



Ruskin College
Oxford

Tuition Fees Policy - Guidelines for applicants, students and staff

1. Introduction

1.1 This policy sets out the requirements for the charging of fees and the rationale behind the fee structure as well as the arrangements for making refunds if applicable.

1.2 The fees policy is designed to provide a clear set of criteria for course charges and to avoid ambiguity and inconsistency.

1.3 Fees in some cases are subject to government guidelines, via the Further Education (FE) funding bodies and the Higher Education Funding Council for England (HEFCE), which provide the framework in which the fees are decided.

1.4 All fees are charged on an annual basis and reviewed annually.

Scope

2.1 The fees policy encompasses all fees and charges associated with courses offered by Ruskin College for the academic year 2019-20.

This Includes:

- Further Education students
- Advanced Learner Loans
- Higher education students
- Higher Education Student Loans
- Non-government funded students

2.2 The fees policy will be overseen by the fees working party. The group will normally be:

- Governing Executive
- Senior Leadership team

3. Intent/Purpose

3.1 The intent of the fees policy is to ensure that the method of calculation of all fees charged to students and employers is fair and transparent.

3.2 Students need to be aware of their financial obligations to the College before they start their course. The tuition fee costs for each course will be included in the offer letter where applicable.

3.3 It is the student's personal responsibility to ensure that fees are paid and cleared on time. This is the case irrespective of whether the student believes that the tuition fees are to be paid by a sponsor, such as an Embassy or trade union, or on the student's behalf such as through Student Finance England or via an Advanced Learner Loan.

3.4 The policy sets out the principles for fee collection, fee refunds and appeals against refund decisions.

3.5 All students are expected to pay their fees in full at or before enrolment. Students will not be able to enrol unless their fees have been paid in full or payment has been confirmed.

4. Categories of students

4.1 Categories Higher Education students include:

- Home/EU - The criteria is largely based on residency, as set out in the Education (Fees and Awards) Regulations 1997. Such undergraduate students may apply for financial support from Student Finance England/Wales/Northern Ireland or the Awards Agency for Scotland (SAAS).
- Sponsored - The fees of a sponsored student are paid by an external body, a commercial organisation, the armed forces, a trade union or other funder.
- Residents of the Channel Islands or the Isle of Man.
- Overseas/UK-based students who do not meet the residence criteria for home/EU fees.
- Full-time - students studying for 120 CATS points in the current academic year.
- Part time - all students studying less than 120 CATS points are classed as part time students. Fees are usually charged pro-rata to the full-time equivalent unless otherwise stated.

5. Payment of fees

5.1 Full time Home/EU students seeking to have their tuition fees paid through Student Finance England, Wales, Northern Ireland and SAAS must ensure that their applications for support are made by **31 May 2019**. Applications made after 31 May 2019 will not guarantee funding will be in place when your course starts and may delay enrolment.

5.2 Tuition fees are due and payable on registration. Students must either pay their tuition fees in full or in exceptional circumstances where this is not possible to make arrangements to pay in instalments with the Finance office.

5.3 A number of payment methods are accepted, including:

- Cash
- Cheques
- Some major credit or debit cards
- Bank transfer
- Advanced Learner Loan
- Higher Education Learner Loan
- Standing Order

5.4 UK/EU students may request to pay course fees in instalments subject to the following conditions:

- Arrangements to pay tuition fees by instalments must be made before registration.
- Payment by instalments incurs an administrative charge which will be added to the tuition fees due for the academic year.

5.5 Students funded by the Skills Funding Agency (SFA) will be charged according to the Funding Guidelines given in the current specifications for further education colleges. Learners wishing to peruse a course funded by the SFA may be entitled to full fee remission. Eligibility criteria/information will be provided for courses this applies to.

5.6 Ruskin College will require documentary evidence of age, identity and residency status and previous qualifications, where relevant, to assess whether they are eligible for fee remission. It is the responsibility of the student to provide the correct information for fee assessment purposes before enrolment. If at a later date correct information comes to light that renders a student liable for fees, they will be charged.

6. Enrolment

6.1 Where fees are payable, students can be enrolled only if they:

- Pay their fees in full, or
- Provide a completed and signed sponsor letter for settlement of their fees, or
- Sign an instalment plan, or
- Have a Learner Loan approved or pending, or
- Have been awarded a fee remission (further education only)

6.2 Before being enrolled students who are sponsored by their employers must bring a letter confirming that their employer will accept liability for full payment for the course.

6.3 A student will not be enrolled if they have any unpaid amounts remaining from previous academic years or from a previous course.

7. Non-payment of fees by instalments

7.1 Ruskin College will send a letter to the student at their Ruskin email address, seeking payment within 15 working days of the date of the letter. Where payment is made and cleared within 15 working days, all financial sanctions will be lifted. If a student misses more than one payment, then an administration charge of £50 will be charged to the student.

7.2 In the event of non-payment of tuition fees Ruskin College reserves the right to exclude the student from Ruskin College, to refuse to enter students for examinations or register them with Awarding Bodies as appropriate, and has the right to withhold certificates. In addition the student will be referred to the Finance Director who will initiate debt recovery actions. In the event of non-payment the student is likely to be withdrawn from the programme. If appropriate, debtors may be referred to solicitors who may seek payment of fees and recovery of costs through the courts.

7.3 Any student who has been subject to financial sanction will not be allowed to pay their future tuition fees by instalments

8. Additional Costs

8.1 Some courses will incur extra costs such as travel to and from placements and other material costs. Where extra activities such as museum, gallery or factory visits take place outside of the programme requirements, then the indicative costs will normally be published to students in advance of enrolment. The student is responsible to pay these costs

9. Amendment to fees

9.1 In exceptional circumstances Ruskin College reserves the right to alter the fees for specific courses from those published. Details will be incorporated in publicity material as soon as practicable.

10. Bursaries

10.1 Students may be eligible for grants to contribute towards certain costs of study for Further Education courses funded through the SFA from the Ruskin College bursary scheme. The Student Money Advisor can advise on eligibility and the eligibility criteria will be sent to students once they have been offered a place.

11. Additional Fees Rules 2019-20

11.1 Higher Education students will be charged tuition fees depending upon the qualification and mode of study according to guidance from the Higher Education Funding Council and the Student Loans Company in relation to maximum fee levels.

11.2 Fees for courses subject to Advanced Learner Loans will be charged at the maximum loans value as advised by the SFA. If a student chooses to take out a

Learner Loan they will be subject to the terms and conditions laid down by the Students Loan Company.

11.3 If a student applies for a Learner Loan and it is rejected or refused, the student will become liable for settlement of the fee in full in accordance with the requirement of the fees policy.

11.4 Other than in exceptional circumstances, if a student is re-sitting or re-taking assessments at Ruskin College then a fee will be payable.

12. Fee Refunds

12.1 A full refund will be made automatically if Ruskin College cancels a course.

12.2 A full refund will be made where a Higher Education student cancels their contract with the College within 14 days of the date of accepting their place, or fourteen days from the date of their first enrolment on the course as stated in the College's Terms and Conditions.

12.3 Refunds will be made otherwise for the following reasons:

- A student could request a refund where they withdraw for a serious medical reason. A doctor's certificate must be submitted with the application for a refund on medical grounds. The refund will be calculated, pro rata, according to the number of weeks attended.
- If the student withdraws after more than 14 days, there is no entitlement to a refund unless there are extenuating circumstances. Extenuating circumstances are at the discretion of the Director of Finance. In order to assess whether you have extenuating circumstances, you must write to the Director of Finance providing evidence before your circumstances can be considered. If there are no special circumstances and you have withdrawn from the course, then the fees for the remainder of the semester will be charged.

12.4 Any refund of tuition fees of a student who is sponsored will be returned to the sponsor, not to the student.

12.5 Refunds made to overseas students and applicants will be returned to their country of origin, either through the agent's office that introduced them to the College, or to the student's/applicant's home address in their country of origin where they have paid direct.

12.6 Refunds will be given in the method by which they were paid, with the exception of cash in which case the fee will be refunded by cheque.

13. Appeal

13.1 If the student wishes to appeal against any decision made they should write to the Finance Director stating the reasons for their appeal within 2 weeks. If the student feels that her/his application for refund was not handled appropriately she/he may seek redress through the Ruskin College Complaint's procedure.

14. Changes to the Student's Course or Non-registration of an Applicant

14.1 A student who wishes to change their course should contact the Academic Registrar in the first instance. If the change is agreed and the student accepted onto the new programme, the student's registration will be amended accordingly and:

- the student will be advised of any change in the fees due and
- will be asked to make arrangements with the Finance Office to pay any additional sum.

14.2 In cases of suspension of study, expulsion or withdrawal, the relevant Head of FE or Head of HE will advise the Academic Registrar. Any consequential refund of tuition fees, if claimed by the student, will be determined by the following:

Withdrawal Prior to Registration:

- If a student withdraws from the course, they will remain liable for any outstanding balance subject to fee refund procedures.
- Withdrawal of overseas applicants/students due to refusal of visa at point of entry to the course (original documentary proof of refusal required). Full refund of tuition fees paid (less an administrative charge of £50)
- Overseas applicants who have accepted an offer, been issued with a visa using a Ruskin College offer letter, paid a deposit but who have not registered with the College. No refund of deposit or tuition fees paid.

Withdrawal after Registration:

- For all students who withdraw from study, the withdrawal date will be taken as the last day they attend class, not the date on which they inform the College that they have withdrawn. The fees for remainder of the term/semester will be charged.
- Students in residence at Ruskin College - Residence and catering fees will be charged to the student until the end of the current term in which they leave, regardless of the course withdrawal date. Students will be required to vacate their room as soon as they have informed the College of their decision to withdraw.

15. Expulsion, Suspension and Failure

15.1 If a student is suspended, every effort will be made to remain in contact with the student during the period of suspension to help them keep studies up to date. Should they so wish, this can be through distance learning means. There will be no reimbursement of tuition fees during the period of suspension.

15.2 There will be no reimbursement of tuition fees to a student who is expelled midway through a term/semester. Tuition fees will be charged until the end of term/semester in which they have been expelled.

15.3 Where a student fails their programme part-way through, they will be charged tuition for the whole of the term in which they fail, but not beyond.

16. Referred Students

16.1 Students who have been referred and who need to retake one or more entire modules will be charged again at a pro rata rate. Students who have been referred but who only need to resubmit coursework will be charged a £50 administration fee.

17. Members of Staff

16.1 Tuition fees for courses taken by members of Ruskin College staff are the same as for all students.

18. Complaints Procedure

If a student is unhappy about a decision concerning payment of tuition fees, he/she may bring a complaint under the College's Complaints Procedure which is available in the College Handbook and on the intranet and website.