



CHARGING POLICY 2025-26

St Francis Xavier Sixth Form College is an inclusive educational community rooted in the Catholic faith, that has Christ at its centre. Our aim is to provide a broad curriculum which emphasises the pursuit of excellence and focuses on career preparation, leadership and service to others. We are committed to preparing the whole person to lead a life of purpose and success in a just and sustainable world

This policy should be understood in the context of the College's commitment to equality, equity, diversity and inclusion. We aim to ensure that all College practices operate in an inclusive manner.

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.

1. Tuition Fees

The College follows the regulatory guidance provided in the Department for Education Funding Regulations for the academic year in which a student enrolls at the College. This defines a 16 to 18-year-old student as a student who is aged 16, 17 or 18 on 31 August of the year the student enrolls at the College.

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 an Adult Education Budget (AEB) Funding and the majority of new 19+ Learners are expected to either pay fees or be co-financed within the Adult Education Budget framework.

2. Curriculum Materials/Book/Additional fees

16-18 years-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 DfE 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 types 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 the 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.

3. College Trips & Visits

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. The College retains the right to charge for optional activities, which fall wholly, or mainly outside the agreed learning programme for 16 to 18 year olds. The cost of these activities will be made clear to the student and/or their parents.

4. Examination/ Certification Fees

Students aged 16-18 at the start of the course are exempt from such fees for their first attempt only. Fees for retakes for examinations/course elements previously failed at the College will be the responsibility of the student. For learners aged 19+ the certification fees and examination fees for first attempt only are included within tuition fees charged, unless otherwise stated. These retake costs will be kept under review in line with any cost rises imposed by the Awarding bodies for 24/25.

The College has the right to charge for examination entries and/or resits as follows: -

- a) Where the required attendance or completion of work has not been completed
- b) Where the learner fails without good reason to sit the examination for which the College has paid. This includes those students who leave the College midway through their course.
- c) Where learners are retaking an examination resulting from an earlier examination failure
- d) Where learners are retaking an examination with the aim of achieving marginal improvement in grades.

The College has the discretion to waive resit fees in exceptional cases, e.g., College closure

5. 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.

Payments should be made by 31st October 2025 – Any transfer of courses to be notified immediately to MIS and ISS. The ISS department may administer a £5.00 admin fee to all late payments. 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 2025 will not be charged the late fee but must pay by the end of December 2025 or they may incur a £5.00 late fee. 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.

6. 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.

7. Free College Meals (FCM)

All students in receipt of guaranteed or discretionary bursary at the College receive FCM at the rate of £4.25 per day. Hot & cold meal options are provided at this price.

8. Hardship Cases

The College also has a Hardship Fund which will usually be used to help in providing equipment, contributing towards the cost of College trips and other cases of financial hardship. 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.

9. 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 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.

10. 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.

Approved by the FGB March 2025 – next review March 2026.