



Charging Policy 2016-18

Mission Statement

St John Rigby College is a Catholic College dedicated to the education and development of the whole person and supporting all students to realise their full potential. In becoming an outstanding learning organisation SJR will have a strong sense of purpose and a commitment to shared values within a Christian community. We will provide a unique and challenging environment where every individual is valued, talents are recognised and nurtured, achievements are celebrated and dedication is rewarded. To achieve this as a community we will:

- Welcome all students who are happy to be educated within a Christian environment
- Value the uniqueness and dignity of each individual
- Provide the highest standards of teaching and learning
- All show a commitment to our work and the Christian values of the College
- Provide equality of opportunity, with mutual respect and positive encouragement
- Build and further develop local, national and international partnerships

Introduction and Policy Statement

The College will charge fees in accordance with this policy, which has been approved by the Finance & Resources Committee of the Governing Body. The policy will be reviewed on an annual basis to take account of changes in further/higher education funding mechanisms. On occasion it may be necessary to revise this fees policy at times other than annual review dates, such revision to be undertaken by the Principal in consultation with appropriate members of College staff and approved by the governors prior to implementation.

ID Badges

All students will be provided with an ID badge but a charge of £3.00 will be levied for replacement badges. Students are not required to wear ID badges at all times but are required to carry ID badges for security purposes. ID badges are required for identification verification purposes in all College examinations. Students will not be permitted to sit an examination or obtain examination results without having their ID badge.

What you will receive free of charge:

- Exam fees for first entry
- Course File Folder to organise your work
- Learning support assessments
- Access to the internet and email
- Classroom handouts
- Careers interviews with a Careers Adviser
- All students receive £5 print credit at the start of the academic year
- All A Level ICT, A Level Media, A Level Photography or A Level Graphics students receive another £5 print credit during the year
- All students studying BTEC Entry, BTEC Level 1 and BTEC Level 2 courses receive another £5 print credit during the year
- All students studying BTEC Level 3 Courses receive another £10 print credit during the year
- Print charges are 5p per mono and 10p per colour A4 print
- Bursary students may receive some of their Bursary allocation in print credits

Fees

1 Tuition Fees

All students except full-time home/EU students with residency status aged 16–18 and those falling into exempt categories outlined below, will be liable for tuition fees.

- Students living in the EU aged 19 and over on 31 August 2015. These students will be liable to pay the College for each year of study. In 2016/17 this rate is £6,500. Part time study programmes will be charged on a pro rata basis.
- Overseas students whose fees are payable termly in advance in 3 equal instalments.
- Any student who has made arrangements with the Finance Office to pay fees in instalments.

Fees should be paid one calendar month prior to the course start date excepting the above.

2 Tuition Fee Exemptions

Fees will be waived for the following students:

- 2.1 Unemployed people in receipt of Jobseekers' Allowance
- 2.2 Those in receipt of income-based benefits, formerly known as means-tested benefits (the main income-based benefits are Council Tax Benefit, Housing Benefit, Income Support and Jobseekers Allowance, Employment and Support Allowance (income-based)).
- 2.3 Those in receipt of Working Tax Credit (WTC)
- 2.4 The unwaged dependents (as defined by Jobcentre Plus) of those listed above.
- 2.5 Those taking programmes where the learning aim is basic skills as defined by the EFA (Education Funding Agency) as 'provision that caters for the literacy, language and numeracy needs of post-16 learners, including those with learning difficulties or disabilities, from Pre-entry Level up to and including Level 2'.
- 2.6 Asylum seekers in receipt of the equivalent of income-based benefit (assistance under the terms of the 1999 Immigration and Asylum Act) and their dependants.
- 2.7 Certain learners participating in EFA-funded or Local Authority projects where identified in the project specification.

Evidence of the exemption is needed before the fees can be waived.

In exceptional circumstances the College may waive fees. Anyone wishing to apply for such a fee waiver should contact the Director of Finance Funding and Estates via Reception.

3 Examination/Certification fees

Students aged 16 – 18 at the start of the course are exempt from such fees for their first attempt only. Fees for retakes for examinations/course elements previously failed at the College will be the responsibility of the student.

For learners aged 19+ the certification fees and examination fees for first attempt only are included within tuition fees charged, unless otherwise stated.

The College has the right to charge for examination entries and/or resits as follows: -

- a) Where the required attendance or completion of work has not been completed
- b) Where the learner fails without good reason to sit the examination for which the College has paid. This includes those students who leave the College midway through their course.
- c) Where learners are retaking an examination resulting from an earlier examination failure
- d) Where learners are retaking an examination with the aim of achieving marginal improvement in grades

4 Trips and Visits

Learning activities, such as trips and visits offered as part of an agreed learning programme for 16 to 18 year olds are available to all students. The College will charge for travel, board and lodging and other additional costs incurred by the College as a result of the learning activity.

If an activity cannot be funded without voluntary contributions this will be made clear in the initial letter to the student and/or parent, detailing the proposed activity. Financial assistance is available in certain circumstances to ensure that all students can participate.

The College retains the right to charge for optional activities, which fall wholly, or mainly outside the agreed learning programme for 16 to 18 year olds. The cost of these activities will be made clear to the student and/or their parents.

N.B. There is a minimum charge per trip of £5.00 per student.

5 Work Placements

For those students who are required to attend a work placement, as part of their College course, a payment of £44.50 will be required towards the cost of obtaining a Disclosure and Barring Service DBS check. Students attending work placements associated with Childcare will also be required to pay £10 for a Polo Shirt which must be worn whilst attending placement.

6 Books & Equipment

Students will be required to purchase text books for their own personal use. Students will have the option to purchase text books through the College in order to benefit from our mass purchasing capability. Classroom textbooks may be loaned without charge. This is at the discretion of the Head of Department. Students studying Art will be required to buy some materials for their course which will be stocked in the College shop. Students studying the Performance Excellence programme will be required to purchase training Kit. The cost of each kit package is £100 per student.

7 Refunds

A minimum number of student enrolments will be necessary for all courses or trips to proceed. If there are insufficient enrolments it will be necessary to cancel the course or trip with a full refund of fees.

If a student withdraws from a course after it has commenced, fees will not normally be refunded.

8 Charges not defined as fees

- The College may request payment towards the cost of damage to College property, for example, broken windows, defaced/damaged text/library books.
- Charges may be made for photocopying. A copy of these charges is included in appendix 1
- Charges may be levied for other items and students will be notified as and when necessary.

9 Late or non-payment of fees

A surcharge of 5% per calendar month or part thereof may be added to bills not paid by the due date (see 1 above). Students who are not able to pay their fees by the due date must inform the College at the earliest opportunity. Every effort will be made by the college to help the student.

Overseas Students

Applications from students who have **not** been ordinarily resident in the UK for the three years prior to the start of their programme will be classified as overseas applicants. Those 16-18 year old applicants who have been ordinarily resident in the European Economic Area (EEA) for the three years prior to the start of their programme should be eligible for funding by the Education Funding Agency and, in such cases would, therefore be considered within the application process above.

The College does not hold a licence to issue Confirmation of Acceptance of Studies (CAS) statements required by applicants from outside the EEA to obtain UK Home Office Tier 4 immigration permission. Therefore the College cannot accept applications from countries outside the EEA.

10 16-18 Bursary Fund & Discretionary Hardship Funds

All students may be entitled to an award from the 16-18 Bursary Fund and or help from the College Hardship Fund. The College anticipates that details about eligibility criteria and how to apply will be available before the end of the 2015-16 academic year. The College makes awards from the 16-18 Bursary Fund to all those students fulfilling the eligibility criteria this maybe either in kind or in cash the priority being to help support students in continuing to access their studies. The College also has a Hardship Fund which will usually be used to help in providing equipment, contributing towards the cost of College trips and other cases of financial hardship.

- 16-18 Bursary Fund payments are made subject to students meeting the expectations outlined in the Student Charter.
- 16-18 Bursary Fund payments may be stopped if a student is absent from college, does not keep up with their work, or if there are other conduct issues.

11 Non-EFA Funded Courses

The college may run courses on a commercial basis and in such cases the fees will be based upon full cost recovery.

12 Publication of the College Charging Policy

An up to date copy of the Charging Policy can be found on the College website, www.sjr.ac.uk.

13 Transport

The College provides transport for students throughout the area. In 2016-17 the College will keep the cost of the transport the same, by subsidising each bus from College funds. The daily rate chargeable is £2.50 per single journey £3 per return.

Students travelling by rail from the West Lancashire area (as opposed to Greater Manchester) will require a rail pass. This is also subsidised by the College. The cost of the pass is £360 for the year. Students and or their parents can pay for this pass via the College's online payment system which can be located at www.parentpay.com. This system allows for payment to be made by credit in addition to debit cards which effectively allows payment to be spread.

APPENDIX 1

Other current charges include:

		2016-18
Printing and Photocopying (B & W)	A4 Student	5p
	A3 Student	10p
	A4 External	10p
	A3 External	20p
Colour Printing	A 4 Student	10p
	A 3 Student	20p
	A4 External	20p
	A3 External	40p
Examination Resits	Per module	Actual Costs £16.00-£40.00

APPENDIX 2

Catering

	2016-2018
Per Flask - Large Flask up to 12 people	£10.00
Per Flask – Small Flask up to 5 people	£5.00
Bottled Water	£0.50
Evening Hospitality – Tea and Coffee	£0.30
Working Lunch	£3.75 per head
Evening Meeting	£2.00 per head
External Hospitality (Buffets)	Range £7.50 - £10.00 per head. Others available on request

APPENDIX 3

Letting Fees for 2016/17

Sports Facilities (charged by Nuffield Health)

The charges for the coming year (2016-17), compared to the previous year (2015-16), are as follows:

	2016-18	2015-16
STP Charges per hour:		
- Youth Organisations (under 16s) Without Floodlights		
- Youth Organisations (under 16s) With Floodlights		
- All Organisations Full Pitch	£48.00	£48.00
- All Organisations Half Pitch	£36.00	£36.00
Sports Hall charges per hour:		
- Youth organisations (under 16s)		
- Other organisations		
- All Organisations	£36.00	£36.00
Sports fields		
Charge		
- Adult teams		
Rate Per Game	£48.00	£48.00
Fitness Suite Membership		
Students	£35.00	£35.00
Staff	£65.00	£65.00
Public	£180.00	£180.00

Hire of Premises:

The charge for the hire of the college buildings depends on whether it is within the normal college day or outside of that. The main reason being whether additional costs are incurred by extra staff being needed to be present on site.

	2016/17	2015/16
Hourly rates per room:		
Within the normal college day	£20.00	£20.00
Outside the normal college day	£30.00	£30.00