

UHI | ARGYLL

COURSE FEES POLICY

ARGYLL COLLEGE UHI LTD

| | |
|------------------------------------|------------------|
| Policy Number: | Fees1 |
| Revision Number: | 1 |
| Date of Issue: | 20 May 2016 |
| Status: | Approved |
| Date of Approval: | June 2016 |
| Responsibility for Policy: | Finance Director |
| Responsibility for Implementation: | Finance Director |
| Responsibility for Review: | Finance Director |
| Date of Last Review: | Aug 2024 |
| Date of Last Revision: | Aug 2024 |
| Date of Next Review: | Aug 2025 |

1. Introduction

The purpose of this policy is to outline the principles applied in respect of course fees, offering instalment facilities, fee waivers and refunds. This policy is compliant with the UHI HE Fees Policy and SFC Regulations.

2. Responsibilities

The Finance Director is responsible for annually ensuring this policy is consistent with the UHI HE Fees Policy, SFC regulations and related internal policies. This policy will be fully reviewed every three years taking into account value for money and environmental impact.

The Finance Director will be responsible for ensuring that this policy and its associated procedures are equality impact assessed.

The Finance Director will ensure appropriate and prompt implementation of this policy within the agreed performance targets and associated procedures.

3. Key Principle

The College sets FE course fees annually in line, where relevant, with SFC set fees. HE fees as set by The University of the Highlands and Islands (UHI) are adopted under the conditions of the partnership agreement between the academic partners. This policy takes cognisance of UHI policy relating to HE course fees.

The Finance Director is responsible for approving FE course fees, other than those already set by SFC.

All students will be made aware of the course fee at the point of application or enquiry.

4. What Course Fees Include

Course fees *normally* include all assessment and examination fees and the cost of materials. Students will be advised at the point of enquiry or application if additional fees are to be paid for materials for a specific course, or for certification or examinations.

The cost of materials for evening and leisure classes is not included in course fees.

5. Payment of Course Fees

Fees are due at enrolment. It is the responsibility of the student to pay the course fee at the point of enrolment or to provide evidence that an alternative arrangement has been put in place. Failure to do so may result in the student not being enrolled.

A student may be allowed to start a course without paying the relevant fee if they provide appropriate authorised documentary evidence, including:

- Fees being paid by a third party – Student Award Agency for Scotland (SAAS)*, employer, ILA award, etc.
- Part Time Further Education Fee Waiver Claim
- Argyll College Instalment Payment Plan
- Credit Note or Fee Transfer
- College Fee Waiver

* SAAS stipulate that a student must remain on the course until 01 December to be entitled to payment of the course fee (for courses starting in the Autumn term. Other dates apply for other course start dates). If the student leaves before the qualifying date the student becomes liable for the relevant fee as per the table in Section 7.

Where a student is to be supported by a third party, and in the event that the third party does not accept liability for the payment, liability for the course fee will revert to the student. Non-payment of fees will be pursued in accordance with the College debt recovery procedures; this may also prevent enrolment to future courses.

6. False Starts

The College acknowledges that despite all attempts to inform students in advance of enrolment, a student may undertake a course of study that they soon discover is not what they had expected. It is anticipated that this will be determined within two weeks after the date of enrolment or commencing the course. Should a student withdraw from the course within this time the withdrawal will be considered as a 'false start' and no fee will be charged for the two weeks of attendance on the course.

This dispensation does not apply to FE Part Time, evening or leisure course students.

7. Withdrawals

A withdrawal is classified by the College where a student has terminated their studies before the normal completion date.

The table below sets out what fees will be due where a student withdraws early:

Further Education - Full-time

| Date of Commencement | Termination of Study Date | Amount Due |
|--|---|----------------------------|
| Courses commencing in August/September | Within 2 weeks of Commencement date | No Fee due |
| | After week 2 but before the end of week 5 | Administration Fee of £100 |
| | After end of week 5 | Full fees due |

Further Education – Short Full-time and other

| Date of Commencement | Termination of Study Date | Amount Due |
|-----------------------------------|---|----------------------------|
| Courses commencing at other dates | Within 2 weeks of Commencement date | No Fee due |
| | Withdraw after 2 weeks but before 25% of your course duration | Administration Fee of £100 |
| | After 25% of course duration | Full fees due |

Higher Education – Full-time and Part-time

| Date of Commencement | Termination of Study Date | Amount Due |
|--|---|--|
| Courses commencing in August/September | Within 2 weeks of Commencement date | No Fee due |
| | Before 01 December (Applies to all students) | Administration Fee of £100 |
| | Between 01 December and 01 February (Applies to self-funded students only) | 50% of Full Year Fee plus Administration Fee of £100 |
| | After 01 February (Applies to self-funded students only) | Full Fee due |
| Course commencing at other dates | Within 2 weeks of Commencement date | No Fee due |
| | Within 8 weeks of the date of Commencement of the course, excluding non-teaching weeks (Applies to all students) | Administration Fee of £100 |
| | Between 8 and 12 weeks of the date of commencement of the course, excluding non-teaching weeks (Applies to self-funded students only) | 50% of Full Year Fee plus Administration Fee of £100 |
| | After 12 weeks of the date of commencement of the course, excluding non-teaching weeks (Applies to self-funded students only) | Full Fee due |

All other courses, including Evening and Leisure classes – attending 25% or less of the course will incur a fee of 25% of the total invoiced cost. Thereafter, no refund will be due on the total cost of the course.

8. Recognition of Prior Learning and Credit Transfer

Fees will be charged for Recognition of Prior Learning at the full unit rate. Where Credit Transfer is applied no additional fee will be charged, however where Credit Transfer is being applied for more than one credit the College reserves the right to charge the qualification Group Award fee charged by SQA.

9. Instalment Payment Facility - Key Principle

The purpose of the Instalment Payment Facility is to allow enrolment on a course for students who are not in a position to pay the full course fee at the time of enrolment. Where an Instalment Payment Facility has been offered and the student subsequently withdraws from the course, liability for the relevant course fee remains. An Instalment Payment Facility is a route of access to a course and not a pro rata payment agreement.

10. Instalment Payment Facility - Eligibility

To be eligible for an Instalment Payment Facility students may be required to provide details of the following:

- Method of study
- Amount of the course fee
- Student's ability to pay

This information will be held in confidence.

Award of an Instalment Payment Facility is not automatic.

11. Instalment Payment Facility - Enquiries

Enquires can be made to the Finance Department (ACFees@uhi.ac.uk) at any time prior to enrolment or upon receiving notification of rejection of funding. Please give as much detail as possible when emailing.

12. Instalment Payment Facility - Rates

For full-time students an Instalment Payment Facility can be spread over a maximum of six months, but all course fees must be paid in full before the commencement of the next year of study (if applicable). For part-time students the Instalment Payment Facility can be spread over the life of the course (or a maximum of six months, whichever is shorter), but the first year of study must be paid in full before the student will be allowed to move on to the second year of part-time study

13. Fee Waiver

Fee waivers are not available for HE courses.

For FE courses see [Further Education Fee Waiver Policy \(uhi.ac.uk\)](https://uhi.ac.uk/further-education-fee-waiver-policy)

14. Fee Refunds

Course fees are not refundable, other than in exceptional circumstances and entirely at the College's discretion.

Refunds will not be given where the student has been excluded through the Student Disciplinary Procedure.

Particular arrangements apply for service personnel being supported through the Ministry of Defence Enhanced Learning Credits (ELCAS).

Applications for refunds for other reasons will be considered by the Finance Director on individual merit and within the context of the College's strategic and operational objectives.

In all cases applications for a Fee Refund must be made to ACFees@uhi.ac.uk in the first instance.

15. Appeals

Students are informed of their right to appeal against the outcome of any application in relation to course fees that they make. The appeal must be submitted in writing to the Depute Principal (elaine.munro@uhi.ac.uk) and must clearly state the grounds for the appeal. Any appeal must be submitted within ten working days of receiving the outcome of the application.

The Depute Principal will acknowledge receipt of the appeal and undertake to reply within ten working days. This decision is final.

16. Performance Targets

It is imperative that any application from a student in respect of course fees is dealt with speedily and in this respect, notwithstanding the above details in respect of appeals, the key performance target is that the outcome to any course fees application is communicated to the student within fifteen working days.