



LOWESTOFT COLLEGE AND COMPANY FE FEE AND REFUND POLICY FOR THE ACADEMIC YEAR 2009/2010

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Reviewing Group	Corporation
Establishing Group:	Corporation

FEES

The College is paid a predetermined sum by the Learning & Skills Council to provide further education. The amount varies according to the area of study undertaken, the duration and nature of the study and for the age group of the learner.

16 -18 TUITION FEES FOR UK AND EUROPEAN UNION NATIONALS

Further Education courses are fully funded for those aged 16 to 18 who are European Union Nationals.

19+ TUITION FEES FOR UK AND EUROPEAN UNION NATIONALS

Funding of FE is derived from the Learning and Skills Council; it is paid per learner and based on the level and duration of the qualification. The Learning & Skills Council have set the fee element derived from the learner for 2009/10 at 47.5% of the sum they would pay if fee remission was appropriate.

Lowestoft College will be charging this fee to 19+ learners unless fee remission is available. The categories detailing where fee remission is available are shown on page 3 of this document.

Fees and any additional charges must be paid prior to the commencement of the course. All fees and charges can be paid in cash, by cheque or credit card.

Please note if you are on a two year course the cost of the second year may differ from the cost of the first year. The College does offer students the opportunity to pay for both years at the start of the course using the fee level relevant to the year of start.

ADDITIONAL CHARGES

Materials – students will be expected to pay a sum for materials, the cost is detailed in the course prospectus.

Exam fees – students aged 19+ will be expected to pay exam fees; the cost is detailed in the prospectus.

Registration fees – students aged 19+ will be expected to pay exam board registration fees.

Uniforms – students are expected to pay where a uniform is worn, these are supplied at cost.

Trips – students undertaking trips as part of their course will be expected to fund them.

ASSISTANCE WITH FEES

NATIONAL FEE REMISSION

Certain categories of learners are not expected to pay tuition fees and in such cases the full national base rate will be paid. The categories of learners who are entitled to fee remission are:

- 16 to 18 year olds. The Secretary of State does not expect tuition fees to be charged to full time or part time 16 to 18 year olds.
- Adults undertaking a full level 2 or 3 for the first time.
- Unemployed people in receipt of Jobseekers' Allowance
- Those in receipt of income based benefits*
- The unwaged dependents (as defined by the Benefit Agency) of those listed above
- Those taking programmes where the learning aim is basic skills
- Asylum seekers in receipt of the equivalent of an income based benefit (assistance under the terms of the 1999 Immigration and Asylum Act) and their dependents
- Certain learners participating in Council funded projects where identified in the project specification

**Formerly known as means tested benefits. The main income based benefits are:*

- *Council Tax Benefit*
- *Housing Benefit*
- *Income Support*
- *Jobseekers' Allowance (income based)*
- *New Deal*
- *Employment Credit and Working Families and Disabled Persons' Tax Credits and Pension Credits*

LOWESTOFT COLLEGE FEE REMISSION CATEGORIES 2009/10

Fee remission will be given to full time 19+ students who are:

- Undertaking a full level 3 course that could feed into HE offered by Lowestoft College
- Undertaking an Access to HE course

In addition to the fee remission policies detailed above students may be able to receive assistance with the cost of their courses through the Learner Support Fund.

Education Maintenance Allowance may be available for those aged 16 to 18 and students aged 19+ may be able to apply for an Adult Learning Grant. These are government means tested grants.

Information on both of these grants is available from Student Services at Lowestoft College.

FEE POLICY FOR NON EU NATIONALS ON FURTHER EDUCATION PROVISION 2009/2010

Tuition FEE

Lowestoft College will charge non EU nationals the full funding that would be available for those aged 16 to 18 from the Learning and Skills Council. This will vary dependent on the course type and duration.

Fees and any additional charges must be paid prior to the commencement of the course. All fees and charges can be paid in cash, by cheque or credit card.

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ADDITIONAL CHARGES

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LOWESTOFT COLLEGE REFUNDS POLICY 2009/2010

STUDENT CANCELLATION

Full Time courses

If the student leaves before the end of the 4th week following commencement of training two thirds of the fee would be refunded.

If the student leaves after the 4th week following commencement of training no refund will be given.

Part time courses

If cancellation takes place within one week of course commencement no refund will be given.

No refund will be given once the course has commenced.

An administration fee of £30 will be charged for refunds requested by students

COLLEGE CANCELLATION

If the College cancels a course full refunds will be given to all students, no administration fee will be charged.