



## FEE POLICY

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# COLEG GWENT

## FEE POLICY

### POLICY STATEMENT

To present a Fee Policy for the college.

### PURPOSE AND SCOPE

The Fee Policy provides a framework for setting the College's tuition fees, and details the conditions under which tuition fees may be waived or abated. The Policy broadly covers all tuition fee income charged by the College including FE, HE, LEA, International and Commercial.

### DETAIL OF POLICY

#### 1. INTRODUCTION

- 1.1 Coleg Gwent annually charges fees for its programmes of study and these fees are liable to change year on year. Tuition Fees  
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1.7 For the purposes of this Policy a learner is only eligible for home fees if they meet the Welsh Government criteria of either being a UK or Republic of Ireland (ROI) citizen, or if not a UK/ROI citizen (then subject to certain criteria) may be eligible if the learner:

- Is an asylum seeker
- Is a refugee
- Has a work related visa
- Has settled status
- Has pre-settled status

The guidance and eligibility is complex and is updated periodically by Welsh Government. Any prospective learner who is not a UK/ROI citizen should contact the college's International Office to seek guidance on their eligibility and fees.

1.8 Unless Employer Sponsorship or Student Finance Wales funding (HE students) is in place, learners retain ultimate liability for the payment of their fees, whether invoiced or not.

1.9 Any learner with outstanding debt may not be permitted to enrol at any College site or progress within a programme of study until all outstanding fees have been paid.

1.10 No fees will be charged for a full time Coleg Gwent FE learner attending a GCSE Maths or English course. For any other additional mainstream further education part-time course, whether or not the additional course is relevant to the full time course, fees will be charged (unless the part-time course forms part of the full-time Learning Area Program - LAP). Under 19s will not be charged tuition fees but will be charged any additional fees.

1.11 Information about additional costs can be found on the relevant course information leaflet at [www.coleggwent.ac.uk](http://www.coleggwent.ac.uk).

1.12 Learners, depending on their circumstances and the course, may be entitled to a Fee Waiver. Further details on eligibility for Fee Waivers are available on the relevant course information leaflet at [www.coleggwent.ac.uk](http://www.coleggwent.ac.uk). Learners should be aware that Fee Waivers apply only against Tuition Fees. All other fees remain payable.

1.13 Fee waivers **DO NOT** apply to designated commercial courses or enhanced fee courses where the learner is over 19 years old.

1.14 Those learners who do not qualify for a Fee Waiver may still be entitled to access other means of Financial Support, details of which are available at [www.coleggwent.ac.uk](http://www.coleggwent.ac.uk).

1.15 The college aims to run all part-time courses as planned and advertised through our media platforms. Where there is a risk that any course may not run as a result of lack of demand or other extenuating circumstances, the college will give two weeks' notice of this prior to

- 2.4 All part time learners (or their employer if sponsored) must pay the appropriate examination fee at point of booking onto the course.
- 2.5 External candidates sitting an examination at Coleg Gwent will need to obtain permission from the Head of Centre and be required to pay additional fees to cover costs. Fee will be advised following application.
- 2.6 At their own cost, all AS/A2 learners can pay for a resit if they wish to improve their grade. All resit requests must be approved and organised via the learner's Head of School.
- 2.7 Apprenticeship learners are allowed one free resit per exam/module (in accordance with Apprenticeship funding arrangements).

### 3. REGISTRATION FEES

- 3.1 Registration Fees are based on fees charged by awarding bodies and, where applicable, are included within the fee that the learner is charged when enrolling onto the course.
- 3.2 Registration Fees for all full time learners are paid by the College.
- 3.3 All part time learners (or their employer if sponsored) must pay the appropriate Registration fee at point of booking onto the course.

### 4. PAYMENTS

- 4.1 Coleg Gwent collects tuition fees in accordance with its annual fee schedule and related policies. Tuition fees are due at the time of booking/enrolment and the College accepts the range of payment methods outlined below:
  - Online using Debit/Credit card
  - By telephone to the College Finance department by calling 01495 333777, opt 1,5,1
  - In person using a credit or debit card, cheque at any college site
  - By post - Cheque (please write learner name, ID and course on the reverse of the cheque) to Central Finance, Coleg Gwent, The Rhadyr Usk, NP5 1XJ
  - Bank to bank transfer to Sort Code: 309249 Account Number: 00123505: - quoting Learner ID as reference
  - Direct Debit instalments are available. Further information can be obtained from the Central Finance team. Any Direct Debit that defaults will automatically incur a £15 fee.

The College Finance can be contacted using the following e-mail address:

01495 333777 ext 2244  
 Finance@coleg-gwent.ac.uk  
 Coleg Gwent, The Rhadyr Usk, NP5 1XJ  
 Wales, UK

- 4.4 All HE learners in receipt of financial support must provide a copy of their financial notification letter headed up 'University or College Payment Advice' at the time of enrolment at Coleg Gwent, or as soon after as possible

5.6 As per 4.7 if payment is outstanding for 7 or more consecutive days from date of booking, the college reserves the right to automatically close the booking.

**6. FEE APPEALS  
REASSESSMENT OF FEES - FURTHER EDUCATION COURSES**

6.1 Learners have the right to request a full refund of payments made

