

Cirencester College Fees for 2020/21

1. Policy

The 2020/21 Income policy was agreed by the Audit Committee on 9th March 2020 and by the Corporation on 30th March 2020.

- Overall, courses should make a contribution to the college's income and expenditure account. The exact amount and variations in fees between courses will be set by the Senior Leadership team and Principal in line with Education Skills Funding and other funding agencies learning aims advisories.
- Fees should be competitive but should reflect the quality of the offer.
- Year on year increases should avoid a shock either to the market or to enrolment potential.
- There should be flexibility in fixing fee levels, but the college should establish a minimum hourly income below which a course would not run.
- Non – British EU citizens will be subject to rules to be laid out by the Education and Skills Funding Agency as part of general Brexit transition arrangements which are currently being finalized.

The Corporation's responsibility is to approve a fee policy rather than to consider detailed proposals.

2. Background

The tuition fee element for co-funded courses is 50% of the fully funded LARS (Learning aims reference system) rate for adult classroom provision. It is intended that this is charged, unless there is a sound reason for doing otherwise. Some students may be entitled to full ESFA (Education and Skills funding Agency) funding depending on their circumstances. (Refer to the fee remission eligibility framework document published as part of the ESFA funding rules).

Government funding for Level 3 and above students has been withdrawn (unless aged between 19 and 23 and undertaking a first full level 2 or 3 and/or under an Educational and Health care plan). The assumed tuition fee element for these students is 100%. The full fee will otherwise be charged, unless there is a sound reason for doing otherwise.

Unless otherwise stated in this policy or on the College website, for these students 'fee' generally refers to the charges to the learner in respect of tuition, essential course texts and one exam sitting. Charges for ancillary materials, re-sits etc. incur additional charges. A fully funded learner cannot be charged for costs directly related to delivering the qualification e.g. exam or registration fees or tools, books and materials where the learner cannot achieve the qualification without them.

Government loans are now available for people aged 19 and over at the start of qualification and studying certain qualifications at Level 3 and above. These will be available depending on funds allocated by the Government to the College.

Britain's exit from the European Community - College Policy will be reviewed post-Brexit transition and is expected to align with Department of Education advisories.

3. College Teaching & Learning Delivery Costs

Income of £100 per hour should be used to calculate the minimum number of students required to make a course financially viable. This rate includes both teaching and on costs.

4. Sixth Form and Further Education Courses from Entry to Levels 3 and 4

4.1. 14-18 years Tuition (students must be under the age of 19 on 31st August 2020)

These courses are fully funded by the government including the costs of essential course texts and one exam sitting. The College may impose charges for exams or other costs if a student is subject to College disciplinary procedures. If average attendance levels fall below 85% for a qualification, exam costs may be imposed for that qualification.

4.2 English and Mathematics Qualifications at Level 2 or below.

No fees are payable for English and Mathematics qualifications at level 2 or below if the student does not hold a grade C or 4 or above GCSE in the subject. Other level 2 qualifications may have fees remitted depending on circumstance.

4.3 19-23 years and 24+ years, for Levels 2, 3 and above, on College Courses (students must be aged 19 and over at the date of start of qualification) (Individual circumstances determine whether you may be eligible for government full funding or co-funding of up to 50% of the course fees or liable for the full cost of training – status and price confirmed on enquiry)

The college will, in the main, receive no Government funding for these students unless studying for their first full level 2 or 3 qualification (and those registered as unemployed). The fees shown below include the cost of essential course texts and one exam sitting.

Qualification	Fees
Each AS – now being withdrawn	£724 - £941
Each A Level Linear (over 2 years)	£1,987 - £3,179
Vocational 60/90/120 credit Diploma in 1 year	From £1,987 to £7,172
Vocational Extended Diploma (180 credit) NB: over 2 years	£6,602 - £11,356
EYE Certificate (CACHE) – 2 year course	£7,395
Vocational Top-up to 180 credits	£3,301-£5,678

4.4 19+ Student Loans

Student loans may be available to 19 year old's and upwards at levels 3 and 4. Full details of this and how to apply will be available on the College website or through the College's Student Journey team when further information is received from the Student Loans Company

If the student is infilling a place on an existing course the fees charged will be the same as those given in section 4.3. The College reserves the right to cancel the course should the enrolment roll be less than 18 which may make the course uneconomic to run. Full refunds will be offered in that eventuality.

The College no longer has a valid Tier-4 license and will therefore cannot not enroll non-EU students.

4.5 Exams re-sits

AS/A2 Two Module Course £50 per module
 AS/A2 Three Module Course £50 per module
 A Level Re sit £100
 AS Re sit £50
 GCSE Maths £50
 GCSE English £50
 iGCSE English £60
 GCSE Language £50
 Functional Skills £20
 City & Guilds £30

4.6 Course Retakes

The College does not encourage students to re-take whole courses, unless there are exceptional health or other reasons. For students where a re-take of an A2 course is agreed by the College exam re-sit fees will be charged.

4.7 Course Costs

As stated in paragraphs 4.1 to 4.4, courses, whether fully Government funded or paid for by the student, include the costs of essential course texts and one exam sitting. Other costs such as trips, booklets, kit etc. have to be paid for by the student. These are set by the course team. Details of additional costs are included on course information on the College website and can be discussed during the admissions process.

4.8 Additional Learning Support

For any funded students whose courses are being fully or co-funded and who have an assessed learning difficulty or disability, the College should provide access to additional learning support. For 19+ students on Level 3/4 courses, the cost of any additional support would need to be met by the learner or, for those in receipt of a 19+ Advanced Learning Loan, by applying for a 19+ Advanced Learner Bursary – subject to meeting the criteria and to available funds (see Bursary Policy on College website)

Non EU students who may require additional learning support cannot be enrolled as the College does not have a Tier 4 License.

4.9 Financial Support/Bursaries

Details of financial support and bursaries available to students of all ages on courses up to Level 4 can be found in the Bursary Information and Policy on the College website.

4.10 Disability Support – Reduced Fees

Reduced fees will be available if the learner meets the ESFA criteria for fee remission. Additionally the College will provide similar concessions to those who receive:-

- a) Disability living allowance and unwaged dependents thereof.
- b) Incapacity benefit.

4.11 Work-based Learning

Cirencester College Apprenticeship delivery of frameworks and standards require variable fee charges to employers depending on course content, level, whether levy paying or not, market conditions and ESFA funding allocated to each apprenticeship. Government rules state that the cost of apprenticeship training should be fully or partly met by the employer and not the learner (apprentice). For Apprenticeships starting from May 2017 the Government expects an employer levy full payment or part payment with Government co-funding to cover the cost of apprenticeship training. There are incentives for small employers and increased funding if the apprentice is under 19.

The fees for these are dealt with on a course by course basis. Please see College website for contact details for the Apprenticeships team.

There is evidence of competitors applying a “loss leader” approach to win business. In order to overcome such activity, and protect employer relationships or win new business, the College will in some proven cases allow a degree of flexibility to “match-price” if believed to be worthwhile. At the same time, it is important that full cost programmes where no funding is available from the ESFA may see prices suited to match the complexity and market viability of the programme being delivered.

5. Higher Education Courses

5.1 HNCs and HNDs

The college is not offering either HNC's or HND's in academic year 2019-20.

5.2 Foundation Degrees

The fees charged by the College's partner institutions are for UK citizens and include the cost of lectures, essential course texts and exams. Other costs have to be paid for by the student. The partner institution determines these fees and costs for EU and non EU students can be found on the institution's website.

Course	Partner Institution	Fee for EU Citizens
Foundation Degrees	RAU	See RAU website

Fee collection is the responsibility of the Higher Education Institution partner and Higher Education Institution fee policies should be followed

5.3 Teaching in the Lifelong Learning Sector

The fees shown below include the cost of essential course texts and one exam sitting. Other costs have to be paid for by the student.

Course	Full time/full course Fee ¹
1 year BTEC Level 3 Award in Education and Training	£425
2 year part time BTEC Level 5 Diploma in Education and Training – discontinued	Not applicable

¹The annual fees for part time students are half of those for full time.

² We will not be recruiting new students to the Level 5 diploma in 2019-20 but continuing students would pay 50% of the £3,000 quoted for 2018/19 for their second year.

5.4 Teaching Support

These courses are currently under review and the format may change. This may result in a change to the fees set out below which are based on the current qualification.

The fees shown below include the cost of one exam sitting. Other costs have to be paid for by the student.

Course	Fee
BTEC Level 2 Certificate in Support Teaching and Learning in Schools	£550
BTEC Level 3 Diploma in Specialist Support for Teaching and Learning	£900

5.5. Professional Qualifications

The College offers AAT and ILEX courses. The fees for these are dealt with on a course by course basis. Please see College website for details.

5.6 Non- EU Students

The College will not offer HE courses in 2019/20 and does not have a Tier 4-License. Foundation degree (see 5.2) fee charges will be on Partner organization websites. Foundation Degree fees for non- EU students can be found on the institution's website.

6 Cirencester College Staff attending College Courses

Internally delivered courses

- 6.1** Full fee remission for college staff on internal college courses will only be given if a case is made by the student, supported by their line manager and approved by the Vice Principal Curriculum.
- 6.2** Fee remissions may be provided on application to the College course provider if a member of college staff wishes to attend a course through personal choice.

External (paid for) courses.

- 6.3** The high cost of these courses gives rise to claw-back arrangements as follows:

In circumstances where the individual hands in their notice during or within 2 years of completing the training then the College reserves the right to recover all or part of the investment made by the College. In case of recovery through clawback, the following rules apply:

- An employee leaves during the current course of study – 100%
- An employee leaves up to 1 year of the end of the course of study – 100%
- An employee leaves after 1 year but before 2 years of the end of study - 50%
- An employee leaves after 2 years of the end of the course – no clawback applies.

7 Fee Payments

7.1 Single Payments

Payments should be made to the college before the start of the course

7.2 Payment by Instalments

a) Foundation Degree Students

Foundation degree students are subject to university fee policies.

b) Teaching in the Lifelong Learning sector

The payment deadlines for these courses are in line with the Student Loan Company payment dates or up front subject to c) below. The £425 for the BTEC Level 3 Award in Education and Training would be expected to be paid up front.

c) All Other Courses

An additional charge of £10 for each instalment (2018/19 £10) may be made, up to a maximum of three instalments. Payment by instalment will only be applicable to courses over £500 in value and all instalments must be paid before the start of the course. Instalments are generally not offered to employers.

For courses over £500 in value, and if agreed between the Faculty Head and the Finance Director, it will be possible to allow some payment by the student after the course has started, providing that full payment is received within 2 months of course completion.

Please note in certain cases if it is advised by the Faculty Head in agreement with the Finance Director the £10 charge may be waived.

7.3 Refunds

a) Foundation Degree Students

Foundation degree students are subject to university fee policies.

b) Teaching in the Lifelong Learning Sector

The College follows similar rules set by other Colleges regarding students withdrawing from courses and, as an HE provider, we are obliged to comply with Competition and Markets Authority Legislation.

Date of student withdrawal	Fee liability to the College
During 14 day cooling off period	0%
After 14 day cooling off period and before start of term 2	35% of annual tuition fees
From 1 st day term 2 and before start of term 3	50% of annual tuition fees
From 1 st day term 3	100% of annual tuition fees

c) All Other Courses

Refunds will not be provided if the student has attended more than one session or, if the student does not attend the first session and more than two sessions of the course have been held except in exceptional circumstances and at the discretion of the Finance Director.

7.4 Bad Debts

Generally, learners will need to pay for their tuition by the time their course commences. The lecturer, or other person responsible for delivering the course, will be notified if payment has not been received by the due date and they will politely notify the learner that it is College policy that tuition should not continue, and if payment is not made by commencement of the next lesson/session then provision will be discontinued. Once the due payment has been made the learner can re-join the class.

8 College Facilities

8.1 Hire of Facilities (prices quoted are net of vat at 20%; discretionary fee arrangements may be approved by the Operations Director). (20% Vat should be added onto the fee agreed.)

Classrooms

Maximum capacity: 25

Rates: £150 full day (8 hours) / £100 half day (4 hours). (unchanged from 2017-18)

We have a number of classrooms available to hire which are ideal for workshops or meetings.

Classrooms are equipped with desks, chairs, a whiteboard and smart board as standard, but additional facilities such as flip charts and audio visual equipment can be arranged on request.

Lecture Style Classrooms

Maximum capacity: 70

Rates: £175 full day (8 hours) / £115 half day (4 hours). (unchanged from 2017-18)

Classrooms are equipped with desks, chairs, a whiteboard and smart board as standard, but additional facilities such as flip charts and audio visual equipment can be arranged on request.

Theatre – advisory & subject to negotiation for longer or competitive lets

Maximum capacity: 300

Rates: £600 full day (8 hours) / £400 half day (4 hours) or advisory on application or on revenue sharing bases.

A variety of seating can be arranged; Professional equipment can be hired at extra cost.

Spotlight - advisory & subject to negotiation for longer or competitive lets

Maximum capacity: 150

Rates: £350 full day (8 hours) / £ 250 half day (4 hours) (unchanged from 2017-18)

This is a large lounge area with booths, tables and chairs. A bar area can be used selling a range of beverages.

Refectory - advisory & subject to negotiation for longer or competitive lets

Maximum Capacity 250

Rates: £500 full day (8 hours) / £300 half day (4 hours) (unchanged from 2017-18)

The Refectory is a large open space with catering available at an extra cost dependent on volume of people and subject to student usage priority during term time.

Sports Hall - £25 per hour excluding vat – advisory & subject to negotiation for longer or competitive lets

Sports Field - advisory & subject to negotiation for longer or competitive lets

Rates: £325 full day (8 hours) / £150 half day (4 hours) (unchanged from 2017-18)

Catering

The College offers a range of catering options. Further information can be obtained from the Head of Catering

8.2 Car Parking

The College wishes to support student and parental environmental, health and safety concerns by encouraging bus travel using Stagecoach's annual mega-rider passes which allow travel throughout the sub-regional area for a heavily discounted price. Travel to & from Swindon, North Wiltshire, West Oxfordshire, Gloucestershire and South Gloucestershire including main towns and cities is covered for the Academic year.

Many colleges are unable to provide parking facilities for students. Some have a "pay and display" facility, at which it is not uncommon to pay £2 per day or more to park. The charges below equate to less than £0.95 pence per day for annual passes, £1.28 to £1.88 for more expensive, shorter term, termly passes. The annual pass represents substantial value. For note, parking in Cirencester for a whole day is now around £6.

Charges for 2020/21 are:

- £ 165 (2019-20 £150) per annum or
- £90, £80, and £75 (2019-20 £80, £70, £65) for the autumn, spring, and summer terms respectively.
- Parking will be free after 6pm and for Sundial Theatre customers.
- Adults attending part-time courses will be charged £10 per term
- For FE and HE students (including those on teacher training courses) it is deemed that this charge has been included within their fees.

Once it is deemed that a car park has reached optimum capacity no further passes will be sold. Those wishing to purchase a pass can ask to be put on a waiting list. In any case, students who are not aged 17 by 1 September 2020 will not be sold a car parking pass but can ask to be put on the waiting list once they reach age 17 and provide proof of having passed both the driving and Drive IQ tests. If it becomes clear that the car park could take

a limited number of additional users these will be for sale to those highest on the waiting list.

Daily tokens at £2 per token are mainly available during the exam period but may also be purchased at an earlier date depending upon availability and compliance. To be compliant, any cars would need to be registered before a daily token is sold and students would need to have passed both their driving and Drive IQ tests.

A separate car parking policy document exists and is the main authority reference for parking at the College.

8.3 Bus charges

Student transport for Swindon, North Wiltshire, West Oxfordshire, Gloucestershire and South Gloucestershire will be run by Stagecoach bus services (<https://www.stagecoachbus.com/regionaltickets/west/cirencester/unirider>) offering annual, four weekly, weekly and daily tickets to suit differing needs.

The £600 early-bird to 31st July 2020 and £650 full cost of annual mega-rider bus tickets is the most economical of the various options and is heavily subsidised by the College.

The subsidy is a cost to the college of approx. £500,000 per annum.

The subsidised cost to the student equates to £3.47 per teaching term day based upon the early bird price or £3.76 based upon the subsidised £650 price which compares very favourably to the £6+ daily local fares to and from the college.