



## **CHARGING POLICY 2023 – 2024**

### **Introduction**

St Francis Xavier College aims to ensure that there are resources, facilities, trips and activities made accessible to as many students as possible within a broad curricular and extra-curricular offer and ensure equality of access to these activities. We aim to establish and maintain a fair and coherent system of charges within the constraints of the College budget (and funding regulations) and to ensure that through prudent use of the 16 – 19 Bursary or other funds no student should have their access to the curriculum limited by charges.

### **16-19 Cohort**

#### **Digital Device Fee**

All new students who are unable or choose not to purchase their own digital device, will be provided with a college loaned device and asked to pay a £75 fee once their enrolment has been confirmed. This fee will comprise a £50 refundable deposit (which will be refunded upon the return of the device in good working order together with any accessories issued such as a charging cable) and a £25 non-refundable lease fee.

The digital device fee will only be paid by new students arriving at the College. It is not paid in the second or third year at the College, and therefore covers the entire duration of a student's course.

**Note:** In 2018, the College launched a digital strategy outlining its vision for every student to have access to digital device whilst undertaking their studies at the College. There may be discretionary support available for individual students who are eligible for a bursary.

#### **Tuition Fees**

Full-time 16-18 students who have been resident in the UK for 3 years do not pay tuition fees. Students who are 19 or over and who are 'continuing' courses started when they were 16-18 are also eligible for full fee remission and will not pay tuition fees. European Union nationals or family members of EEA and Swiss workers (resident in the UK before 1 January 2021) with settled or pre-settled status will also be funded. The College no longer enrolls fee paying students following changes to the tier 2 UKBA rules for overseas students and since 31/8/15 the College also no longer enrolls any 'new' student aged 19 or over. This reflects the fact that SFX no longer attracts ESFA Adult Education Budget (AEB) Funding and the majority of new 19+ Learners are expected to either pay fees or be co-financed within the ESFA Adult Education Budget framework.

#### **Curriculum Materials/Book/Additional fees**

16-18 year-old and 19 years old 'continuing students' in the categories above are entitled to the free provision of course materials as set out in the ESFA funding guidelines. This includes all material

relevant to the course specification and delivery, but with the following points which are added for clarification.

Departments may provide resources and educational experiences, which go beyond the standard requirements, or procure materials on behalf of students. For example, the art department purchase sketchbooks, the-performance and production arts department take students on theatre visits, and English utilise core texts that are required to be annotated. Some departments also provide additional texts beyond those directly needed for the course. All such materials in these type of categories can be 'charged' for as long as they then become the property of the student.

All additional costs are recorded within an approved Book/Additional Course fees list and will only be charged to students if they have been clearly indicated to students during enrolment/Induction or if a student changes courses to include a course with book fees. These costs are expected to be paid by end of October and the full details of what the costs cover will be outlined by the departments, once the students begin their courses.

The College will seek to help students with all additional costs, by using 16 – 19 Bursary funds wherever possible.

Where additional costs are incurred by the student as a result of their disability or learning difficulty, these costs may be met by ALS or discretionary funding.

Students are expected to purchase their own writing paper, pens, pencils, calculators etc.

Students may purchase credits from the LRC for their own photocopying / printing.

### **Loss or Damage**

A charge will be made for books which are lost or damaged belonging to either a department or the College Library. Students will also be charged for the loss of ID cards and may also be charged for any loss or damage to College property at the Principal's discretion.

### **College Trips**

Financial contributions are asked from students for field trips and curriculum related outings. Residential courses are subsidised but a contribution will be requested from students. Any insurance costs will also be included in charges for trips or activities.

In the case of activities arranged by a third party, legal advice will be taken about such activities and the charging implications.

Where additional support or resources are required to enable a student with learning difficulties or disabilities to participate, the ALS or 16 – 19 Bursary budget will fund these costs.

### **Examinations**

Full-time 16-18 and 19+ students do not pay public examination fees for courses followed at SFX unless the examination is a retake unit or assessment taken at SFX (e.g. a retake of a BTEC test or a GCSE exam already sat at least once at SFX) Students will be expected to cover the full cost of undertaking retake units & assessments, unless in exceptional circumstances or the retake is a result of long term illness or disability. These retake costs will be kept under review in line with any cost rises imposed by the Awarding bodies for 23/24)

The College also reserves the right to recover examination fees from any student who has failed to attend a public examination without good reason. (Documentary evidence to support this absence will be requested).

### **Payment Methods**

Students will be able to pay for fees by using Worldpay which will be linked to their online Prospect account. Students will have the option to pay for all of the outstanding fees or for some of the fees with the option to pay in instalments. Heads of Department will notify the students of outstanding payments.

### **Late Payments**

The ISS department may administer a £5.00 admin fee to all late payments.

### **Timetable for payments**

Digital Device Fee– To be paid by 30th September

Book fees – to be paid by 31<sup>st</sup> October – Any transfer of courses to be notified immediately to MIS and ISS.

### **Transfers**

Teaching staff are to inform any students who transfer if there is a book fee attached to the course transferred to. Students who have transferred to a course in December will not be charged the late fee but must pay by the end of December or they may incur a £5.00 late fee.

### **ALS Students**

The ALS department are to inform MIS who the vulnerable students are so that support can be provided for logging into accounts and paying. The ALS department will notify parents of payments and World-pay arrangements.

### **Work Experience and T Level Industry Placements?**

Student travel costs from home to a work experience or Industry placement in excess of normal daily travel to College will be refunded. The most reasonably priced ticket or form of transport must be used.

### **Free College Meals (FCM)**

All students in receipt of guaranteed or discretionary bursary at the College receive FCM at the rate of £3.50 per day. Hot & cold meal options are provided at this price. In addition, the College will continue to provide 'free breakfasts' for all students entitled to free college meals.

### **Hardship Cases**

In all cases where charges are to be levied, students and parents will be advised in advance and all monies will be collected prior to the activity. Requests for help from parents on Income Support or Universal Credit will be considered and assistance provided within the limits of the College's 16 – 19 Bursary budget. Complete confidence will be observed in all such matters.

All 16 – 19 year-old students are eligible to apply for guaranteed and discretionary bursary payments. Both funds are subject to an income threshold.

### **Use of College Premises / Facilities “Lettings”**

Lettings generate income for the college. Commercial, competitive rates are charged to cover all the overheads including staff salaries and cleaning. An agreement including terms and conditions is drawn up and risk assessment; insurance; safeguarding and child protection issues/arrangements are checked as appropriate. An invoice will be raised for payment of the agreed fee (plus VAT where applicable) and a deposit taken and held to cover damage or late finishing.

Advertising and marketing initiatives have been developed using the most cost effective means of inviting the public to rent a range of college facilities - including the sports hall; multi-purpose hall; social space and the quad; teaching and computer rooms and, where appropriate, the Chapel - in the evenings, at weekends and during holidays. Hire of the floodlit MUGA outdoor sports field (added to the facilities in January 2019) can be booked via the Lettings team. Availability is planned around exam and teaching commitments and building and maintenance programmes with the attendant limitations these bring. The MUGA pitch operates within the conditions imposed when planning permission was granted.

**FOR ANNUAL REVIEW IN THE SPRING TERM**