Tuition Fees, other Charges and Financial Support policy

Date of approval	Corporation July 2026
Review period	3 years
Date of next review	Corporation (July 2029)
Responsibility	Vice Principal (Finance and Resources)

1. Introduction

This policy provides the overarching approach the College takes in relation to fees and charges made to students. The College will always follow the rules and regulations provided by funding bodies in determining the appropriateness and level of any fees charged to students.

The level of fees are set and reviewed annually, in the Summer Term, by the Senior Leadership Team to ensure fees are agreed and can be communicated in time for the start of the following academic year.

2. Financial Support

The Department for Education (DfE), from which the College receives the majority of its funding, provides an element of its allocation as a fund to support students who are economically disadvantaged.

The fund is cash-limited and is intended to support learners who are economically or socially disadvantaged and face the greatest barriers to continuing in education post-16. The fund has 2 elements:

a) A **Student Support Fund** is available for eligible learners to help with travel to college, equipment, books, essential trips and courses (such as Qxtra), exam re-sits, UCAS fees or attending HE interviews, etc. It applies to expenses during the current academic year. The fund can also help with hardship needs arising from a sudden change in circumstances such as redundancy or a sudden drop in household income. Each application to the Student Support Fund will be judged on the basis of 'relative financial need', the amount of grant will be determined by that need and the funds available. Guidelines determining 'relative financial need' and support to be provided are approved by the Vice Principal (Students and Progress) annually.

b) A **Student Bursary** is only available to young people (16 to 19) who are in care **or** care leavers **or** living independently and in receipt of income support **or** are themselves a young parent receiving income support.

3. Tuition Fees

The College will comply with the rules published by the DfE in terms of tuition fees for students.

The DfE rules provide guidance on the eligibility of students to receive funding for their education based on, among other things: settled status; exchange arrangements; refugee and asylum status; children of parents who have the right of abode or leave to enter or remain in the UK; etc.

Prospective students who are unsure about their eligibility to receive funding are asked to contact the College to discuss their circumstances. Additional guidance is available on the Government website.

For students who do not meet the DfE funding eligibility criteria, they are unable to study at the College, as the College does not have authorisation from the Border Control Agency to provide education to them.

4. 'Other' Course Related Fees

The College will, from time to time, apply fees for resources related to subjects and courses being followed by the student. Such fees will be applied in accordance with the DfE's 16-19 Funding Guidance Regulations.

The College may also make charges for optional, non-essential extras and/or request voluntary contributions towards costs. Non-essential items, or items where students want to keep their own resources (such as books and equipment etc), and extracurricular activities such as Qxtra courses can carry a fee. Examples of Qxtra

courses charged for include fees to cover registration/entry costs for 1st Aid, Driving Theory and Duke of Edinburgh activities.

Students in receipt of the Student Support Fund may pay for these costs from that fund.

5. Examinations

No charge is made for examination entries in subjects that students are following as part of their College course unless they fail to achieve certain minimum standards of work and attendance during their period of time in the College. If students wish to resit a unit/exam they will be charged. If they fail, without good reason, to sit an examination for which the College has paid the fees, they may be required to pay the College back for those fees.

Copies of Scripts - requests for copies of scripts may be made to establish whether a remark is appropriate. Fees required by the examination boards are to be paid by the student, plus a small administration fee.

Examination Board Remarks – the costs of requests for remarks are to be paid for by the student, plus a small administration fee. Any remark that results in a grade increase has the fee refunded.

Internal coursework review of marking - requests for remarks of internally assessed coursework are to be paid for by the student, any remark that results in a change in mark has the fee refunded.

6. Textbooks

Textbooks that are considered an essential part of the course will be issued to students. These textbooks will remain the property of the college and will be collected in after the course; students who lose or deface their copies will be required to purchase the copy at cost to the college.

Where the department considers that it would be advantageous to the student to own a copy of the textbook, to enable notes to be made by the student, as in English Literature, copies of the textbook may be offered for sale to the student through the College shop.

Students who receive support funds may use some or all of their allocation on these items.

7. Equipment & Stationery

There are many courses where it is necessary for the student to purchase additional equipment and/or stationery for use on their course. In these cases the College will often offer these for sale to the student via the College Shop.

Students who receive support funds may use some or all of their allocation on these items.

Departments running courses that require the student to purchase equipment and materials, for example Photography, PE they will endeavour to ensure that notification is given to prospective students prior to their enrolment. Consumables can be purchased by the college and sold to the students, via the College Shop.

Loan of Equipment

In some subject areas the college has purchased a limited amount of equipment that may be required by the student to undertake certain activities, such as cameras. This equipment is available for loan by students who receive support funds.

The period of loan will be agreed by the subject teacher, a charge will be levied to replace items lost or damaged beyond repair whilst on hire. This charge will be the replacement cost to the college. A full refund will be given should the item subsequently be found.

8. Printing & Photocopying

Students are allocated an initial print/copy credit when they successfully complete the IT induction programme at the beginning of the year.

Students will then be able to purchase additional credits online or from machines located throughout the College. Such credit is then available for photocopying, printing and large format printing.

Students who receive support funds may use some or all of their allocation on these items.

The rates charged are to be reviewed annually by the Vice Principal (Finance & Resources) and IT Manager, before forming part of the fee review process approved by the Senior Leadership Team.

9. Library Fines

Fines will be charged on all late items. These charges are to be reviewed annually by the Librarian and Vice Principal (Finance & Resources) . A charge will be levied to replace items lost or damaged beyond repair whilst on loan; this charge is to be the replacement cost to the college. A full refund will be given should the item subsequently be found.

The Librarian has the discretion, in extenuating circumstances, to waive these fees.

Charges can be levied for late return:

- Standard items per college day
- Overnight items per college day
- A maximum cost limit is to be set per item/number of items.
- Charge per lost/damaged item – current replacement cost

10. College Trips

From time to time the college will organise educational trips, within the UK and overseas, for which the student will be required to pay. The total amount charged to students is not to exceed the total cost of the trip.

11. Music Lessons

The College provides an extensive and tailored programme of individual instrumental and voice lessons and is able to accommodate students of all standards and instruments. Other than the exceptions outlined below all students who take advantage of this service will be required to pay an annual fee to cover the cost of these lessons. Lessons consist of up to 30 half-hour sessions over the course of one academic year.

Exceptions

Students who are studying A level Music and/or Popular music

Students enrolled on either one or both of these courses at the college will receive free tuition for one instrumental lesson or voice for each course they are studying. So students who study both courses will qualify for two sets of free lessons. Students enrolled on A level Music Technology do not qualify for these free sessions.

Students in receipt of Student Support Fund

Students who receive support from the Student Support Fund will be required to pay 20% of the fee for any instrument/voice lessons for which they are required to pay. The remaining 80% will be paid from the Student Support Fund. Second/subsequent instruments/voice will be paid at full fee.

The rate of fees is to be reviewed annually by the Vice Principal (Finance and Resources) and the Director of Performing Arts, before forming part of the fee review process approved by the Senior Leadership Team.

12. Lettings

Subject to the college's own requirements the Corporation wish to ensure that the College facilities are available to the community served by the College. The College will market and hire out various spaces within the College at rates agreed as part of the annual review of fees.

The Facilities Manager will be responsible for ensuring that the Finance Office receives details of bookings to ensure invoices and payments are properly managed. Any unpaid invoices will be followed up on a monthly basis.

The rates charged are to be reviewed annually by the Vice Principal (Finance & Resources) and Facilities Manager, before forming part of the fee review process approved by the Senior Leadership Team.

13. Transport

The college has no legal obligation to provide travel assistance for students. However, the College works closely with bus companies to enable subsidised travel (in the form of annual bus passes) for routes managed by those companies. All students enrolled at the College are eligible to purchase these bus passes.

Students who are in receipt of the Student Support Fund will qualify for subsidised transport and will be required to make a contribution to the transport costs. The contribution is to be reviewed annually by the Vice Principal (Finance and Resources), Vice Principal (Students and Progress) and the Student Services Manager and will be advertised to students.

Students with disabilities or special needs will continue to be the responsibility of Hampshire County Council (or other local authority) and any contribution towards transport will be in accordance with the County Council policy.

Students who qualify for the full Student Bursary and satisfy the above conditions the cost of the bus pass will be deducted from any grant awarded.

Refunds

Bus passes are bought directly from the bus companies and any refunds must be sought from them. The College liaises with the bus companies to provide confirmation of student circumstances that might lead to a potential refund.

The College will not make any refunds for money paid to the bus companies for the purchase of tickets.