

Policy Number	5.2
Level	3
Issue	6
Issue date	01/08/2020
EIA	28/10/2019
Review Date	01/08/2021
Author	L Towns
EMT approval	12/11/2019



For the future you want

Tuition Fees

Policy



Finance & Procurement

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1. INTRODUCTION

This document details Edinburgh College's policy on tuition fees.

Tuition fee rates apply for a full academic session beginning 1 August to 31 July in the following year. Fees are subject to annual revision and are due in full by the start of a course.

The College will waive the fees of any student entitled to support under the Scottish Funding Council (SFC) Fee Waiver Policy when studying an eligible course.

All other fees are payable in advance, unless funded by the Student Awards Agency for Scotland (SAAS) or Student Finance (England, Northern Ireland and Wales) and are non-refundable except in exceptional circumstances. In some circumstances there is the option of a payment plan.

The payment of fees is the responsibility of the student and, in the event of a student's sponsoring authority (if any) failing to make payment, the student will be held personally liable for payment.

Where fees are not paid according to the College policy, credit control measures will be implemented in addition to withholding student results.

This Tuition Fee Policy excludes Educational Maintenance Allowances, Bursaries and Child Support policies which are covered by separate policy documents.

2. PURPOSE

This policy details the College's approach to:

- The fee status and determination of students;
- Fee waivers and concessionary fees;
- Payment plans, to pay by instalments;
- Refunds, deposits and withdrawals.

3. SCOPE

The College must ensure that the policy for tuition fees including refunds, deposits and withdrawals represents fair and reasonable consideration towards students and simultaneously protects the College from financial loss.

4. TUITION FEES BY CATEGORY

- Fee Status

Edinburgh College tuition fees are charged at one of the rates below depending on the student's fee status:

- Home - Scotland/EU (Scotland and European countries)
- Home - RUK (Rest of the UK; England, Wales and Northern Ireland)
- International (outside the EU)

The EU comprises the following countries: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland (Eire), Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden.

There is no difference in the treatment of students from Home – Scotland/EU countries compared to those from the Rest of UK.

The full-time Higher Education (HE) fee rate (for Higher National/sub-degree courses) is set by the Scottish Government and remains at £1,285. The Further Education (FE) full-time and part-time tuition fee rates remain at £1,008. The Edinburgh College tuition fee table for 2020/21 is attached at Appendix A

As a result of Brexit, home fee status for EU students coming to study in Scotland will come to an end after 2020-21 and institutions will be able to charge students international fees from 2021-22.

- Fee status determination

'Home' fees eligibility is determined using The Education (Fees and Awards) (Scotland) Regulations 2007 (as amended) for further education courses and using the Education (Fees) (Scotland) Regulations 2011 for Higher Education courses (i.e. HNC level or above).

In accordance with the relevant Fees Regulations, the tuition fee rate students are charged depends on their nationality, immigration status in the UK, where they have been living and what they have been doing prior to the start of their course. The Home - Scotland/EU fee is set by the Scottish Government and the rate for students who live in another part of the UK (RUK) outside Scotland is set by Edinburgh College. However, the fees for Home - Scotland/EU and Home - RUK have been set at the same rates.

For more information about fee status determination please contact international@edinburghcollege.ac.uk or refer to ukcisa.org.uk.

The following table gives a summary of each classification:

<p>Home - Scotland/EU (Scotland and European countries)</p>	<p>Students who normally live in Scotland and have British citizenship or ‘settled’ status (i.e. settlement, indefinite leave to remain) in the UK will have a fee status of Home – Scotland/EU.</p> <p>Non-UK EU students holding a passport or national ID card from an EU country and who normally live in the EEA (European Economic Area) will also have a fee status of Home – Scotland/EU.</p> <p>N.B - Students must also have been ordinarily resident in the UK or the EEA (or Switzerland) for the three years prior to the start date of their course and the main purpose of that period of residence must not have been to receive a full-time education. Certain categories of home student fees status require that the student is ordinarily resident in Scotland on the 1 August or 1 January closest to the beginning of the first term of their course.</p> <p>Students recognised as refugees by the UK Government will also have a fee status Home – Scotland/EU.</p> <p>Certain other categories of students also qualify for Home Student fees status depending on their nationality/UK immigration permission and ordinary residence (e.g. those granted humanitarian protection/certain family members of EU nationals/EEA and Swiss migrant workers/British Overseas Territories nationals).</p>
<p>Home - RUK (England, Wales and Northern Ireland)</p>	<p>Students who normally live in England, Wales and Northern Ireland and who have British citizenship or ‘settled’ status in the UK will have a fee status of Home - RUK and the fees will be the same as those for Home students.</p> <p><i>N.B Students must also meet the same ordinary residence requirements as Scotland/EU students.</i></p>
<p>International</p>	<p>For students holding a passport or national ID card from a country outside the UK or the EU, UK national students without the relevant UK/EEA residency, or EU national students without the relevant UK/EEA residency, then the International rate will normally apply (unless they fall within</p>

	<p>one of the Home Student Fees category exceptions such as refugees). Students on a UK visa or Biometric Residence Permit with a time restriction/expiry date have limited leave to remain in the UK and do not have 'settled status'. Such students will not normally qualify for fees at the Scottish/EU or Rest of UK rates unless they fall within certain specified circumstances as below.</p>
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5. FEE WAIVERS AND CONCESSIONARY FEES

This section details Edinburgh College's approach to fee waivers and concessionary fees. Edinburgh College will waive the fees of any student entitled to support under the Scottish Funding Council (SFC) Fee Waiver Policy in respect of the activity of a student only if they meet all the relevant criteria of the policy, or for internal reasons.

- Scope

Full-time and part-time students may be eligible for fee waiver grant for certain College courses provided they meet all the eligibility criteria including the basis of residence (e.g. EEA residency/'settled' status in the UK, see classifications above).

Fee waivers are not available to RUK or International students. In specific circumstances fee waiver will be available if:

- The student is a person, or the spouse or child of a person, who is an asylum seeker living in Scotland on either a full-time English for Speakers of Other Languages (ESOL) course or a part-time non-advanced or advanced course.
- The student is a child of an asylum seeker or a young asylum seeker person on a full-time non-advanced course (excludes ESOL) and meets specific residency requirements.
- The student is a non-asylum seeker living in Scotland on a part-time ESOL course and the student's main purpose for being in the European Union is not to receive education.

Students will be asked to pay separately for any accommodation fees associated with their course.

Students must pay for any additional examination fees not already included as part of a standard tuition fee.

No concessionary rates are available to students.

Eligible courses are those whose fees are wholly covered by the fee waiver grant policy. Students taking two or more part-time courses will be eligible for a maximum of one full-time fee waiver.

College fee waivers also arise where a student is not invoiced for fees for internal reasons such as (1) a staff member attending a course that has been approved by the Organisational Development team as part of their Individual Development Plan or (2) a student repeating a course or module due to a failure by the College.

- **Waived Fees**

Fees waived will be subject to the Fee Waiver Policy supported by the Scottish Funding Council (SFC).

Each claimant (student) must meet the eligibility criteria per the Policy to render a claim as valid. The College provides fee waiver guidance for students and staff (based on the SFC Policy).

- **Fee Waiver compliance**

Fee waivers can only be offered if candidates provide documentary evidence to prove eligibility for fee waiver funding.

6. PAYMENT PLANS

The College policy is that students are required to pay their course fees in advance of their course starting. Under specific circumstances, a student may be offered the option to pay fees by instalment, by setting up a payment plan. This option is open only to Home/RUK students. International students must pay 100% of fees prior to the College issuing an unconditional offer.

A payment plan can be arranged as per the schedule below. The first instalment must be paid at least two weeks prior to the commencement of a course:

Total Fees Due	No of Instalments
£250 - £750	2 (with the first paid prior to the start of the course)
£751 +	3 (with the first paid prior to the start of the course)
£1,008 +	6 (with 25% as the first payment paid prior to the start of the course)

Further details on how to set up a plan are available from the Finance Department.

7. REFUNDS, DEPOSITS AND WITHDRAWALS

- Refunds

Tuition fees are non-refundable unless a written request is received for exceptional circumstances. Exceptional circumstances could include for example withdrawal from a course due to ill-health reasons, or exceptional family circumstances.

Refunds for International students are only available where a visa application is made following Edinburgh College and UKVI immigration guidelines and the visa application is unsuccessful. The request for a refund should be made in writing within four weeks of receiving the visa refusal.

When a refund is confirmed, £250 of the deposit/fee will be retained by the College to cover administration costs.

A full refund (100%) will be offered if a course is cancelled by the College. The Head of Centre must inform the Head of Finance (or Finance Manager) and provide the relevant course and student details.

- Deposits

International students are required to pay 100% of fees prior to the College issuing an unconditional offer. In very rare circumstances, and at the discretion of the College, alternative arrangements may be agreed.

Both deposit and refund information for International applicants is provided at enquiry stage, and is also available on the College's International web pages.

- Withdrawal from a course

Where a student withdraws or is withdrawn by the College for non-attendance or non-submission of work they will be liable for any outstanding fees.

In exceptional circumstances a student may withdraw from a course and be eligible for a refund as above.

8. RESPONSIBILITY

The Chief Operating Officer, in conjunction with the Head of Finance is responsible for managing this policy.

Appropriate members of Finance staff are responsible for the effective operation of this Policy and Procedures.

9. DISCRETIONARY ARRANGEMENTS

In exceptional circumstances, normally on the advice of the Chief Operating Officer, this policy may be overridden at the discretion of the Principal.

10. APPEALS

Students have the ability to appeal in accordance with the Student Appeals Policy and Procedures.

11. EFFECTIVE DATE

This policy and procedure became effective from 1 August 2020 as agreed by:

Signed  Date.....01/08/2020

Alan Williamson, Chief Operating Officer (For and on behalf of college management).

Appendix 1

Tuition/Examination Fees for Session 2020/21

	Home-Scotland/EU and Home -RUK	International
	£	£
Full-Time		
Advanced (HNC/HND; SAAS/Self Paying/Sponsored)	1,285	7,700
HNC Fast Track – 1 Semester	-	5,200
Non-Advanced (FE) (Waiver/Self Paying/Sponsored)	1,008	7,200
Degree	1,820	7,900
Non-Advanced (FE) 1 Semester	-	3,600
General English (ESOL)	-	6,000
General English (ESOL) 1 Semester	-	3,300
Part-Time		
NQ Higher (Day or Evening)	320	1,250
Per Credit	107	330
Per Half Credit	54	165
College Based General English ESOL (SFT)	504	-
for CbESOL National 5 and Higher – (Evening)	200	-
College Based General English ESOL		-
College Based General English ESOL (Evening)		-
Community Based General English ESOL	77 - 340	-
Community Based General English ESOL (Evening)	175	-
Resit per credit (with tuition)	107	-
Resit (without tuition)	50	-