



## Cornwall College

### Determination of Higher Education Programme Fees (prescribed Programme only)

2019-2020

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<b>Created by</b>	Debbie Toseland/Amanda Crowle: HE Admissions Manager/HE Registry Quality Data Manager; HE Operations
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<b>Intended Recipients</b>	Applicants/Learners/Central Finance/Administration Managers

Version	Date	Author	Replaces	Comments
1	26 May 2015	Jess Hutchings		Initial Creation
2	07 Feb 2018	Debbie Toseland		Initial Creation – DRAFT stage
3	10 May 2018	Amanda Crowle		Removal of APL elements.
4	16 May 2018	Debbie Toseland		Removal of ResM and addition of new MA Education/MSc Land & Ecological Restoration and existing MSc Equitation
5	5 Nov 2018	Amanda Crowle		Addition of fees associated with Tournament Golf
6	6 November 2018	Debbie Toseland/Amanda Crowle	Change in date from 31 <sup>st</sup> Oct to 1 <sup>st</sup> October for PT to FT transfer.	
7	21 February 2019	Debbie Toseland		Annual date change, payment date changes and self-funding from one third to 25% at enrolment

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## DETERMINATION OF HIGHER EDUCATION PROGRAMME FEES 2019/20

### 1. Purpose

- 1.1 To ensure that fees charged to learners comply with the rates approved by the Corporation Board.
- 1.2 To ensure that the fees are constructed so as to meet the requirements of external bodies.

### 2. Applies to

- 2.1 Programmes for which a fee is levied.

### 3. Responsibilities

- 3.1 **Director of Finance and Resources:** Recommending fee levels to the Corporation Board via the Chief Executive Officer (CEO). Circulating details of fee levels to Head of Locality; Cluster Directors (CDs); Administration Managers (AMs) and other relevant persons.

### 4. Processes and Documentation

A number of elements may contribute to the overall amount charged to a learner. Some will be charged at enrolment and some during the programme. These may include, but are not limited to:

- a. Tuition fee
- b. Materials and consumables
- c. Examination fees
- d. Residential fees
- e. Educational visits and other off-site activities
- f. Other fees

4.1 In the spring term, the Director for Higher Education will consult with the Director of Finance and Resources who will consult with the Executive Leadership Team and recommend the levels of HE fees for the following year to the Finance and Resource Committee and the Corporation Board. Once approved, the Director of Finance and Resources will disseminate this information as described in Section 3.1 above.

4.2 This figure will be used in the Student Record System, ProSolution and subsequently in the fee analysis on the enrolment forms.

### 5. Related Documents and Data

- Collection of Fees Procedure
- Payment of Programme Fees by Credit Card
- Direct Debit Scheme

## APPENDIX 1

### CHARGES TO LEARNERS 2019/20

#### Higher Education Fees

1. This refers to all of the College's HE programmes, including any that retain funding, directly or indirectly, from the Office for Students.
2. The following fees will be charged to EU/EEA and UK learners and overseas (including the Channel Islands and Isle of Man) regardless of whether learner is in receipt of a student loan or are paying their own fees:

	Learners enrolled in 2019/20 and continuing in 2021/22	Learners enrolled in 2018/19 and continuing in 2020/21	Learners enrolled in 2017/18 and continuing in 2019/20	Learners enrolled in 2016/17 and continuing in 2018/19
Full time Foundation degrees	£8,600 per annum	£8,400 per annum	£7,500 per annum	£7,500 per annum
HNDs	£8,600 per annum	£8,400 per annum	£7,500 per annum	£7,500 per annum
Full degree and top-up years	*£8,600 per annum	*£8,400 per annum	*£8,000 per annum	*£8,000 per annum
Part time degree/top-up year	Pro-rata i.e. £1433.33 per 20 credits	Pro-rata i.e. £1400 per 20 credits	Pro rata, i.e. £1,333.33 per 20 credits	Pro rata, i.e. £1,333.33 per 20 credits
HNCs	£8,600 per annum	£8,400 per annum	Pro rata, i.e. £1,250 per 20 credits	Pro rata, i.e. £1,250 per 20 credits
Science Gateway	£8,600 per annum	£8,400 per annum	£7,500 per annum	N/A
International (non-EU including Channel Islands and Isle of Man)	£9,950 per annum	£9,750 per annum	£9,500 per annum	£9,500 per annum
Part time Foundation degrees/HNC/HND	Pro rata per standalone level 4/5 module rate	Pro rata per standalone level 4/5 module rate	Pro rata per standalone level 4/5 module rate	Pro rata per standalone level 4/5 module rate
Advanced Counselling Certificate	£8,600 per annum	Full time and part time as per the Foundation degree rates	Full time and part time as per the Foundation degree rates	Full time and part time as per the Foundation Degrees
FdSc Veterinary Nursing 3 <sup>rd</sup> year placement	£1,800	£1,800	£1800	£1800
BSc (Hons) Applied Zoology & Conservation (sandwich year)	£500	£500	£500	£500
FdA Housing/Independent Living	No longer recruiting	£3,000 per annum	£3,000 per annum	N/A

	Learners enrolled in 2019/20 and continuing in 2021/22	Learners enrolled in 2018/19 and continuing in 2020/21	Learners enrolled in 2017/18 and continuing in 2019/20	Learners enrolled in 2016/17 and continuing in 2018/19
HNC Construction & The Built Environment	£3,600 per annum	£3,600 per annum	£3,600 per annum	£2135 per annum
Diploma in Person Centred Counselling	£4,300 per annum	£3,750 per annum	£3,750 per annum	£3,750 per annum
60 credit CPD Awards	Pro rata per standalone level 4/5 module rate	Pro rata per standalone module rate	Pro rata per standalone module rate	Pro rata per standalone module rate
Standalone level 4/5 modules	£1,433.33 per 20 credits	£1,250 per 20 credits	£1,250 per 20 credits	£1,250 per 20 credits
Standalone level 6 modules	£1,433.33 per 20 credits	£1,333.33 per 20 credits	£1,333.33 per 20 credits	£1,333.33 per 20 credits
MA Education (taught) level 7 Part-time	£567.50 per module	£567.50 per module	N/A	N/A
MSc Land & Ecological Restoration (taught) level 7 full-time	£9,500	N/A	N/A	N/A
MSc Equitation (taught) level 7 full-time	£8,600	£6,500	£6,500	£6,500
MSc Equitation (taught) level 7 part-time	£2,867 per annum	£2,166.66 per annum	£2,166.66 per annum	£2,166.66 per annum
FdSc/BSc (Hons) Tournament Golf / FdA/BA (Hons) International Golf Management/BA International Business Management	£9,250 per annum	£9,000 per annum	£9,000 per annum	£9,000 per annum

\*End-on programmes do not include any other combinations of programmes such as:

- Learners with a HNC topping up to a HND/Fd.
- Learners taking a higher level programme after completing a lower level programme where the mode of study changes (e.g. the learner takes a part-time honours degree top up programme after completing a full time HND/Fd). The College will offer some flexibility to this rule because we do not offer full time and part time routes for all of our programmes. Therefore, if a learner is forced to change mode of attendance for the top up programme, due to the colleges delivery restrictions, the learner will not be penalised and may retain the existing tuition fee charge of the first programme.

After having completed L5 of a HND/Fd within the Cornwall College Group a learner may progress directly onto a L6 qualification and retain the same tuition fee as for their

previous L5 qualification providing there is no change in mode of study to the L6 programme that offers both full-time and part-time routes.

Note that for all learners in receipt of a tuition fee loan, fees are paid to the College by the Student Loans Company.

### **Self-funding**

For learners who are not in receipt of a tuition fee loan, the College will request that 25% of the annual tuition fee be paid at the start of the academic year and the remaining balance paid equally via monthly direct debit). Student network accounts will not be activated nor will students be registered with respective awarding bodies until this initial payment has been made. ID cards will also be withheld.

### **Repeating Studies**

3. Learners who are required to repeat failed modules with attendance will be charged the pro-rata module rate, based on their existing annual tuition fee. Learners with valid extenuating circumstances will not be charged.

### **Resuming Studies**

4. When a Learner suspends study the college retains 25%, 50% or 100% of their annual tuition fee depending on their date of suspension (as described in the *Withdrawing and Suspending Study* section). This is to cover the cost of teaching the learner prior to their suspension.

The fee a learner is charged when they resume studies depends on whether they suspended due to valid extenuating circumstances or not:

- If a learner suspended without valid extenuating circumstances, they will be required to pay for modules they did not complete and achieve prior to suspension. These learners will retain their existing tuition fee charge and will be charged the pro-rata module rate. E.g. a learner was charged an annual tuition fee of £8,600 (£1,433.33 per 20 credits). When the learner resumes study they will be required to study 80 credits. The tuition fee they would pay to resume would be £5,733.33 (£1433.33 x 4 = £5,733.33).
- If a learner suspended with extenuating circumstances they would retain their original tuition fee charges. The resuming fee would be based on what their original annual tuition fee was, minus the suspension fee. For example, a learner was charged an annual tuition fee of £8,600. TCCG retained £4,300 of this when they suspended studies. When they resume studies, they will be required to pay the outstanding balance of £4,300.
- If a learner suspends on more than one occasion, the resuming fee they will pay will be based on whether their last period of suspension was due to valid extenuating circumstances.

## Transferring Studies (Same Mode of Attendance)

5. Learners that transfer to another programme within Cornwall College in 2019/20 will retain their existing student support and tuition charge arrangements (provided they are not changing mode of attendance).

For example:

A learner enrolls on the full-time FdA Event Management in September 2019 and is charged £8,600 for the 2019/20 academic year. After term one, the learner decides they wish to transfer to the full-time BA (Hons) Business Enterprise Management. As programme transfers cannot take place after 31st October, the learner must apply for the BA (Hons) Business Enterprise Management through UCAS for the following academic year. The learner may either continue to study the FdA Event Management in 2019/20, withdraw or suspend studies. If the learner decides to suspend studies, the tuition fee they are required to pay should be calculated based on section 5 of this procedure. If the learner is accepted onto the BA (Hons) Business Enterprise Management in 2020/21, they will be expected to pay the 2019/20 fee of £8,600. If the learner chooses to withdraw from the FdA Event Management they will join the BA (Hons) Business Enterprise Management on the respective tuition fee set for 2020/21.

## Transferring Studies (Different Mode of Attendance)

6. Learners that transfer to a programme within Cornwall College then change mode of attendance should be charged the new fee for the academic year in which they commence the new mode of attendance. Please note: **Students wishing to change their mode of attendance from part-time to full-time must do so by the 1<sup>st</sup> October of their first year.** This date is earlier in the academic year due to the tuition fee payment from the Student Loan Company.

For example:

A learner enrolls on the full-time FdSc Marine Science in September 2019 and is charged £8,600 for the 2019/20 academic year. At the end of the 2019/20 academic year, they wish to transfer to the part-time FdSc Marine Science. They commence the part-time Mode of Attendance in 2020/21, and therefore charged the new part-time fee for 2020/21.

In exceptional cases a learner may be permitted to transfer from full-time to part-time during the academic year. In order to calculate a revised fee for this learner you must:

- a. Calculate the full-time fee for the terms studied full-time during the year of the transfer. To do this, take the yearly fee, divide this by 3, and then multiply this by the amount of terms studied at full-time. (If a learner transfers mid-term, they will be charged the full-time rate for the entire term).
- b. Calculate the part-time fee for the terms that will be studied part-time during the year of the transfer. To do this, take the part-time yearly rate (this should be the new part-time fee that is in place for the year the transfer is taking place), divide this by 3, and then multiply this by the amount of terms to be studied at part-time.
- c. Add these two figures together to get revised fee for the year of the transfer.
- d. The learner would then pay the yearly part-time fee for the remainder of the programme.

### *Learners with Extenuating Circumstances*

Learners who transfer to a different mode of attendance due to valid extenuating circumstances will retain their existing student support and tuition charge arrangements.

### **Transferring into Cornwall College**

7. Learners who enrol and attend a HE programme at another institution in the 2019/20 academic year, and subsequently transfer to Cornwall College within the 2019/20 academic year, will be classed as a 'Late Transfer', as defined in the HE Enrolment Procedure.

If the learner is funded by the Student Loan Company, the original institution may retain 25% of the student loan. If the College is unable to recoup this 25% from the institution, the learner will only be liable to pay the college the remaining 75%.

If the learner is paying their own tuition fees, they will be required to pay the full annual tuition-fee (25% and the remaining balance paid via direct debit).

If the learner wishes to claim Accredited Prior Learning, then their tuition fee will need to be adjusted to reflect this.

### **Late Starters**

8. Learners classified as late starters as per the HE Enrolment Procedure (i.e. learner who has not transferred in from another institution) will be charged the full annual tuition fee. Late starters who wish to claim Accredited Prior Learning should only be charged for the modules they are actually studying, plus the APL fee as described in paragraph 3.

### **Withdrawing and Suspending Studies**

9. Learners that withdraw from a programme and begin a new programme on or after 1 September 2019 will be deemed to be a new learner and will adopt the new tuition fee for the academic year in which the learner commences study.

The College will operate the following fee refund policy for undergraduate or postgraduate taught learners who withdraw or suspend their studies:

<b>Withdrawal / Suspension Date</b>	<b>Fees Payable</b>
New learners who are enrolling onto the first year of their programme, who withdraw or suspend between 16 September 2019 and 27 September 2019. This also applies to learners who are resuming studies with extenuating circumstances, who withdraw or suspend between 16 September 2019 and 27 September 2019	No Charge
New Learners who are enrolling onto the first year of their programme, who withdraw or suspend between 28 September 2019 and 13 December 2019	25% of annual tuition fee is payable
All Learners who are continuing study, repeating their studies or resuming studies, who withdraw or suspend between 16 September 2019 and 13 December 2019.	25% of annual tuition fee is payable



<b>Withdrawal / Suspension Date</b>	<b>Fees Payable</b>
All Learners who withdraw or suspend between 6 January 2020 to 27 March 2020	50% of annual tuition fee is payable
All Learners who withdraw or suspend between 14 April 2020 to end of 2019/20 academic year	100% of annual tuition fee is payable

**All students applying for Student Finance must have their application in place when they commence studies in September, enrolment may be withheld until evidence has been provided. Late starters must also adhere to the above and provide evidence of application if approval has not been received.**