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Policy	Finance
Issue No	5
Issue Date	07/ 2019
Review Date	07/ 2020
EIA	Completed
Prepared by	L Towns

FINANCE POLICY AND PROCEDURES FRAMEWORK

TUITION FEES POLICY 2019-20

1 INTRODUCTION

This document details Edinburgh College's policy on tuition fees.

Tuition fee rates apply for a full academic session beginning 1st August to 31st July in the following year. Fees are subject to annual revision and are due in full by the start of a course.

The College will waive the fees of any student entitled to support under the Scottish Funding Council (SFC) National Fee Waiver Grant Policy when studying an eligible course.

All other fees are payable in advance, unless funded by the Student Awards Agency for Scotland (SAAS) or Student Finance (England, Northern Ireland and Wales) and are non-refundable except in exceptional circumstances. In some circumstances there is the option of a payment plan.

The payment of fees is the responsibility of the student and, in the event of a student's sponsoring authority (if any) failing to make payment, the student will be held personally liable for payment.

Where fees are not paid according to the College Policy, credit control measures will be implemented in addition to withholding student results.

This tuition fee policy excludes Educational Maintenance Allowances, Bursaries and Child Support policies which are covered by separate policy documents.

2 PURPOSE

This policy details the College's approach to:

- the fee status and determination of students;
- fee waivers and concessionary fees;
- payment plans, to pay by instalments
- refunds, deposits and withdrawals.

3 SCOPE

The College must ensure that the policy for tuition fees including refunds, deposits and withdrawals and represents fair and reasonable consideration towards students and simultaneously protects the College from financial loss.

4 TUITION FEES BY CATEGORY

4.1 Fee Status

Edinburgh College tuition fees are charged at one of the rates below depending on the student's fee status:

- Home - Scotland/EU (Scotland and European countries)
- Home - RUK (Rest of the UK; England, Wales and Northern Ireland)
- International (outside the EU)

The EU comprises the following countries: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland (Eire), Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, UK.

There is no difference in the treatment of students from Home – Scotland/EU countries compared to those from the Rest of UK.

The Edinburgh College tuition fee table for 2018/19 is attached at Appendix A.

4.2 Fee status determination

'Home' fees eligibility is determined using The Education (Fees and Awards) (Scotland) Regulations 2007 (as amended) for further education courses and using The Education (Fees) (Scotland) Regulations 2011 for Higher Education courses (i.e. HNC level or above).

In accordance with the relevant Fees Regulations, the tuition fee rate students are charged depends on their nationality, immigration status in the UK, where they have been living and what they have been doing prior to the start of their course. The Home - Scotland/EU fee is set by the Scottish Government and the rate for students who live in another part of the UK (RUK) outside Scotland is set by Edinburgh College. However, the fees for Home - Scotland/EU and Home - RUK have been set at the same rates.

The following table gives a summary of each classification:

Home - Scotland/EU (Scotland and European countries)	Students who normally live in Scotland and have British citizenship or 'settled' status in the UK will have a fee status of Home – Scotland/EU. Non-UK EU students holding a passport or national ID card from an EU country and who normally live in the EEA (European Economic Area) will also have a fee status of Home – Scotland/EU. <i>N.B - Students must also have been ordinarily resident in the UK or the EEA (or Switzerland) for the 3 years prior to the start date of their course and the main purpose of that period of residence must not have been to receive a full time education. Certain categories of home student fees status require that the student is ordinarily resident in Scotland on the 1 August or 1 January closest to the beginning of the first term of their course</i> <i>Certain categories of students also qualify for Home Student fees status depending on their nationality/UK immigration permission (e.g. refugees/those granted humanitarian protection/certain family members of EU nationals/EEA and Swiss migrant workers)</i>
Home - RUK (England, Wales and Northern Ireland)	Students who normally live in England, Wales and Northern Ireland and who have British citizenship or 'settled' status in the UK will have a fee status of Home - RUK and the fees will be the same as those for Home students. <i>N.B Students must also meet the same ordinarily resident requirements as Scotland/EU students.</i>

International	For students holding a passport or national ID card from a country outside the UK or the EU, or an EU national student without the relevant EEA residency, then the International rate will normally apply (unless they fall within one of the Home Student Fees category exceptions such as refugees). Students on a UK visa or Biometric Residence Permit with a time restriction/expiry date have limited leave to remain in the UK and do not have 'settled status'. Such students will not normally qualify for fees at the Scottish/EU or Rest of UK rates unless they fall within certain specified circumstances (see 5.1.3).
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5 FEE WAIVERS AND CONCESSIONARY FEES

This section details Edinburgh College's approach to fee waivers and concessionary fees. Edinburgh College will waive the fees of any student entitled to support under the Scottish Funding Council (SFC) National Fee Waiver Grant Policy in respect of the activity of a student only if they meet all the relevant criteria of the policy, or for internal reasons as per clause 5.1.8 below.

5.1 Scope

- 5.1.1 Full-time and part-time students may be eligible for fee waiver grant for certain college courses provided they meet all the eligibility criteria (*e.g. EEA residency/'settled' status in the UK*).
- 5.1.2 Fee waivers are not available to RUK or International students subject to paragraph 5.1.3 below.
- 5.1.3 In specific circumstances fee waiver will be available if:
- The student is a person, or the spouse or child of a person, who is an asylum seeker living in Scotland on either a full-time English for Speakers of Other Languages (ESOL) course or a part-time non-advanced or advanced course.
 - The student is a child of an asylum seeker or a young asylum seeker person on a full-time non-advanced course (excludes ESOL) and meets specific residency requirements.
 - The student is a non-asylum seeker living in Scotland on a part-time ESOL course and the student's main purpose for being in the European Union is not to receive education.
- 5.1.4 Candidates will be asked to pay separately for any accommodation fees associated with their course.
- 5.1.5 Candidates must pay for any additional examination fees not already included as part of a standard tuition fee.
- 5.1.6 No concessionary rates are available to students.
- 5.1.7 Eligible courses are those whose fees are wholly covered by the fee waiver grant policy. Students taking two or more part-time courses will be eligible for a maximum of one full-time fee waiver.
- 5.1.8 College fee waivers also arise where a student is not invoiced for fees for internal reasons such as (1) a staff member attending a course that has been approved by Organisational Development as part of their Individual Development Plan or (2) a student repeating a course or module due to a failure by the College.

5.2 Waived Fees

- 5.2.1 Fees waived will be subject to the Fee Waiver Grant Policy supported by the Scottish Funding Council (SFC).
- 5.2.2 Each claimant (student) must meet the eligibility criteria per the Policy to render a claim as valid. The college provides fee waiver guidance for students and staff (based on the SFC Policy).

5.3 Fee waiver Compliance

- 5.3.1 Fee waivers can only be offered if candidates provide documentary evidence to prove eligibility for fee waiver.

6 PAYMENT PLANS – TO PAY BY INSTALMENTS

The College policy is that students are required to pay their course fees in advance of their course starting. Under specific circumstances, a student may be offered the option to pay fees by instalment, by setting up a payment plan. This option is open only to Home/RUK students. International students must pay 100% of fees prior to the College issuing an unconditional offer. A payment plan can be arranged as per the schedule below. The first instalment must be paid at least 2 weeks prior to the commencement of a course.

The payment plans will be as follows:

Total Fees Due	No of Instalments
£250 - £750	2 (<i>with the first paid prior to the start of the course</i>)
£751 +	3 (<i>with the first paid prior to the start of the course</i>)
£1,008 +	6 (with 25% as the first payment paid prior to the start of the course)

Further details on how to set up a plan are available from the Finance Department.

7 REFUNDS, DEPOSITS AND WITHDRAWALS

7.1 Refunds

Tuition fees are non-refundable unless a written request is received for exceptional circumstances. Exceptional circumstances could include for example withdrawal from a course due to ill-health reasons, or exceptional family circumstances.

Refunds for International students are only available where a visa application is made following immigration guidelines and the visa application is unsuccessful. When a refund is confirmed, £250 of the deposit/fee will be retained by the college to cover administration costs.

A full refund (100%) will be offered if a course is cancelled by the College. The Head of Centre must inform the Head of Finance (or Finance Manager) and provide the relevant course and student details.

7.2 Deposits

International students are required to pay 100% of fees prior to the College issuing an unconditional offer. In very rare circumstances, and at the discretion of the College, alternative arrangements may be agreed.

Both deposit and refund information for International applicants is provided at enquiry stage, and is also available on the College's International web pages.

7.3 Withdrawal from a course

Where a student withdraws or is withdrawn by the college for non-attendance or non-submission of work they will be liable for any outstanding fees.

In exceptional circumstances a student may withdraw from a course and be eligible for a refund as above.

8 RESPONSIBILITY

8.1 The Chief Operating Officer, in conjunction with the Head of Finance is responsible for managing this policy.

8.2 Appropriate members of Finance staff are responsible for the effective operation of this Policy and Procedures.

9 DISCRETIONARY ARRANGEMENTS

In exceptional circumstances, normally on the advice of the Chief operating Officer, this policy may be overridden at the discretion of the Principal.

10 APPEALS

Students have the ability to appeal in accordance with the Student Appeals Policy and Procedures.

11 REVIEW

This policy will be reviewed every year in advance of the start of the new academic term.

Appendix A

Tuition/ Examination Fees for Session 2018/19					
	2018/19		2019/20		
	Home-Scotland/EU and Home-RUK	International	Home-Scotland/EU and Home-RUK	International	
	£	£	£	£	
FULL-TIME					
Advanced HE (HNC/HND) (SAAS/Self Paying/Sponsored)	1,285	7,700	1,285	7,700	
HNC Fast Track – 1 Semester	-	5,200	-	5,200	
Non-Advanced (FE) (Waiver/Self Paying/ Sponsored) Degree	1,008	7,200	1,008	7,200	
	1,820	7,900	1,820	7,900	
Non Advanced (FE) 1 Semester	-	3,600	-	3,600	
General English (ESOL)	-	6,000	-	6,000	
General English (ESOL) 1 Semester	-	3,300	-	3,300	
PART-TIME					
NQ Higher (Day or Evening)	268	1,250	300	1,250	
Per Credit	103	327	105	329	
Per Half Credit	52	164	53	165	
College Based General English ESOL SFT	504	-	504	-	
CbESOL National 5 and Higher evening classes	201		201		
College Based General English ESOL Part-Time	308	-	308	-	
College Based General English ESOL Evening	246	-	246	-	
Community Based General English ESOL Part-Time (various)	77 - 340	-	77 - 340	-	
Community Based General English ESOL Evening	175	-	175	-	
Resits (with tuition)	103	-	105	-	
Resits (without tuition)	50	-	50	-	