposit paid is non-refundable unless the College closes the course.

1.8 Costs that have been incurred by the College in enrolling a student, e.g. examination costs, registration fees and purchased materials cannot be reclaimed by the student, even if they withdraw from the course, unless the course is closed by the College.

1.9 The liability for any HE loan through the Student Loans Company remains with the student if they withdraw.

# **Non-Payment of Fees**

## **2 Instances of Non-Payment**

- 2.1 The College is financially vulnerable when students or their sponsors do not pay the full agreed fee in the timescale expected. This covers fees paid as a lump sum or as instalments.
- 2.2 Where students are expected to pay fees via Student Finance England (i.e. for Higher Education courses) the College is also financially at risk if the student does not apply for a loan.
- 2.3 The principle that the College follows is that all students should pay the amount of fee required through the guidance of the Funding Agency as set down in this Fees Policy. Exceptions should be dealt with equitably through the waiver process.
- 2.4 Students who refuse to pay or delay payment significantly cannot expect to receive the full services of the College, and may even be withdrawn from their qualification.
- 2.5 The College operates a number of hardship schemes which are in place to support financially vulnerable students. The College can support and advise such students through its Student Finance department.

## **3 Implications of Non-Payment**

- 3.1 Full Time students starting in September/October who have not completed the process of applying for a higher education student loan by the end of November in the same year will be invoiced for their course on a full cost basis. These students will then be treated as fee paying students.
- 3.2 Students who continue to refuse to make the full cost payment or apply for a loan support will be withdrawn from their course at Christmas.
- 3.3 Such students who start later in the academic year will need to have grant funding in place within two weeks of starting their course. If this is not completed, an invoice will be created for the student as in 3.1 and payment will be expected within three weeks.
- 3.4 Part time students will be treated in the same way as students in 3.3.
- 3.5 Fee paying students who have not paid their fees by the required time, or have defaulted on instalment payments, will receive a final written warning to make the required payment.
- 3.6 If the written warnings are further ignored, the College will commence its procedures to withdraw the student from the course at which point the College reserves the right to use the services of debt collection agencies to recover outstanding debt.

3.7 If the student applies to join further College courses, the College would only enrol them if it sees evidence of grant application or full payment before the start of the course.

#### **4 Cancellation of Registration**

4.1 New students have a right to cancel their contract (enrolment) with the college within 14 calendar days of the completion of that contract (enrolment) or 14 days from the start of term and the first day of teaching (whichever is later).

4.2 The College has in place this policy to support students' right to 'cancel' their contract within a 14-day 'cooling off' period

4.3 For 14 calendar days from the day after a student completes enrolment or for 14 calendar days from the day after the start of term, whichever is later, a student can withdraw from the university without incurring financial penalty.