

**From:** Edinburgh College Freedom of Information

**Sent:** 19 November 2018 16:11

**To:** [REDACTED]

**Subject:** RE: Freedom of Information Request -

Dear [REDACTED]

**Our Ref: 052/18**

As of 1 October 2012, Edinburgh's Telford College, Jewel & Esk College and Stevenson College merged to create a single college called Edinburgh College.

We refer to your request for information dated 22 October 2018. The College has considered your request as a request for information under section 1 of the Freedom of Information (Scotland) Act 2002 ("FOISA"):

**052/18: 1** Does your institution currently hold graduation ceremonies over the winter months (October – April)?

No, our annual graduation ceremony is held in September each year.

**052/18: 2** Does your institution currently charge, extract fees or require any transaction of money for a student to graduate? Please note, this can also include any fee demanded from a student which may act as a barrier to graduating, e.g library fines.

No.

**052/18: 3** What is the exact fee required by your institution for a student to graduate?

As confirmed in response to **052/18:2** there is no charge for a student to graduate.

If an eligible student wishes to attend the graduation ceremony, they must register to attend which is free of charge.

All graduating students are required to hire academic dress in order to attend the ceremony and guest tickets are charged at £6 per person (children attend free of charge).

**052/18: 4** Does this fee differ between student status – i.e full time student compared to part-time students

No.

**052/18: 5** What is the total revenue raised by your institution from graduating students?

Total revenue from Graduation 2017 = £22,453.65

**052/18: 6** Does your institution provide robes, gowns or required attire for graduation?

No, gowns are provided by the college's appointed supplier.

**052/18: 7** Is this attire provided internally or externally from a preferred partner?

Externally.

**052/18: 8** What are the costs associated with this hire?

Academic gown hire cost = £26

**052/18: 9** Does your institution provide photography packages for the graduation ceremony?

No, photography packages are provided by the college's appointed supplier.

**052/18: 10** Is this package provided internally or externally through a preferred partner?

Externally.

**052/18: 11** What are the costs associated with this hire?

Graduates can choose from a wide range of options starting from £10 upwards.

**052/18: 12** Does your institution provide any financial support or advice for students to help with the all associated costs of graduation? Please note, this can include but is not limited to transport costs, accommodation costs and any other fees associated with graduation.

The college offers financial assistance to students suffering hardship which can cover the costs of gowning and guest tickets.

Edinburgh College is subject to the provisions of the Freedom of Information (Scotland) Act (FOISA) 2002. If you are dissatisfied with this response, you may ask the college to review this decision. To do this, please contact the Head of Corporate Development at the postal address below or e-mail the Head of Corporate Development at [governance@edinburghcollege.ac.uk](mailto:governance@edinburghcollege.ac.uk) describing your original request and explaining your grounds for dissatisfaction. (Please include in your review request, your name and home address for correspondence).

You have 40 working days from receipt of this letter to submit a review request to:

Head of Corporate Development

4th Floor

Edinburgh College (Milton Road Campus)

24 Milton Road East

Edinburgh

EH15 2PP

When the review process has been completed and if you are still dissatisfied, you may ask the Scottish Information Commissioner to intervene.

The Commissioner's online appeal service is available from their website:  
[www.itspublicknowledge.info/Appeal](http://www.itspublicknowledge.info/Appeal)

The online appeal service is available 24/7 and offers you real time help and advice about your appeal.

You must appeal to the Commissioner within six months of receiving the review decision.

You also have the right to appeal to the Court of Session on a point of law following a decision of the Commissioner.

Regards

FOI Team

