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## Fees Policy 2023/24

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### Scope

1. The Instrument and Articles of Governance require that the Board of Governors set a policy by which the tuition and other fees payable to the College are determined, subject to any terms and conditions attached to grants, loans or other payments paid or made by Funding bodies.

### Setting fees

2. When setting fees, City of Bristol College will:

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The College will, unless otherwise stated, include within its tuition fees the cost of access to relevant study materials. Included within its fees is access to College facilities including access to the internet relevant to their course of study, Career

4. Tuition Fees shall not include, unless included within the student's grant funding, the cost of course by course basis, provision of course books and individual's study materials, retake costs for course modules. Fees do not include (and hence the College charges separately for) non-essential activities, photocopying and computer printing costs, meals and refreshments while at College, and the costs of educational trips and visits, unless essential. Where an educational trip or visit is essential to the student's qualification, the College will charge separately and will be included in the student's tuition fee.
5. Students and other interested stakeholders such as parents and employers will be made aware about fees and charges before the student has committed to the course.

### Student fee liability

6. When enrolling on a course all students shall be made aware of any fees due from them in respect of the course for which they are applying. Where student courses are fully funded by grant funding bodies the student shall have no liability for tuition fees, as long as accurate information has been provided by the student which is relevant to the fee concession received.
7. Where information provided to the College is inaccurate and as a result the student's enrolment does not attract grant funding, the College reserves the right to charge a fee.
8. Where a student enrolls on an ESFA accredited apprenticeship programme and where the student's employer is paying for course fees via the apprenticeship levy or by co-investment directly to the College, then the employer and not the student is liable for course fees due in respect of the course. These students are referred to as "Apprentices".



9. Where a student is not enrolled on an ESFA accredited apprenticeship programme and the student's employer is paying for course fees this is considered to be a "sponsorship agreement". Where a student has a sponsorship agreement the student retains ultimate liability for payment of their fees, whether invoiced or not. If the employer withdraws sponsorship or defaults on payment, the student is responsible for paying any outstanding fees.
10. Fees for Further Education courses lasting up to one academic year are due in full on enrolment. Fees for Higher Education courses are due in annual instalments payable in advance prior to the start of each academic year. Instalment plan agreements may be agreed if requested (see sections 20 to 25 below)
11. Students that have funding applications rejected or cancelled by Student Finance after they have started their course remain liable to pay their tuition fees.
12. Students that have funding applications for College Bursary funding (Discretionary Learner Support for tuition fees) rejected or cancelled by the College after they have started their course will be not be liable to pay their tuition fees if they then withdraw from the course as a result of this decision. Any student who continues with their course after they have been informed that their application has been declined will become liable for tuition fees in full.

#### Fee payment

13. The College will advise and inform students on the current range of options available to support the funding of their course.
14. Course Fees must be paid in full at enrolment, or in the case of Higher Education courses prior to commencement of study for each academic year, unless one or more of the following conditions are met:
  - 14.1 Written confirmation of liability for fees has been supplied by the employer;
  - 14.2 In the case of Apprenticeship programmes, evidence that fees will be paid by the employer from their apprenticeship service account or through an alternative payment plan has been provided;
  - 14.3 Evidence of student loan, Advanced Learner Loan, or career development loan funding is provided;;
  - 14.4 A direct debit agreement has been completed;
  - 14.5 Confirmation of acceptance of an application for Discretionary Learner Support is provided.
15. Full or partial contribution to fees can be paid by one or more of the methods below:
  - 15.1 Instalments by direct debit;
  - 15.2 Credit / debit card;
  - 15.3 Career development loan, Advanced Learner Loan (eligible FE courses) or Student Loan (eligible HE courses);
  - 15.4 Cheque (made payable to "City of Bristol College");
  - 15.5 Sterling Bankers draft;
  - 15.6 Cash (if no other payment method is available) – cash must not be sent by post.
16. Dishonored or late payments may result in an administration charge to the student, exclusion from their course of study and certification of completion not being released.
17. If arrangements to pay tuition fees are not made by the student at the point of registration the College will subsequently make every effort to remind students that fees are due. However, these are reminders only and students are responsible for paying fees on time whether reminders are received or not.
18. If a student fails to make arrangements to pay fees they will be withdrawn from their course. Even though



they are no longer a student, they will still be liable to pay the tuition fees for the course.

## Instalments

19. The College offers an instalment plan for Further Education and Higher Education courses where the total amount payable at the point of enrolment is £300 or more. Within the scheme there is an ability to pay up to 3 instalments (no administration charge will be applied). A Direct Debit mandate must be completed and signed by the student at the point of enrolment together with the initial instalment payment. This acts as acceptance of the College's payment terms and conditions. The final payment of the instalment agreement must be paid before the end date of the course.
20. The instalment scheme is not available for international students or for Students who have enrolled through the University of West England on courses delivered by the College and who are subject to UWE fee regulations.
21. The instalment plan follows the profile below:

Payment  
Number



under the co-investment model.

28. The College Finance Department, as part of the enrolment process, will raise invoices. Payment is due to the College 30 days from the date of invoice.

29. Where a student enrolls



