



## Fees Policy 2011 / 2012

<b>Policy / Procedure</b>	Fees Policy 2011 / 2012
<b>Responsibility</b>	Melinda Bulman Assistant Principal - Finance
<b>Who is affected</b>	All staff and learners.
<b>Number of Pages</b>	4

<b>Impact Assessed</b>	28 February 2011	<ol style="list-style-type: none"> <li>1. Age</li> <li>2. Disability</li> <li>3. Gender Reassignment</li> <li>4. Marriage and civil partnership</li> <li>5. Pregnancy and maternity</li> <li>6. Race</li> <li>7. Religion or belief</li> <li>8. Sex and sexual orientation</li> </ol>
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<b>Approved by the College Leadership Team</b>	21 March 2011.
<b>Approved by the Governing Body</b>	4 April 2011.
<b>Posted on the Staff Intranet / Blackboard</b>	5 April 2011.  <b>This document is available in large print, Braille or alternative formats upon request.</b>
<b>Review Date</b>	12 months.



## **Fees Policy 2011 / 2012**

### **Policy Objectives**

The purpose of this policy is to provide a framework within which the College's fee setting and fee refund processes are devised and operated. The policy also sets a framework for ensuring that comprehensive guidance and information regarding fees is available and accessible to (prospective) learners, staff and Governors.

### **Approval of College Fees Policy**

The College Fees Policy, and any subsequent amendments to this policy will require the approval of the Finance, Assets & General Purposes Committee and / or the Governing Body.

The Policy will be reviewed annually by the Fees Policy Group and any changes recommended by them will be referred for approval to the College Leadership Team (CLT) and the Finance, Assets & General Purposes Committee and / or the Governing Body.

### **The College's Fee Setting Processes**

#### **1 Funded courses**

Fees for funded courses will, in general, be set annually, in line with guidance from the relevant funding agency. Fee levels will be approved by the CLT annually, prior to publication.

#### **2 Commercial (full cost), Overseas (non EU) and enhanced fee courses**

Fees for commercial (full cost) and enhanced fee work will be set in accordance with the framework laid down in the College's Full Cost Pricing Policy.

#### **3 University programmes of study**

Some fees for programmes of study that are run in conjunction with the University of Teesside are set by the University and subject to the University's Fees Policy. Where fees for such programmes are set by the College, these will be reviewed annually by the Vice Principal - Curriculum & Quality and approved by the CLT.

## 4 Fees waived

Any categories of fees waived by the College, that are over and above funding body fee remission categories, will be reviewed annually by the CLT and proposed changes will require the approval of the Finance, Assets & General Purposes Committee and / or the Governing Body.

### Guidance on Fees

Details of all course fees will be published on the College website [www.mbro.ac.uk](http://www.mbro.ac.uk) and / or in the College's printed course guides.

The College will ensure that all interested parties have access to clear information about fees. The Fees Policy Group will incorporate relevant information into a Fees Guidance publication for Learners and Staff. This guidance will be reviewed and updated annually and referred to the CLT for approval prior to publication. The guidance document shall include information on

- How fees are set.
- Where to find information about course fees.
- The different elements which make up the total cost of a programme of study.
- Whether learners will have to pay the fees for their programme of study.
- Where to obtain information about eligibility for financial help with course fees.
- When and how College fees are payable.
- The College's policy with regard to the refund of fees.

### Payment of Fees

In general all fees are payable in full at the point of enrolment. However the College offers direct debit payment facilities for courses of 16 weeks or longer, where the tuition fee is in excess of £100. Direct debit payments are collected in equal monthly instalments between the date of enrolment and one month before the end of the course. Direct debit facilities can be used for tuition fees only, all other associated fees must be paid in full at enrolment.

Learners whose employers have agreed to pay their fees must produce a letter from their employer, at the time of enrolment, confirming that the employer will cover the full costs of the course.

In the case of most two year courses fees quoted are per year and are payable upon enrolment in each year.

## **Fee Refunds**

It is the College's policy not to give refunds unless the course is cancelled by the College, in which case a full refund will be made.

## **Withdrawal**

In cases where a learner can demonstrate that their application to withdraw has resulted from the failure of the College to deliver what could have been reasonably expected, then a refund or credit may be granted by the Assistant Principal - Marketing, Communications, Registry and Admissions and Clerk to the Corporation.

In cases where withdrawal is as a result of exceptional personal circumstances, an application for a refund or credit must be made in writing to the Assistant Principal - Marketing, Communications, Registry and Admissions and Clerk to the Corporation.

## **Other Related Policies and Documents**

Full Cost Pricing Policy  
Fees Guidance Document

## **Contacts**

Assistant Principal - Finance  
Assistant Principal - Student Support Services, Teaching and Learning  
Assistant Principal - Marketing, Communications, Registry and Admissions & Clerk to the Corporation

## **Policy History**

Agreed by the Fees Policy Group - 21 March 2011