



Ruskin College
Oxford

Tuition Fees Policy

2020/2021

1. Introduction

1.1 This policy sets out the requirements for the charging of fees and the rationale behind the fee structure.

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 relevant funding bodies which provide the framework in which the fees are decided.

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

2. Scope

2.1 The fees policy encompasses all fees and charges associated with courses offered by Ruskin College for the academic year 2020/2021.

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 developed by the Senior Leadership Team and is approved by the Board of Trustees.

3. Intent/Purpose

3.1 The intent of the fees policy is to ensure that information about tuition fees and support available is available for students. Fees must comply with relevant funding rules and should be published in advance of the courses starting.

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 a 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 higher education 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 within a reasonable time period. Applications made after this date 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 All students applying for an Advanced Learner Loan from the Student Loan Company who have not received confirmation of approval, need to complete a direct debit form which will be held until confirmation from the Student Loan Company (SLC) is provided by the student.

It is the responsibility of the student to provide the College a copy of the confirmation from the SLC. If the College does not receive confirmation of payment from the SLC by 30 November of each academic year, the student will be charged the full amount of their course fees and the first instalment will be collected on 1 December. Students will be informed by letter two weeks in advance of the planned direct debit collection date.

If a confirmation is received by the student from the SLC after the direct debit has been collected, a refund can be issued to the student. If the student loan does not cover the full amount of the course fee the student is liable for paying any outstanding amount not covered by the loan.

5.4 A number of payment methods are accepted, including:

- Some major credit or debit cards
- Bank transfer
- Advanced Learner Loan
- Higher Education Learner Loan
- Standing Order
- Cheques if no other method of payment is available

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

- Instalments will only be available for courses with fees in excess of £500 and a duration of over 6 months.
- Arrangements to pay tuition fees by instalments must be made and agreed before registration.
- A maximum of three instalments will be available.
- Payment by instalments incurs an administrative charge which will be added to the tuition fees due for the academic year.
- All payments must be completed at least 3 months prior to the course end date.

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

5.7 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. For ESFA funded courses (including apprenticeships) the students

eligible for 100 per cent tuition fee concessions, where no fees are charged, are set annually by the funding body.

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 an Advanced 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,. In addition the student will be referred to the Finance Manager 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 ESFA from the Ruskin College bursary scheme. The Student Services Team can advise on eligibility and the eligibility criteria will be sent to students once they have been offered a place.

11. Additional Fees Rules 2020-21

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 ESFA. 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 Finance Manager. In order to assess whether you have extenuating circumstances, you must write to the Finance Manager 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 Assistant Principal 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 Complaints 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 Student Services Team 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 curriculum manager will advise Student Services. 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 the 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. 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.