



## Charging Policy 2021-2022

### Mission Statement

We are a Catholic College dedicated to the education and development of the whole person and supporting all students to realise their full potential. As an outstanding learning organisation SJR will have a strong sense of purpose and a commitment to shared values within a Christian community. We will establish a unique, safe 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
- Deliver the highest standards of teaching and learning
- All show a commitment to our work, to the Christian values of the College and to the safety of all in our community
- Provide equality of opportunity, with mutual respect and positive encouragement
- Build and further develop local, national and international partnerships

Core values in daily life at St John Rigby College are expressed as:

- Genuine concern for others
- Support for and challenge of one another
- High standards and expectations
- Consistency and perseverance
- Recognition of talents, progress and achievements.

### 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 required to wear ID badges at all times 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 Media, A Level Photography or A Level Graphics students receive another £5 print credit per subject during the year
- All students studying BTEC Level 1 and BTEC Level 2 courses receive another £5 print credit during the year
- All students studying BTEC Level 3 Extended Diploma courses receive another £10 print credit during the year whilst those studying a Diploma receive an extra £5
- Print charges are 5p per mono and 10p per colour A4 print
- Bursary students may receive an additional allocation in print credits.

## **Fees**

### **1 Tuition Fees**

The College follows the regulatory guidance provided in the ESFA Funding Regulations for the academic year in which a student enrolls at the College. This defines a 16 to 18-year-old student as a student who is aged 16, 17 or 18 on 31 August of the year the student enrolls at the College.

Any student who is “settled” in the UK and who has been ordinarily resident in the UK, Channel Islands and the Isle of Man for three years or more prior to the first day of the academic year will not be liable to pay fees. “Settled” status means having either indefinite leave to enter or remain or having the right of abode in the UK.

British Nationals who hold a United Kingdom of Great Britain and Northern Ireland passport, Irish Nationals and European Union nationals or family members of EEA and Swiss workers who were resident in the UK before 1<sup>st</sup> January 2021 with settled or pre-settled status will not be liable to fees.

For those students who do not meet these requirements, the College will ask to see additional information which might include a passport, national identity card, biometric residence card or permit and any other additional documentation that has been provided by the UK immigration authorities.

Where it is determined that applicants are liable for tuition fees, they will be charged at the prevailing rate. Fees are payable termly, in advance, in 3 equal instalments.

### **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 Working Tax Credit (WTC) or Universal Tax Credit.
- 2.3 The unwaged dependents (as defined by Jobcentre Plus) of those listed above.
- 2.4 Those taking programmes where the learning aim is basic skills as defined by the ESFA (Education and Skills 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’.
- 2.5 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.

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 Finance Manager 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 £40.00 will be required towards the cost of obtaining a Disclosure and Barring Service DBS check. Students on Public Services courses are required to purchase a College polo shirt (currently £22 in cost) and have the option of purchasing further kit if they so wish.

#### **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. Students studying all sports related courses will have the option of purchasing training kit or a College t-shirt.

#### **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 year 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 may be classified as overseas applicants.

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

## **10 16-18 Bursary Fund & Discretionary Hardship Funds**

All students may be entitled to an award from the 16-18 Bursary Fund. The College anticipates that details about eligibility criteria and how to apply will be available before the start of the 2021-22 academic year. The College makes awards from the 16-18 Bursary Fund to all those students fulfilling the eligibility criteria, this may be 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-ESFA 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](http://www.sjr.ac.uk) .

## **13 Transport**

The College provides private transport for students throughout the area. In 2021-22, the College will keep the cost of the transport to a minimum, by subsidising each bus from College funds. The charge for the first term is £100, charges of subsequent terms will be agreed and published before the start of the term.

## **Related Policies**

- Admissions Policy
- Educational Visits Policy
- Examinations Policy

## APPENDIX 1

Other current charges include:

New printing/copying costs took effect from September 2020:

| Staff   | Mono   |        |        |        | Colour |        |        |        |
|---|--------|--------|--------|--------|--------|--------|--------|--------|
|   | A4     |        | A3     |        | A4     |        | A3     |        |
|   | Single | Duplex | Single | Duplex | Single | Duplex | Single | Duplex |
| Printing sent to Reprographics                        | £0.01  | £0.02  | £0.02  | £0.04  | £0.07  | £0.14  | £0.14  | £0.28  |
| Printing sent to an MFD                               | £0.02  | £0.04  | £0.04  | £0.08  | £0.15  | £0.30  | £0.30  | £0.60  |
| Printing sent to personal/ office/ classroom printers | £0.05  | £0.10  | n/a    | n/a    | £0.20  | £0.40  | n/a    | n/a    |
| Students  | Mono   |        |        |        | Colour |        |        |        |
|   | A4     |        | A3     |        | A4     |        | A3     |        |
|   | Single | Duplex | Single | Duplex | Single | Duplex | Single | Duplex |
| Printing sent to any printer                          | £0.05  | £0.10  | £0.10  | £0.20  | £0.10  | £0.20  | £0.20  | £0.40  |
| External  | Mono   |        |        |        | Colour |        |        |        |
|   | A4     |        | A3     |        | A4     |        | A3     |        |
|   | Single | Duplex | Single | Duplex | Single | Duplex | Single | Duplex |
|   | £0.10  | £0.20  | £0.20  | £0.40  | £0.20  | £0.40  | £0.40  | £0.80  |

|                           |           |                            |
|---------------------------|-----------|----------------------------|
| 2021-22                   |           |                            |
| <b>Examination Resits</b> | Per paper | Actual Costs £16.00-£40.00 |