



CITY  
COLLEGE  
NORWICH



PASTON  
COLLEGE

# CITY COLLEGE NORWICH COURSE FEES AND ELIGIBILITY STATEMENT 2018-2019

Document Creation	Head of Registry
Document Approval	Deputy Principal
Document Endorsement	Governors, Executive Team
Version	Final Version 1
Date First Issued	1 <sup>st</sup> June 2009
Date updated	24 <sup>th</sup> May 2018
Review Date	1 <sup>st</sup> March 2019

## Table of Contents

1. Scope of Statement.....	4
1.1. Statement Rules.....	4
2. Fees .....	4
3. Student Eligibility for Funding.....	4
4. Course Fees and Eligibility.....	5
4.1. Students aged under 16.....	5
4.2. 16-18 Further Education Students .....	6
4.3. 16-18 Apprentices .....	6
4.4. 19 + Apprentices .....	8
4.5. 16-24 Traineeships .....	8
4.6. 19 + Further Education Students .....	9
4.7. Advanced Learning Loans Students .....	10
4.8. Higher Education Students .....	11
4.9. International Students (all ages) .....	12
4.10. Commercial Courses (all ages).....	12
5. Payment of Fees .....	13
5.1. Course Fees.....	13
5.2. Scheduling Payments .....	13
5.3. Payment Methods .....	13
5.4. Instalment Plan.....	13
5.5. Advanced Learning Loans .....	13
5.6. Employer and Third Party Payments .....	14
6. Additional Fees.....	14
6.1. Examinations Fees.....	14
6.2. Higher Education Failed Module Retake Fee .....	14
6.3. Further Education, Apprenticeship and Commercial Retake Assessment Fees .....	14
6.4. Examination Fees .....	14
6.5. Failed/Missed Examination Retake Fee .....	14
6.6. Failure to Complete a Course within the Expected Timeframe .....	14
6.7. Replacement Certificates .....	15
7. Refund of Fees.....	15
7.1. Withdrawals.....	15
7.2. Further Education Students (including Access Courses) .....	15
7.3. Higher Education Students .....	15
7.4. Apprenticeships.....	15
7.5. Commercial Courses.....	16
7.6. International Students (excluding Higher Education).....	16

7.7.	International Students (Higher Education) .....	16
7.8.	Retakes of assessments and examinations.....	16
7.9.	Registration, Examination and Assessment Fees .....	16
7.10.	Ancillary Fees.....	16
7.11.	Course Cancellation.....	17
8.	Non Payment of Fees or Instalments.....	17
8.1.	Non Payment of Fees .....	17
8.2.	Non Payment by Third Parties .....	17
8.3.	Exclusions Non Payment .....	17
	Appendix 1 Fees Tariffs 2018/19 .....	18
	Appendix 2 14-18 Matrix for third party fees 2018/19.....	19
	Appendix 3 Apprenticeship Fee Matrix 2018/19 .....	20
	Appendix 4 City College Norwich Fee Matrix 2018/19 .....	21
	Appendix 5 EU Member States, EEA & Eligible Overseas Territories .....	22
	Appendix 6 Unemployed Definition.....	24
	Appendix 7 Full Level 2 & 3 Definition .....	25

## **1. Scope of Statement**

This Statement sets out the course fees charged by the College. The Statement is subject to rule changes introduced by government and funding agencies which may occur in the course of an academic year.

This statement has been drafted based on the rules set out by the Education Skills Funding Agency (ESFA) for academic year 2018/19. These rules may be subject to change before the commencement of that academic year and therefore should not be viewed as binding.

The Statement covers fees for publicly funded training and learning as well as provision run by the College that does not attract public funding.

It does not apply to European Social Fund (ESF) Projects and other publicly funded projects where the criteria are set in the individual bids

### **1.1. Statement Rules**

This Statement will be updated on an annual basis and will be re-issued before May 1st each year, unless government guidance is unavailable.

## **2. Fees**

The college fee tariff rates are available in Appendix 1

Fees are charged on the basis of:

- The type and level of course the student is studying
- The amount of hours/credits that are undertaken
- The age of the student
- The eligibility of the student for funding
- The level of public subsidy that the student attracts

Fees are broken down into three categories:

- Fully-Funded – No fee will be charged
- Co-Funded - A fee will be charged to cover part of the course
- Non-funded – A full cost (commercial course fee) will be charged to cover all costs associated with the course

## **3. Student Eligibility for Funding**

Individuals will be eligible to access funding to cover all or part of the college fees if they:

- Are a citizen of a country within the European Economic Area (EEA) or other countries determined within the EEA, or
- Have the Right of Abode in the UK and
- Have been ordinarily resident in the EEA for at least the previous three years on the first day of learning
- The requirements set out in The Education (Fees and Awards)(England) Regulations 2007 and The Education (Student Fees, Awards and Support)(Amendment) Regulations are met.
- The requirements set out in the ESFA's and OFS's eligibility for funding criteria are met.
- Meet the conditions of funding and eligibility set out by the relevant funding agency for the chosen programme/course of study.

Eligibility to funding does not give a student the right to funding, just the ability to be funded. This would depend on their circumstances, such as previous achievement, economic status, age, residency, course, course level.

## **4. Course Fees and Eligibility**

### **4.1. Students aged under 16**

#### **4.1.1. Definition**

The definition of an under 16 student is:

A student is defined as under 16 if their 16<sup>th</sup> birthday is on or after the 1st September 2018.

#### **4.1.2. Eligibility for Funding**

##### **4.1.2.1. Students aged under 16 studying full time or part time at the College who are not enrolled at another school/responsible educational body**

Any pre-16 student that is not enrolled at another school/academy/responsible educational body who wishes to study at the college full time or part time should be referred in all cases to the Principal or their nominee. No fee will be payable in this case.

##### **4.1.2.2. Students aged under 16 studying full time or part time at the College with agreement of school/responsible educational body**

No fee will be payable by any pre-16 student studying at the college full time or part time as part of an established College partnership arrangement. The home school for the pre-16 student must provide written permission for the student to attend the College and will be required to pay as per fees Appendix 2 for alternative curriculum and Appendix 4 for all other pre 16 fees. In the case of home educated students wishing to study at the College, the College will not charge a fee to the student's parent, guardian or carer.

##### **4.1.2.3. Students aged under 16 enrolling for part-time study (not part of collaborative arrangements)**

Students enrolled at School (of compulsory school age), not being directed to the College as part of an established College partnership arrangement, and wishing to study part time in the day should be referred in all cases to the Principal or their nominee.

Students of compulsory school age and enrolled at School who wish to study part time will be charged a commercial fee and will need supporting letters from their Head teacher and parent confirming that they are happy for the student to attend.

#### **4.1.3. Course Fees**

##### **4.1.3.1. College Partnership Arrangement Fees**

The College works with other schools and colleges in Norfolk to provide provision to 14-16-year-old students as part of an established college partnership arrangement and a rate is charged to the "owning" school by the College. The current tuition only fee rate for 18/19 is £5.90 per hour

##### **4.1.3.2. Third Party Fees**

Where a third party is responsible for the educational provision of a student and the College is unable to claim government funding there is a standard fee matrix for funding arrangements. For a of list fees please refer to Appendix 2.

Additional support fees will be charged on top of the standard programme costs if deemed as a requirement of the college in order to effectively support the student.

## **4.2. 16-18 Further Education Students**

### **4.2.1. Definition**

The definition of a 16-18 student is:

For Further Education provision, a student is defined as 16-18 if they are under 19 on 31<sup>st</sup> August in the teaching year the student commences a programme of study with the college.

### **4.2.2. Eligibility for Funding**

In line with the Education Funding Agency (EFA) conditions of funding, students who are aged 16-18 years of age on or before the 31<sup>st</sup> August are fully funded in the year in which they commence an eligible programme of study.

As a condition, where the student does not hold a GCSE in English and/or Maths at grade 4 or above then the student will work towards gaining this/these qualification(s) or a suitable stepping stone qualification.

### **4.2.3. Course Fees**

No fee will be charged to students who are aged 16-18 years of age for which the college is able to access ESFA funding for the programme of study.

Where a student turns 19 part way through their time at the College, they will only have 19+ fees applied to them when they begin a new programme of study.

Students aged 16-18 who are enrolled at School may still study at College in the following circumstances:

- The resitting of their GCSE's will be subject to a non-funded fee.
- Students enrolled at school and wishing to study during school hours at College should be referred to the Principal or their nominee as the school will be liable for the full cost fee.

### **4.2.4. Third Party Fees**

Where a third party is responsible for the educational provision of a student and the College is unable to claim government funding there is a standard fee matrix for funding arrangements. For fees please refer to Appendix 2.

Additional support fees will be charged on top of the standard programme costs if deemed as a requirement of the college in order to effectively support the student.

## **4.3. 16-18 Apprentices**

### **4.3.1. Definition**

The definition of a 16-18 Apprenticeship student is:

For Apprenticeship provision, a student is defined as 16-18 if their 16<sup>th</sup>, 17<sup>th</sup> or 18<sup>th</sup> birthday is on or before the first day that their course or qualification begins. In addition, students aged 16 wishing to enrol on an Apprenticeship after leaving school in Year 11 cannot start until after the last Friday in June.

## **4.3.2. Eligibility for Funding**

### **4.3.2.1. 16-18-Year-old employed by a Levy paying employer**

An apprenticeship is funded by the employer from the employers Levy account for a 16-18-year-old apprentice starting an apprenticeship before their 19th birthday.

#### **4.3.2.1.1. Course Fees**

For 16-18-year-old Apprentices employed by a Levy paying employer, an agreed fee will be agreed with each apprentice's employer at the beginning of the apprenticeship. This fee will include:

- Tuition Fees for all programme elements required
- Registration, Examination and Assessment Fees

The agreed fee will be paid to the college using the employer's apprenticeship levy digital account. For a list of fees please refer to Appendix 3.

All additional costs associated with the apprenticeship such as travel and ancillary fees should be met by the employer.

### **4.3.2.2. 16–18 year-old employed by a non-levy paying employer with more than 50 employees**

An apprenticeship is co funded for 16–18 year-old apprentices employed by a non-levy paying employer with more than 50 employees, which means the college will receive funding for part of the cost of delivering the apprenticeship.

#### **4.3.2.2.1. Course Fees**

For 16–18 year-old apprentices employed by a non-levy paying employer with more than 50 employees an agreed fee will be charged to each apprentice's employer at the beginning of the apprenticeship. This fee will include:

- Tuition Fees for all programme elements that are funded
- Registration, Examination and Assessment Fees

For a list of fees please refer to Appendix 3.

All additional costs associated with the apprenticeship such as travel and ancillary fees should be met by the employer.

### **4.3.2.3. 16 – 18 year-old employed by a non-levy paying employer with less than 50 employees**

An apprenticeship is fully funded for a 16-18 year-old apprentice starting an apprenticeship before their 19th birthday for which the college is able to access ESFA funding to support the apprenticeship. Where an apprentice turns 19 part way through their apprenticeship they will continue to be fully funded for the duration of the apprenticeship.

#### **4.3.2.3.1. Course Fees**

No apprenticeship fee will be charged for a 16-18 year-old apprentice for which the college is able to access full ESFA funding to support the apprenticeship.

All additional costs associated with the apprenticeship such as travel and ancillary fees should be met by the employer.

## **4.4. 19 + Apprentices**

### **4.4.1. Definition**

The definition of a 19+ Apprentice is:

For Apprenticeship provision a student is defined as 19+ if their 19th birthday is on or before the first day that their course or qualification begins.

### **4.4.2. Eligibility for Funding**

#### **4.4.2.1. 19+ Apprentices employed by a Levy paying employer**

An apprenticeship is funded by the employer from the employers Levy account for a 19+ apprentice starting an apprenticeship before their 19th birthday.

##### **4.4.2.1.1. Course Fees**

For 19+ Apprentices employed by a Levy paying employer, a fee will be agreed with each apprentice's employer at the beginning of the apprenticeship. This fee will include:

- Tuition Fees for all programme elements required
- Registration, Examination and Assessment Fees

The agreed fee will be paid to the college using the employer's apprenticeship levy digital account. For fees please refer to Appendix 3.

All additional costs associated with the apprenticeship such as travel and ancillary fees should be met by the employer.

#### **4.4.2.2. 19+ Apprentices employed by a non-levy paying employer**

An apprenticeship is co funded for 19+ apprentices employed by a non-levy paying employer, which means the college will receive funding for part of the cost of delivering the apprenticeship.

##### **4.4.2.2.1. Course Fees**

For 19+ apprentices employed by a non-levy paying employer an agreed fee will be charged to each apprentice's employer at the beginning of the apprenticeship.

This fee will include:

- Tuition Fees for all programme elements required
- Registration, Examination and Assessment Fees

For fees please refer to Appendix 3.

All additional costs associated with the apprenticeship such as travel and ancillary fees should be met by the employer.

## **4.5. 16-24 Traineeships**

### **4.5.1. Definition**

The definition of a 16-24 Traineeship is:

A student is defined as 16-24 if their 24th birthday is on or before the first day that their course or qualification begins.



#### **4.5.2. Eligibility and Funding**

Students aged 16-24 who have not previously attained a full level 3 qualification will be fully funded where:

They are unemployed and in receipt of unemployment benefits or they are unemployed at the start of the traineeship or are employed and earn either less than 16 times the hourly National Minimum Wage each week or £330 a month.

#### **4.5.3. Course Fees**

No course fees will be charged for fully funded traineeships

### **4.6. 19 + Further Education Students**

#### **4.6.1. Definition**

The definition of a 19 + Further Education Student is:

A student is defined as 19+ if their 19th birthday is on or before the 31st August 2018

#### **4.6.2. Eligibility for Funding**

##### **4.6.2.1. English and Maths qualifications**

Students aged 19+ who have not attained a GCSE grade A-C (grade 4-9) in English and Maths will be fully funded for the following qualifications:

- GCSE English language or Maths
- Functional Skills English or maths from entry to Level 2
- Approved stepping-stone qualifications
- For students aged 19+ who have attained a GCSE Grade A-C (grade 4-9) in English and Maths a full cost fee will be applied.

##### **4.6.2.2. English for Speakers of Other Languages (ESOL)**

Students aged 19+ on the day they start an eligible ESOL learning aim where they are unemployed or earn less than £15,726.50 per annum (excluding Asylum Seekers) will be fully funded. All other students will be co-funded including Asylum Seekers and expected to pay course fees.

##### **4.6.2.3. Students aged 19 to 23 (excluding English, maths and ESOL)**

Students aged 19-23 on the day they start will be fully funded for the following:

- First full level 2 qualification
- Courses up to and including level 2 for those who do not hold a full level 2
- Courses up to and including level 2 for those who already have a full level 2 qualification for students who are defined as unemployed
- Courses up to and including level 2 for those who already have a full level 2 qualification for students who earn less £15,726.50 per annum
- First full level 3 qualification

Students aged 19-23 on the day they start will be co-funded for the following:

- Students who have already achieved a level 2 or above will be co-funded up to, and including, a level 2

Students aged 19-23 on the day they start will be non-funded and therefore a fee will be charged:

- Students who already hold a full level 3 qualification studying a level 3 qualification or higher

#### **4.6.2.4. Students aged 24+ (excluding English, maths and ESOL)**

Students aged 24+ on the day they start the following will be fully funded for the following:

- Courses up to and including level 2, for students who are defined as unemployed.
- Courses up to and including level 2 for those who earn less £15,726.50 per annum

Students aged 24+ on the day they start will be co-funded for the following:

- Courses up to and including a level 2

Students aged 24+ on the day they start will be non-funded and therefore a fee will be charged:

- Students studying a level 3 qualification or higher.

#### **4.6.3. Course Fees**

For 19+ Further Education Students, a course fee will be charged to each 19+ student at the beginning of each academic year of the course for those students who are co-funded or non-funded. This fee will include:

- Tuition Fees for all programme elements
- Registration, Examination and Assessment Fees
- Additional consumables and protective clothing fees may be payable as a requirement of the course (Ancillary Fees)

### **4.7. Advanced Learning Loans Students**

#### **4.7.1. Definition**

Advanced Learning Loans are available for students aged 19+ on the first day of learning who undertake approved qualifications at level 3, 4, 5 and 6.

#### **4.7.2. Eligibility for Funding**

Loans are not means-tested and are available to eligible students to pay all or part of the course fees where they are:

- aged 19+ or older on the first day of learning
- studying an approved learning aims at Levels 3, 4, 5, or 6

On receipt of students' loan applications, the SLC is responsible for assessing whether a student is eligible.

#### **4.7.3. Course Fees**

The course fees for Advanced Learning Loans for non-Access to HE qualifications are determined by the published funding rate by the ESFA, full fee details are available from the Advice Shop.

Access to HE course fees are:

- Humanities, Hospitality & Business £3,000
- Sciences and Social Care £3,350
- Engineering, Art £3,900

## **4.8. Higher Education Students**

### **4.8.1. Full Time HE Provision**

Full Time HE provision is regarded as the study of 120 HE credits per academic year. For Full Time Higher Education students, a course fee will be charged at the beginning of each year of the course. This fee will include:

- Tuition Fees for all programme elements that are funded
- Registration, Examination and Assessment Fees

### **4.8.2. Part Time HNC/HND Provision**

In 2018/19 the College will charge a different fee for those higher education programmes awarded through BTEC/Edexcel. Such courses lead to the award of a Higher National Certificate (HNC) or Higher National Diploma (HND). For students studying an HNC/HND, a course fee will be charged at the beginning of each year of the course. This fee will include:

- Tuition Fees for all programme elements that are funded
- Registration, Examination and Assessment Fees

### **4.8.3. Recognition of Prior Learning (RPL) – HE programmes**

Where the student is claiming RPL on the basis of previously certificated learning, the College will make a charge through Norfolk Educational Services in recognition of the staff time required to assess the RPL claim. The volume of RPL allowed is normally restricted to 50% of the credit for the award by the Norfolk Regulatory Framework although exceptions can be granted to exceed 50%. Charges will be:

- For RPL within the 50% limit for the award = £50 admin fee + £25 per 10 credits of RPL being applied for.
- For RPL that exceed the 50% limit for the award = £150 admin fee + £25 per 10 credits of RPL being applied for

### **4.8.4. Recognition of Prior Experiential Learning (RPEL)**

Where a student is claiming RPEL on the basis of previous experience, the College will charge in recognition of the staff time required to assess the RPEL claim. Charges will be as follows:

- £100 admin fee + £25 per 10 credits of APEL being applied for.

### **4.8.5. Higher Education students studying equivalent or lower level qualifications (ELQs)**

HE students who have prior attainment at an equivalent or higher level than the undergraduate course they are proposing to study may not be eligible for a loan for fees from the Student Loan Company. Students should be advised to contact the SLC if they are in any doubt as to their eligibility.

### **4.8.6. Fees**

Higher Education fees are set by the College in accordance with the national regulations for fees set by the government and monitored by OFFA (the Office for Fair Access).

No fee waivers or reductions will apply for Higher Education programmes. The College reserves the right to negotiate individual fee charges with employers for Higher Education qualifications.

The maximum charge for any programme of part time HE in 2018/19 will be £7,500 p.a. for a full time equivalent programme (excluding International & BSc Professional Aviation Engineering Practice, please refer to appendix 1).

#### **4.9. International Students (all ages)**

##### **4.9.1. Definition**

An international overseas student will be defined as one who does not meet the ESFA's, ESFA's and OFS's eligibility criteria and does not meet the requirements set out in The Education (Fees and Awards)(England) Regulations 2007 and The Education (Student Fees, Awards and Support)(Amendment) Regulations.

##### **4.9.2. Eligibility**

Any queries on eligibility for International Students, including those with Tier 4 Student Visas should be forwarded to the International Student Adviser based in the Advice Shop.

##### **4.9.3. Course Fees**

The International Students Full Time fee is £7540 per academic year (excluding HE please refer to appendix 1)

#### **4.10. Commercial Courses (all ages)**

##### **4.10.1. Definition**

Where the College offers provision without a public funding subsidy, a commercial funding model is applied and a commercial fee is payable.

##### **4.10.2. Course Fees**

The full cost fee applies to programmes which the College offers outside of its publicly funded learning offer (such as some business related programmes and qualifications ineligible for public funding). No fee waivers, reductions or refunds will be applicable to courses offered as commercial, including for staff of the TEN Group.

At enrolment, the student should read the commercial fees statement on the fee payments form to ensure that they are aware of the binding nature of these course fees.

Course fees for commercial courses are set individually per course and students will be advised before enrolment.

Additional support fees will be charged on top of the standard programme costs if deemed as a requirement of the college in order to effectively support the student.

#### **4.11. Staff on Courses**

TEN Group staff are eligible for a fee waiver on publicly funded programmes, where the attendance is normally outside their contract working hours, or when they are released for training and make up the time, or are replaced. An application to attend a training course must be completed.

Basic Skill learning aims are eligible for fee waiver during contracted working hours. A TD1 form should be completed.

TEN Group staff will be required to pay a commercial fee on all commercial courses and a non-funded fee on all Higher Education courses. However, the TEN Group may

pay the fee under exceptional circumstances where the course is relevant to current employment. A TD1 form should be completed.  
Partners of TEN Group Staff are not eligible for fee remission.

## **5. Payment of Fees**

### **5.1. Course Fees**

Students will have to pay or arrange for payment on their behalf for the following ("Fees"):-  
Tuition Fees for all programme elements that are not fully funded.

- Registration, Examination and Assessment Fees.
- Additional consumables, protective clothing, equipment, books and study materials needed for the chosen course which are identified in the appropriate prospectus and on the College website under course information ([www.ccn.ac.uk](http://www.ccn.ac.uk)).

### **5.2. Scheduling Payments**

Course fees are charged on an annual basis. Second year fees will increase by inflation and government directives which is generally between 5-10%.

Fees are payable on enrolment in each year of the course except for:

- Commercial courses
- 19+ Students studying level 3 or above qualification
- Intermediate, Advanced or Higher Apprenticeship

### **5.3. Payment Methods**

The following methods of payment include:

- Cash
- Cheque; supported by a bankers card or proof of the name and address of the student
- Most major debit and credit cards
- Bank Transfer/Direct Debit/Standing Order

### **5.4. Instalment Plan**

The college operates an instalment plan offered to students on a course that lasts 13 weeks or more and costing more than £150. The student is required to pay 25% of the fee on enrolment and the balance will be collected by direct debit in equal instalments on the 28th of the following 3 months.

Where the course duration is less than 13 weeks, the student must arrange for full payment to be made at enrolment. The Instalment plan is not available to employers

Where the course cost is less than £150, the student must arrange for full payment to be made at enrolment. The Instalment plan is not available to employers.

### **5.5. Advanced Learning Loans**

Where a student enrolls on either full level 3 or above they have the option of an Advanced Learning Loan if eligible.

Loans can be used to fund the following types of provision:

- A-Levels (including up to 4 AS, A2 and full A-Levels)
- Access to HE Diplomas
- Certificates at levels 3 or above (QCF)
- Diplomas at level or above (QCF)

The Advice Shop can offer further advice and eligibility information on Advanced Learning Loans.

### **5.6. Employer and Third Party Payments**

If a student's employer/third party has offered to pay the fee, the student should complete a fee authorisation form which the employer/third party must sign to demonstrate that they are happy to pay the fee. This must be completed prior to the start of the course and presented by the student either on or before enrolment.

## **6. Additional Fees**

### **6.1. Examinations Fees**

Where the awarding organisation requires entry to an examination to be made by the student directly (i.e. not through the College) the Examination Fee will not be included in the Fees. This affects a small number of courses as identified in the appropriate prospectus and on the College website under course information ([www.ccn.ac.uk](http://www.ccn.ac.uk)).

### **6.2. Higher Education Failed Module Retake Fee**

Higher Education students granted permission by an Assessment Board to retake a failed module the following Fee will be applied and must be paid in full prior to enrolment on to the retake module: -

- Retake of the Assessment only = £50.
- Retake of the Assessment with tutorial = £50 plus £35 per hour tuition.
- Retake whole module will be charged as follows: - Initial annual tuition fee charge / 12 = charge per 10 credits.

### **6.3. Further Education, Apprenticeship and Commercial Retake Assessment Fees**

If a student enrolled on a Further Education programme (inc Access to HE) or an Apprenticeship fails to complete their Course or achieve the qualification by its planned end date, as stated on the Learning Agreement, the following Fee will be applied and must be paid in full prior to the retaking of the assessment: -

- Retake of the Assessment only = £50.
- Retake of the Assessment with tutorial = £50 plus £35 per hour tuition.

### **6.4. Examination Fees**

If a student fails to attend an examination (without authorisation), for which the College has incurred cost, the student will be liable for the examination costs.

### **6.5. Failed/Missed Examination Retake Fee**

If a student wishes to retake an examination the College will charge the awarding body entry fee prior to the booking of the retake. Examination entry fee charges are available by contacting the Examinations Team at [examinations@ccn.ac.uk](mailto:examinations@ccn.ac.uk).

### **6.6. Failure to Complete a Course within the Expected Timeframe**

If a student fails to complete a Course or achieve the qualification by its planned end date, as stated on the Learning Agreement, and stays on at the College to complete all or part of their Course then the student will be liable for the costs associated with the retake of the relevant assignment/module.

## **6.7. Replacement Certificates**

Students can obtain replacement certificates by completing the replacement certificate form, whereby the college will apply for replacement certificates on the student's behalf, plus a £10 admin fee. Alternatively, the student can gain a replacement certificate directly from the Awarding Organisation.

## **7. Refund of Fees**

### **7.1. Withdrawals**

Students must notify the College immediately if they are considering or wish to withdraw.

### **7.2. Further Education Students (including Access Courses)**

If a student is enrolled on a Further Education programme (inc Access) and withdraws before the end of the academic year, the Fee will be recalculated as follows: - (plus a £50 admin fee will be applied)

- Withdrawal in Term 1 = 33% of the Fee will be charged
- Withdrawal in Term 2 = 66% if the Fee will be charged
- Withdrawal in Term 3 = 100% of the Fee will be charged (full fee payable)

### **7.3. Higher Education Students**

If a student is enrolled on a Higher Education programme and withdraws before the end of the academic year, the Fee will be recalculated as follows: - (plus a £50 admin fee will be applied)

- Withdrawal in Term 1 = 25% of the Fee will be charged
- Withdrawal in Term 2 = 50% of the Fee will be charged
- Withdrawal in Term 3 = 100% of the Fee will be charged (full fee payable)

Retake fees for Higher Education programmes are non-refundable.

Full details of the colleges HE student Refund & Compensation Policy for 2018/19 can be found within City College Norwich Rules, Regulations and Procedures for Students 2018/19

## **7.4. Apprenticeships**

### **7.4.1. Levy Paying Employers**

For Levy paying employers the collection of the fee will be through the Digital Apprenticeship Service. Where a change of circumstance means that training and/or assessment is no longer being delivered, no further funds from an employer's digital account will be made to the college. No refunds will be given from funds already paid to the college.

### **7.4.2. Non-Levy Paying Employers**

For non-Levy paying employers, the fee is charged upfront to the employer. Where a change of circumstance means that training and/or assessment is no longer being delivered, fees are refunded proportionately to the duration of training having been delivered.

### **7.5. Commercial Courses**

If a student is enrolled on a Commercial Course the College holds a strict no-refund policy. The student will be liable for the entire fee, even if they withdraw before the end of the course.

### **7.6. International Students (excluding Higher Education)**

The College holds a strict no-refund policy. The student will be liable for the entire fee, even if they withdraw before the end of the course. International Students are required to pay a 25% deposit at enrolment and this is non-refundable.

However, if an International Student is unsuccessful in their visa application after paying a 25% deposit or the full tuition fee, the deposit or full tuition fee will be refunded, minus a £250 administration charge.

Tier 4 students and Short Term Study student are required to pay the full tuition fee (if it is a year long course) or the first year of the fees prior to issuing a CAS or unconditional offer letter (applicable to short term study visa).

### **7.7. International Students (Higher Education)**

International Students are required to pay a 25% deposit at enrolment. Tier 4 students and short term study students are required to pay the first year tuition fees prior to issuing a CAS or sending an unconditional offer letter. Refunds will be applied as follows: Refunds will be applied as follows:

- Refunds will not be made of offer holders who change their minds or decide not to take up their place.
- Any offer-holder who wishes to defer their place to the following year will have any deposit deferred as well, the deposit will not be refunded.
- The deposit paid will be reimbursed in full if evidence of a visa rejection is received and verified from the relevant UK visa office. Refunds will not be given however if the reason for the visa rejection is due to the failure to follow UK Visas and Immigration guidance or submission of fraudulent documents.
- Refunds will also be made to conditional offer-holders who pay their deposit then fail to meet the conditions of the College's offer of a place.

Refunds will only be made to the individual or organisation who originally paid the deposit. If a third party has paid the deposit on behalf of the applicant, we are unable to refund the deposit directly to the applicant. Refund requests will only be authorised within 3 years of the deposit payment date.

### **7.8. Retakes of assessments and examinations**

Retakes of assessments and examinations fees are non-refundable

### **7.9. Registration, Examination and Assessment Fees**

Registration, examination and assessment fees are non-refundable.

### **7.10. Ancillary Fees**

Costs for additional consumables, protective clothing, equipment, books and study materials are non-refundable.



### **7.11. Course Cancellation**

In the event that the College cancels a Course, the College will make every endeavour to secure an alternative suitable course placement either at the College or another education provider. If the College cancels a course, Fees paid will be refunded in full.

## **8. Non Payment of Fees or Instalments**

### **8.1. Non Payment of Fees**

Students must notify the College immediately if they are experiencing financial difficulty and are unable to pay their Fees. The College will make arrangements to discuss payment options that may be available.

Failure to pay the Fees, or any agreed instalment, by the due date, will result in students being suspended from the College and the following action being taken by the College, until such time that a payment arrangement has been agreed:-

- Access to College IT systems will be restricted.
- Students will not be permitted to attend class.
- Students will not be able to progress onto a subsequent year/semester.
- Students work will not be marked.
- Students results will not be published on e-ILP or confirmed in writing.
- Higher Education students, awards will not be confirmed until such time all tuition fees have been paid in full; following which students awards will be taken to the next scheduled Awards Board.

Failure to contact the College in relation to the non-payment of the Fees will result in student exclusion from the College. If a student is excluded then all rights and privileges enjoyed as a student of the College will cease from the date of exclusion. Exclusion will be notified in writing. Any outstanding debt will be transferred to a third party debt recovery agent or small claims court. Students will be refused other support offered by the College, such as counselling services and use of facilities, such as the Gym.

### **8.2. Non Payment by Third Parties**

If a third party has been invoiced for all or part payment of the Fees, but fails to pay within 30 days of the start of the course then the student is liable for the unpaid fees and the College may take action against the student as noted in point 8.1 above, if the Fee remains unpaid.

If a student withdraws as a result of a third party failing to pay all or part of the Fees, the Fee will be recalculated as noted under item 7 above. Students are liable for any unpaid fees and the College may take action as noted in 8.1 above if the Fee remains unpaid.

### **8.3. Exclusions Non Payment**

No refunds will be paid to any student who is excluded on the grounds of non-payment of Fees, additional costs or instalments.

Exclusion for non-payment of Fees, additional costs or instalments will not require referral to the student disciplinary procedure.

## Appendix 1 Fees Tariffs 2018/19

Category	Fee (period as specified)
<b>Students aged under 16</b>	
14-16 Students (as part of a collaborative arrangement with schools excluding Alternative Curriculum and Open Opportunities)	£5.90 (Per Taught Hour)
14-18 Students (Including Alternative Curriculum and Home Schooled)	See Appendix C
<b>Students aged 16-18</b>	
16-18 Students EFA Funded	£0 (Per Programme)
14-18 Students (Including Alternative Curriculum and Home Schooled)	See Appendix 2
<b>19+ Further Education Students</b>	
19+ Full Time Students (exc. Access to HE and Advanced Learning Loans) *	£2,312 (Per Academic Year)
19+ Part Time Students (exc. Access to HE and Advanced Learning Loans)*	Based on Planned Hours of course – See Appendix 4
<b>19+ Access to HE Students:</b>	
Humanities, Hospitality & Business	£3,000 Per Programme
Sciences & Social Care	£3,350 Per Programme
Engineering & Art	£3,900 Per Programme
<b>International Students Full Time (excluding HE)</b>	£7,540 (Per Academic Year)
<b>Students not eligible for public funding</b>	Non-funded fee, dependent upon qualification – see Appendix 4
<b>Apprenticeships</b>	Refer o Appendix 3
HE Full Time fee excl Aviation Engineering	£7,500 (Per Year)
HE Full Time BSc Professional Aviation Engineering Practice	£9,000 (Per Year)
HE HND/HNC Part Time	£4,000 (Per Year)
<b>International Students Higher Education</b>	
International Students HE Full Time (exc. HND/HNC)	£11,000 (Per Year)
HE Bsc in Professional Aviation Engineering Practice	£12,500 (per year)
International Students HE HND/HNC	£5,670 (Per Year)
<b>Commercial Courses</b>	Commercial fee calculation is based on a course by course basis
<b>Advanced Learning Loans</b>	Advanced Learning Loans fee calculation is based on a course by course basis



### Appendix 3 Apprenticeship Fee Matrix 2018/19

<b>Apprenticeship Funding Band</b>	<b>Employer Fee – non funded (levy employers)</b>	<b>Employer Fee – co-funded (non-levy employers)</b>
1	£1,500	£150
2	£2,000	£200
3	£2,500	£250
4	£3,000	£300
5	£3,500	£350
6	£4,000	£400
7	£5,000	£500
8	£6,000	£600
9	£9,000	£900
10	£12,000	£1,200
11	£15,000	£1,500
12	£18,000	£1,800
13	£21,000	£2,100
14	£24,000	£2,400
15	£27,000	£2,700

## Appendix 4 City College Norwich Fee Matrix 2018/19

<b>Table 4 Fees 2018/19</b>	<b>Co-Funded Fees</b>	<b>Non-funded Fees</b>	<b>International Fees</b>
<b>Band Description</b>	2018/19	2018/19	2018/19
P/T courses of between 9 and 14 planned hours	£51	£94	£239
P/T courses of between 15 and 30 planned hours	£90	£168	£422
P/T courses of between 31 and 60 planned hours	£179	£334	£841
P/T courses of between 61 and 90 planned hours	£296	£549	£1,380
P/T courses of between 91 and 120 planned hours	£411	£764	£1,919
P/T courses of between 121 and 200 planned hours	£630	£1,171	£2,940
P/T courses of between 201 and 300 planned hours	£976	£1,813	£4,553
P/T courses of 301 + planned hours	£1,465	£2,721	£6,836
Full Time Students (exc. Access to HE and Advanced Learning Loans)*		£2312	
Access to Humanities, Hospitality & Business		£3,000	
Access to Sciences & Social Care		£3,350	
Access to Engineering & Art		£3,900	
International Students Full Time (excluding HE)			£7,540
HE Full Time fee excl Aviation Engineering		£7,500	
HE Full Time BSc Professional Aviation Engineering Practice		£9,000	
HE HND/HNC Part Time		£4,000	
International Students HE Full Time (exc. HND/HNC)			£11,000
HE Bsc in Professional Aviation Engineering Practice			£12,500
International Students HE HND/HNC			£5,670
Apprenticeships Band 1	£1,500	£150	
Apprenticeships Band 2	£2,000	£200	
Apprenticeships Band 3	£2,500	£250	
Apprenticeships Band 4	£3,000	£300	
Apprenticeships Band 5	£3,500	£350	
Apprenticeships Band 6	£4,000	£400	
Apprenticeships Band 7	£5,000	£500	
Apprenticeships Band 8	£6,000	£600	
Apprenticeships Band 9	£9,000	£900	
Apprenticeships Band 10	£12,000	£1,200	
Apprenticeships Band 11	£15,000	£1,500	
Apprenticeships Band 12	£18,000	£1,800	
Apprenticeships Band 13	£21,000	£2,100	
Apprenticeships Band 14	£24,000	£2,400	
Apprenticeships Band 15	£27,000	£2,700	

## **Appendix 5 EU Member States, EEA & Eligible Overseas Territories**

For funding eligibility purposes, this is defined as:

- All member states of the EU
  - Austria
  - Belgium
  - Bulgaria
  - Croatia
  - Cyprus: any Cypriot national living on any part of the island qualifies for EU residency and is considered an EU national
  - Czech Republic
  - Denmark; includes Greenland and Faroe Isles
  - Estonia
  - Finland; includes the Aland Islands
  - France: the French Overseas Department (DOMS) (Guadeloupe, Martinique, French Guiana (Guyana), Reunion and Saint-Pierre et Miquelon) is part of metropolitan France and is part of the EU
  - Germany: includes the former German Democratic Republic and the tax-free port of Heligoland
  - Greece
  - Hungary
  - Ireland
  - Italy
  - Latvia
  - Lithuania
  - Luxembourg
  - Malta
  - Netherlands
  - Poland
  - Portugal: Madeira and the Azores are part of the EU; Macau is not
  - Romania
  - Slovakia
  - Slovenia
  - Spain: the Balearic Islands, the Canary Islands, Ceuta and Melilla are part of the EU
  - Sweden
  - United Kingdom: Gibraltar is part of the territory of the EU (The Channel Islands and Isle of Man are part of the United Kingdom and Islands but not part of the EU)
  
- EEA States
  - Iceland
  - Liechtenstein
  - Switzerland (Although Switzerland is not part of the formally recognised EEA, its nationals are eligible under various international treaties signed by the UK and Swiss governments)
  - Norway

- Eligible British and EU overseas territories
  - Anguilla
  - Bermuda
  - British Antarctic Territory
  - British Indian Ocean Territory
  - British Virgin Islands
  - Cayman Islands
  - Falkland Islands
  - Henderson Island
  - Montserrat
  - Pitcairn, Ducie and Oeno Islands
  - South Georgia and the South Sandwich Isles
  - St Helena and its dependencies
  - Turks and Caicos Islands
  - Greenland and Faroe Isles
  - Antilles (Bonaire, Curacao, Saba, St Eustatius and St Maarten)
  - Aruba
  - New Caledonia and its dependencies
  - French Polynesia
  - Saint Barthélemy
  - The Territory of Wallis and Futuna Islands
  - Mayotte
  - French Southern and Antarctic Territories

## **Appendix 6 Unemployed Definition**

### **Unemployed Definition**

A student is defined as unemployed if one or more of the following apply:

- They receive Jobseeker's Allowance (JSA), including those receiving National Insurance credits only.
- They receive Employment and Support Allowance (ESA) and are in the work-related activity group (WRAG).
- They receive Universal Credit, earn either less than 16 times the National Minimum Wage a week or £330 a month and are determined by Jobcentre Plus (JCP) as being in one of the following groups.
  - All Work-Related Requirements Group.
  - Work Preparation Group.
  - Work-Focused Interview Group.

The college may also use their discretion to fully fund other learners if all the following apply.

- Student receives other state benefits and earns either less than 16 times the national minimum wage a week or £330 a month.
- The student wants to be employed (or progress into more sustainable employment, if they earn less than 16 times the national minimum wage a week or £330 a month) and you are satisfied that the learning is directly relevant to their employment prospects and the local labour market needs.



## **Appendix 7 Full Level 2 & 3 Definition**

### **Full Level 2 Definition**

Level 2 is the level of attainment which, is demonstrated by:

- General Certificate of Secondary Education in five subjects, each at grade C or above, or grade 4 or above, or
- Technical Certificate at Level 2 which meets the requirements for 2018 16 to 19 performance tables, or
- Other technical and professional qualifications which are part of the Regulated Qualifications Framework (RQF) and required as part of the legal entitlement for the Level 2 entitlement which must be at least 150 guided learning hours (glh)

### **Full Level 3 Definition**

Level 3 is the level of attainment which is demonstrated by:

- General Certificate of Education at the advanced level in two subjects, or
- General Certificate of Education at the advanced subsidiary (AS) level in four subjects, or
- Quality Assurance Agency Access to Higher Education (HE) Diploma at Level 3, or
- Tech level; or Applied general qualification at Level 3 which meets the requirements for 2018 16 to 19 performance tables, and a number of Tech levels and applied general qualifications from the 2017 16 to 19 performance tables, or
- Other technical and professional qualifications which are part of the RQF and listed as part of the legal entitlement for the Level 3 entitlement which must be at least 300 glh