



CHARGING POLICY 2021 – 2022

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

ICT Package Fee

All new students will be asked to pay a £50 fee upon enrolment as a contribution towards the provision of enhanced ICT facilities. The ICT package fee is defined as covering the following:

- Free access to Wi-Fi across the site, for both the use of College equipment and 'Bring Your Own Device Technology'.
- Free access to all library/LRC/Media resources, including online educational resources & IT Technology for which the College is charged. This also includes unlimited access to all materials, which would usually involve a 'copyright' or 'user' fee.
- Free Access to the College e-ST Dashboard tracking system, which allows students to monitor all aspects of their progress at SFX – attendance, markbook, ILP Reports etc, as well as providing access to timetable, examination, learner support data, UCAS/Reference Data. This system also gives parents/guardians online access to information about students.
- Free Access to IT support for all IT/technology related issues.
- A contribution towards subsidising Printing Credits for each student.

The ICT package fee should be paid by new students arriving at the College. It is not paid in the second or third year at the College, therefore the fee covers the whole duration of a student course at SFX. (Unlike many Colleges SFX does not charge a 'Governors Fund' fee, which is paid annually).

Note: Since 19/20 the College has been running a 'pilot' programme of Apple iPad usage (1 to 1) for students in certain courses. The programme will continue in 21/22 and additional courses may be added. Students enrolled to these courses will have their £50 ICT package fee used as a College contribution towards the purchase of an Apple iPad. The scheme as a whole will run under a 'parental purchase' model, however as well as the £50 College contribution, there may be discretionary support available for individual students who are eligible for a bursary.

For those students who borrow an iPad a £20.00 fee will be charged to cover cable and/or charger loss and will be refunded if appropriate on completion of the course.

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, Art purchase sketchbooks, Drama/Performance take students on theatre visits, and English utilise textbooks 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 21/22)

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 will administer a £5.00 admin fee to all late payments.

Timetable for payments-

ICT Fees – To be paid by October 31st Eligible bursary students will be refunded if applicable.

Book fees – to be paid by October 31st – 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 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

Student travel costs from home to a work experience 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

All students in receipt of guaranteed or discretionary bursary at the College receive FCM at the rate of £2.41 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.

Community Education Students

The Community Education programme closed in July 2019 and related payment, enrolment, employment and marketing contracts terminated. Tutors will be able to hire the rooms / areas they have previously used to deliver their classes at a preferable (whilst still commercial) rate which may be further discounted for long term hire agreements. Published terms and conditions including the payment of VAT will apply. Some signposting of the classes will be included on the Hire website to support the continuation of adult education classes at the college in its new form. Adult learners attending these classes will not be students of SFX and the College will not collect any fees from them.

Use of College Premises / Facilities "Lettings"

Lettings are to be run at a profit to support the "income generation" strategic plan target. Adequate charges are made 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 or at short notice using an external online reservation and payment site with which SFX Corporate Services has a service agreement. Availability is planned around exam and teaching commitments and building and maintenance programmes with the attendant limitations these bring. The MUGA pitch will be operated discretely at times when no other lettings are taking place in the college – within the conditions imposed when planning permission was granted.

FOR ANNUAL REVIEW IN THE SPRING TERM