

University Centre Colchester (UCC) Fee Policy 2017-2018

1. Introduction

- 1.1 This policy applies to all Higher Education Funding Council for England (HEFCE) prescribed courses, and any Higher Education full-cost and postgraduate programmes. This policy relates to all learners on all undergraduate and postgraduate programmes at University Centre Colchester and incorporates those providing payment via a Student Loan, employer or other sponsorship agreement, personal payment (self-payer) or any other means.
- 1.2 This document provides information on payment and liability for tuition fees. Throughout this policy references to fees relate to the current academic year unless stated otherwise. Please refer to Appendix A for fee details.
- 1.3 University Centre Colchester refers to provision of Higher Education courses at Colchester Institute. All contracts, fees and liabilities are to the wider organisation Colchester Institute.

2. Higher Education Home Fees

- 2.1 Fees are due at the time of registration. Students who are sponsored by the Student Loan Company or an external body must supply evidence of support at registration. Self-funded students must either pay their fees in full or sign up to an instalment plan and pay the required deposit at registration.
- 2.2 University Centre Colchester fees for 2017-2018 are published on the Colchester Institute website and attached in Appendix A.

For 2017-18 any current University Centre Colchester student progressing directly from an Art and Design Year Zero, Certificate of Higher Education, Foundation Degree or Diploma of Higher Education course will be classified as a 'continuing student' and charged the associated tuition fees. These students will not be eligible for the UCC Further Education Progression Bursary, UCC Support Bursary or the UCC Travel Scholarship outlined in section 10 of this document.

Any student progressing from an undergraduate programme to either the PGCE or a Masters level course will be classified as a 'new student' and be eligible for the new student fees for 2017/18.

- 2.3 Fees can be paid by credit card (excluding American Express), debit card, cheque, cash or by instalments (see item 4.2). All fees must be paid in full before completion of your award or qualification. Transcripts and certificates will not be issued if there are any outstanding debts and students with outstanding debt will not be allowed to attend graduation.
- 2.4 University Centre Colchester (UCC) submits Registration confirmations at the start of the year and Attendance confirmations to the Student Loan Company at the beginning of each term for new and continuing students. Students are liable for their tuition fees once their registration and attendance confirmation has been submitted to the Student Loan Company.
- 2.5 In the event of a student withdrawing or intermitting after an attendance confirmation has been submitted for liability period 1, 2 or 3 no refund will be made by University Centre Colchester for that period.

In the event of a student withdrawing or intermitting, University Centre Colchester will submit a Change of Circumstance to the Student Finance England after which Student Finance England and Colchester Institute will determine outstanding tuition fee liability.

- 2.6 If tuition loan funding has not been applied for (through Student Finance England) the student is required to pay the first instalment in accordance with the instalment arrangements at registration (see 4.2). If the student intends to apply for a student loan or has applied but the loan is not yet approved, a £100 deposit is payable at Registration. The deposit amount is only refundable when the loan is approved and the students signed declaration has been completed and returned to Student Finance England. The deposit payment will not be refunded if a student does not attend any classes and is deemed a 'no show'.
- 2.7 If funding from the Student Finance England has already been applied for by the time of Registration and can be evidenced, no deposit is required. If the loan has not been confirmed by the end of the first term, the fees become due as if there was no loan in place and contact must be made with the Finance Department to arrange an instalment plan.

2.8 **Equivalent or Lower Qualifications (ELQ)**

If you are applying for an undergraduate course in 2017, but already possess a qualification at the same level, you should be aware that in most cases you will be unable to access a tuition fee loan or financial support from the Student Finance England.

2.9 **Colchester Institute Employees**

All core and hourly paid Colchester Institute employees are eligible for a reduction in tuition fees up to 35%*. Where the course is designated as a full cost course, a reduction in tuition fees up to 10% may be available. To be eligible for the reduction in fees staff must be in employment with Colchester Institute on the first day of the course. All staff discounts are subject to annual review and are for the academic year in question and not the lifetime of the qualification.

Note: *Colchester Institute staff who enrolled on an eligible course prior to the 31st July 2016 will continue to be eligible for the previous staff discount rate of 50%. This rate will continue for the duration of the programme of study if the member of staff is continuously enrolled on said programme of study and continues to be employed by Colchester Institute on the first day of the academic year. Any further qualifications taken will revert to a discount of up to 35%, this includes any progression or top up qualifications.

2.10 Colchester Institute staff looking to obtain financial support from staff development must gain formal authorisation for support prior to Registration. In these circumstances an agreement to repay course fees if leaving within a certain time period will be required. Staff will be required to provide evidence of authorisation at Registration.

2.11 **University Centre Colchester ID Cards**

To obtain access to the College, all students will be required to produce their ID cards. ID cards are issued at Registration and there will be a £5 charge for replacement ID cards. ID cards should be worn on a University Centre Colchester lanyard around the neck at all times when on campus.

2.12 **Counselling Hours and Client Supervision**

Students studying on the BA (Hons) Counselling and Diploma of Higher Education in Person Centred Counselling course are required to undertake 100 hours of client hours during their studies to apply for British Association Counselling Practitioners (BACP) membership. Those students who are unable to complete their client hours and wish to continue to utilise the Colchester Institute Counselling Service (CICS) for obtaining their hours and associated supervisions beyond the length of their programme will be required to pay additional fees to access these services.

2.13 The fees due are dependent on the volume of hours required and are non-refundable. The fees for 2017/18 are shown in the table below:

Client Hours Required	Fee
1 – 19 Hours	£150.00
20 – 49 Hours	£300.00
50 + Hours	£750.00

3. **Additional Course Fees**

3.1 Some courses may carry additional charges for specific vocational materials clothing and/or visits. Typically additional charges can range from £10 for materials to £250 for a visit (visits are optional and students have choice as to if they go on the visit or not). For more details about course specific fees please contact UCC Admissions on: (01206) 712432 or email uccadmissions@colchester.ac.uk

These additional charges become payable throughout the length of the course and a facility to pay online for visits and other costs is available via our online store, www.onlinestore.colchester.ac.uk

Students studying on the BA (Hons) Counselling and Diploma of Higher Education in Person Centred Counselling course will be required to undertake a specified level of personal therapy both prior and during the course which they will be liable to pay for themselves.

The cost of Personal Therapy varies from practitioner to practitioner, however it is anticipated that Personal Therapy is estimated to cost in the region of £750. Counselling students who intend to practice will be required to have membership of BACP and professional indemnity insurance, these costs are variable; students should contact the course team for further guidance.

4. International Fees

- 4.1 Full-time undergraduate course fees for International students are £9,250 per academic year. For more information please refer to the International Fee Payment Policy 2017/2018 available at www.colchester.ac.uk. Please contact University Centre Colchester Admissions on (01206) 712432 to confirm fee status.

5. Fee Payment

- 5.1 Non-cash payments must be for the exact amount. Cheques should be made payable to Colchester Institute. Post-dated cheques will not be accepted.

5.2 Instalments (Home and EEA)

Any home or EEA student of the College who pays his/her own fees is entitled to do so on a monthly payment plan basis by signing an agreement with Colchester Institute. Full details are available on request from Registry or the Finance Department. Payment by instalments is only available provided all of the following conditions are met:

- Payment by instalments will only be available for courses with a fee of at least £800.
- The student must be aged 18 years or over on 1st September in the current academic year.
- The student must sign an official agreement with Colchester Institute to arrange a monthly payment plan for the balance in accordance with a clearly stipulated timetable ensuring all fees are paid in full within 10 months of the start date of the course (except where the course commences after 01 January 2018 where 6 months will apply).
- The student must pay the lower of an initial amount of 40% of the total fee or £2,650 to the College at the time of Registration. For example a course with tuition fees of £9,250 per annum would require a deposit payment of £2,650 and a course with fees of £4,625 would pay a deposit of £1,850.

- The student's continued attendance on a course is dependent on the payment of each instalment by the due date.
- If a student withdraws from a course and does not meet the refund criteria detailed in section 5 of this policy, they will continue to be liable for the period of time they attended and must continue to meet the terms of the instalment agreement.
- Failure by a student to fulfil any of the terms and conditions of an instalment agreement will result in the student becoming immediately liable for the full outstanding balance and may not be entitled to pay any future fees by instalments.
- This facility will also be available to employers or sponsors of students enrolled on courses. Please contact Registry on (01206) 712555 for further information.

5.3 Employer funded or Sponsored students (not Student Loan Company) must produce a Colchester Institute Employer Authorisation Form, available from Registry or Admissions, completed and signed by the person authorised to pay fees. This form details the Terms and Conditions for fee payment and must be provided to allow registration.

5.4 Employers placing students on Apprenticeship programmes should refer to the Employer Contribution Fees and Charges Policy. For further information relating to employer contributions and the Apprenticeship levy please visit:
www.colchester.ac.uk/Apprenticeships

5.5 Students must present their Student Loan Company Support Notification letter at Registration. Colchester Institute will make necessary arrangements for any refunds to be processed on receipt of the Student Loan Company assessment where the first instalment has been paid. Where a student expects to get full tuition fee support and this initial payment is likely to cause hardship, they should apply to Student Services where a short term emergency loan may be possible.

5.6 No student with an outstanding debt can progress to the next stage of their programme of study, receive an award, or be considered for further qualifications or be given a reference from Colchester Institute. If fees become overdue, the Finance department will manage recovery of the debt.

Please note that you will **NOT BE ABLE** to attend the Graduation Ceremony if you are in debt to Colchester Institute.

Normally no award shall be granted to a person for whom Colchester Institute disciplinary proceedings are outstanding.

5.7 Where a Disclosure and Barring Service (DBS) disclosure is required the relevant fee charged by the DBS will be passed on to the applicant/student. If an applicant does not subsequently obtain a place on their chosen course, the DBS fee is not refundable. This charge will become due when the DBS form is submitted to the Disclosure and Barring Service.

DBS payments are required to be paid prior to the applicant/student enrolling on the course of study.

5.8 Fee payments should be paid at the Registry Department in the Main Building.

5.9 **Students Accessing Postgraduate Loans in 2017/18**

Students who intend to pay for a postgraduate programme of study by utilising the new Postgraduate Loans System will be required to make a non-refundable 10% deposit payment at the point of registration. Students will then be deemed as a self-payer and be required to make arrangements for a payment plan with Colchester Institute as referred in sectioned 5.2. All deposit payment plans linked to payment through the new Postgraduate Loan System will be required to include a further 20% payment to be made within 6 weeks of registration.

Once registered all postgraduate loan paying students will be subject to the same terms and conditions linked to self-paying students listed in this document.

6. Fee Refund Policy

6.1 This policy applies to enrolled students who subsequently withdraw from their programme of study before completion. In all cases application for refund of fees will only be considered if Colchester Institute has received a written notification of withdrawal. Your written notice of withdrawal should be submitted to the UCC Operations Manager. If you are requesting a refund this should be submitted to the Dean of Higher Education within two weeks of the date printed on your withdrawal confirmation letter sent from Registry.

6.2 When calculating the date of withdrawal a student's ongoing engagement with the learning opportunities provided by the course will be considered. This will include their last positive register mark, tutorial appointment, accessing of virtual learning environment and/or submission of work. Further details can be found in the UCC Withdrawal and Intermission policy.

In the event of a student withdrawing or intermitting after an attendance confirmation has been submitted to the Student Loan Company for liability period 1, 2 or 3 no refund will be made by Colchester Institute for that period. (See item 2.5)

6.3 In the event of a self-funded or sponsored student withdrawing or intermitting no refund will be made for the term in which they withdraw.

If a student has self-funded the full tuition fees in advance they will be eligible for the following refunds:

Date of Withdrawal	Refund Amount
Before 3 rd January 2018	75% Refund
Between 3 rd January 2017 and 19 th April 2018	50% Refund
After 19 th April 2018	No Refund

- 6.4 All refunds are subject to a £50 administration fee with the exception of the deposit paid by students awaiting a Student Finance England loan which will be returned when the loan is confirmed.
- 6.5 Any refund will take account of any bursary payments already made and may result in no refund being to the student.

7. Transfers

- 7.1 Self-paying students or those who are in receipt of a tuition fee loan but transfer to University Centre Colchester from another provider during the academic year will be liable for full tuition fees for the course they transfer onto. If a student's tuition fee loan does not cover the full fee they will be liable to cover any shortfall. Any student who transfers should contact the University Centre Colchester Operations Department for further information.

8. Temporary Withdrawal (Intermitting Students)

- 8.1 In the event of an Student Finance England funded student temporarily withdrawing after attendance confirmation has been submitted to the Student Finance England for liability period 1, 2 or 3 no refund will be made by Colchester Institute for that period. (See item 2.3)
- 8.2 Students who temporarily withdraw are subject to the Temporary Withdrawal (Intermission) procedures in the Higher Education Regulations. When calculating the date of intermission a student's last positive register mark will be used as the date of intermission.
- 8.3 Students are required to remain registered with Colchester Institute throughout the period of intermission and are required to pay the college membership fee, currently £110, at the start of the period of intermission. The £110 fee will be in addition to normal course fees, and will not be discounted from tuition fee payments made prior to or after the intermission period.
- 8.4 Colchester Institute staff, who continue to be employed by Colchester Institute throughout the period of intermission, are not required to pay the college membership fee.
- 8.5 Self-paying students who pay for their courses either in full at Registration or through the instalment system will be entitled to a course fee refund in line with Student Finance England funded students. When students return to study they will be required to reactivate their fee payments and will be subject to the course fees of the academic year in which they return.
- 8.6 Intermission normally lasts for one calendar year. Students can return to study earlier but may be subject to increased tuition fees if an earlier return results in repeating parts of their programme of study. If a student is granted an extension

to their period of intermission a further payment of £110 will be due to cover the new period of intermission.

- 8.7 Students who temporarily withdraw/intermit due to illness will be required to obtain and supply UCC Operations with a fitness to return to study certificate from their General Practitioner prior to being able to Register on their chosen programme of study.

9. Liability for Payment

- 9.1 All students are liable to pay tuition fees. You are responsible at all times for any fees or amounts outstanding to Colchester Institute.
- 9.2 If you are being sponsored you are responsible at all times for any fees or amounts outstanding to Colchester Institute. The failure of your sponsor to pay fees does not negate this liability.
- 9.3 All students including employer sponsored and Student Loan Company (SLC) funded students remain liable at all times for the timely payment of fees. Application for a student loan does not remove a student's liability. Payment of a student loan does not remove liability. If a student fails to return the Student Loan Company online declaration the Student Loan Company will not make a payment to the College and the student will be invoiced directly for all outstanding fees.
- 9.4 No prospective or continuing student will be permitted to attend lectures or classes, use the Library, computing or any other facilities of the College until he/she has registered and paid or made satisfactory arrangements to pay their tuition fees and any other fees due.
- 9.5 Students who have not paid fees and other charges including accommodation charges (due to the University of Essex) by the required date may be charged a late payment fee, or rate of interest, to be determined by Colchester Institute.
- 9.6 Tuition fees charged by Colchester Institute are for the programme of study attended. Colchester Institute will not discount or refund tuition fees as a consequence of trade union action, bank holidays, staff sickness, staff training day or other exceptional circumstances that may result in the college closure.
- 9.7 Any student found to be in continued attendance on a course (one or more timetabled sessions) but has not been formally registered will become liable for tuition fees in line with section 2 of this document. No further attendance will be allowed until formal registration has taken place and a payment plan is in place.

10. Scholarships, Bursaries and Fee Discounts

University Centre Colchester Travel Scholarship Programme 2017/18

- 10.1 The University Centre Colchester Travel Scholarship (UCCTS) has been created by University Centre Colchester to help eligible students from low income households with the costs of attending higher education study. UCCTS is in addition to any other loans and grants that students might receive.
- 10.2 Under the Travel Scholarship programme University Centre Colchester will be offering scholarships to new students commencing undergraduate courses in September 2017. For full time students the scholarship normally comprises of a £500 travel payment in the first year of study. For part time students the scholarship comprises a pro-rata travel payment.
- 10.3 To apply for the UCCTS you must meet the following criteria:
- Be ordinarily resident in England and eligible for UK home fees;
 - Have an annual declared household income of £25,000 or less;
 - Register for a Bachelors or Foundation degree, Cert Ed, Cert HE, Dip HE, or PGCE at University Centre Colchester with first enrolment in 2017/18;
 - Be enrolling for the first year of your higher education study at University Centre Colchester;
 - Apply to University Centre Colchester for degree level study.
 - Apply to Student Finance England for student finance.
- 10.4 You are **not** eligible for the UCCTS regardless of meeting the above criteria if you are:
- A student directly continuing from one course to another (for example from a foundation degree or HND on to the final year of your honours degree);
 - A student transferring to University Centre Colchester on any year of study other than year one from another institution;
 - Any student whose fees are paid or part-paid through a sponsorship arrangement or is in receipt of a fee waiver/discount.

NB: For students who are unable to take advantage of the above bursaries alternative support is available, on application from Colchester Institute Student Services.

10.5 ADDITIONAL INFORMATION

- The scholarship is intended to provide support with travel to the college or other locations required by the course.

- University Centre Colchester will provide the travel payment in the form of a bus pass, rail card or valid ticket reimbursement.
- No cash alternatives will be offered for the travel payment.
- Applicants must be able to provide evidence of meeting the conditions of the scholarship (household income).
- Applicants will only be approved if they provide adequate proof to the Student Finance England regarding their household income. Successful applicants will be advised prior to September 2017 (depending on date of application).
- Those unable to provide proof of their household income through the Student Finance England will be required to provide proof of assessment through an equivalent third party organisation. University Centre Colchester reserves the right to refuse evidence from any third party organisation if it is deemed inappropriate.

10.6 **HOW TO APPLY**

Information on how to apply for the University Centre Colchester Travel Scholarship can be found at www.colchester.ac.uk

The final date for applications for the University Centre Colchester Travel Scholarship is the 1st December 2017. No applications will be considered after this date for students commencing their studies in 2017.

If you have any queries about the UCCTS at Colchester Institute please ring (01206) 712432 or email headmissions@colchester.ac.uk

10.7 **Postgraduate Discount**

For 2017/18 University Centre Colchester is offering discounts for **new** students on its postgraduate courses.

The discount will apply to all those holding a full Bachelor's Degree (gained at either University Centre Colchester or any other UK degree awarding provider).

Eligible courses for the Postgraduate Discount in 2017/18 are:

- PGCE
- MA Education

The discount will be applied at the point of registration and be removed from the new student fee. For 2017-18 this will represent the following reduction on the annual tuition fee for the first year of full-time study, or first two years of part-time study, only:

- First Class undergraduate degree 33 per cent
- 2:1 undergraduate degree 25 per cent
- 2:2 undergraduate degree 10 per cent

The discount is not awarded in combination with other University Centre Colchester discounts. If a student is eligible for more than one University Centre Colchester discount, the discount with the greater value will be applied.

NB A copy of degree certificate will be required to obtain the postgraduate discount and University Centre Colchester reserves the right to remove the discount in the event of any fraudulent claim being discovered.

10.8 Colchester Institute Employee Discount

For more information on the Colchester Institute Employee Discount please see section 2.9

10.9 University Centre Colchester Employer Discount

Any learner where there is a commitment from their employer/sponsor to pay their tuition fees in full and have provided a Colchester Institute Employer Authorisation Form to this effect at Registration will be entitled to a tuition fee discount up to 20%. The fee discount will be removed from the set tuition fees at the point of registration and cannot be used in conjunction with any other fee discount. If said employer/sponsor fails to pay in full the tuition fees owed the student will become liable for payment (section 9) and the discount will be removed and added to the fees due.

10.10 University Centre Colchester Further Education Progression (FEP) Bursary

10.11 The University Centre Colchester Further Education Bursary is new for 2017/18 and is in addition to any other loans or grants that students might receive. From 2017/18 new fulltime students commencing on a University Centre Colchester course who have successfully completed a full level three qualification with Colchester Institute in 2016/17 are eligible for a £1,500 progression bursary (pro rata payment for part time students).

10.12 The progression bursary which is linked to continuing attendance and success on programme will be awarded for each year of study for a maximum of three years.

10.13 To apply for the Further Education Progression Bursary you must meet the following criteria:

- Have successfully passed a 'full' level three qualification with Colchester Institute in 2016/17
- Register for a Bachelors or Foundation degree, Cert HE or Dip HE at University Centre Colchester with first enrolment in 2017/18;
- Be enrolling for the first year of your higher education study at University Centre Colchester;
- Apply to University Centre Colchester as an undergraduate.
- Apply to Student Finance England for student finance.

You are **not** eligible for the FEP Bursary regardless of meeting the above criteria if you are:

- A student directly continuing from one course to another (for example from a foundation degree on to the final year of your honours degree);
- A student transferring to University Centre Colchester on any year of study other than year one from another institution;
- A student undertaking a postgraduate qualification;
- Any student whose fees are paid or part-paid through a sponsorship arrangement or is in receipt of a fee waiver/discount.

10.14 University Centre Colchester Support Bursary

10.15 Students who meet the criteria for the FEP Bursary with the exception of studying with Colchester Institute in 2016/17 will be eligible for the UCC Support Bursary where the final bursary amount equates to £1,000. For further details regarding criteria please see section 10.13. Students will not be eligible for the UCC support Bursary if they are also in receipt of the FEP Bursary.

11. Accreditation of Prior Learning (APL)

- 11.1 The acceptance of applicants with credit to University Centre Colchester programmes will not normally reduce the fees payable. Applicants who wish to apply for Accreditation of Prior Learning should contact UCC Operations directly on (01206) 712231.

12. Examination/Award Body Registration Fees

- 12.1 Where applicable all students on UCC courses will generally not be expected to pay examination/registration fees. Therefore all essential examination/awarding body fees are included in the fees payable at Registration.
- 12.2 Registrations with other accredited organisations are not included in the above and may result in an additional fees being charged.

13. Additional/Replacement Transcripts

- 13.1 All University Centre Colchester students will receive an academic transcript free of charge at the end of their final year of study. Academic transcripts will be issued following the appropriate University of Essex examination board which currently takes place throughout the year, typically February, July and September. It is essential you contact UCC Operations if you have not received your transcript within twenty weeks of your examination board taking place. All transcript requests after the twenty week deadline will be treated as replacements and you will be charged £10 per transcript.
- Additional/replacement copies of academic transcripts may be requested and paid for by visiting <http://onlinestore.colchester.ac.uk/> We recommend that you type “transcript” in the search box to take you directly to the transcript order and payment screen.
 - Payment will be requested in advance of any additional/replacement transcript issue.
 - University Centre Colchester will provide additional/replacement transcripts within 10 working days of all payments received.
 - Only transcripts from 2007/8 to date with our validating partner the University of Essex can be supplied.
- 13.2 Students requesting earlier transcripts prior to our partnership with the University of Essex should contact their awarding body directly. Please Note: University Centre Colchester has no facilities to print or supply transcripts from other awarding bodies i.e. Anglia Ruskin University.

13.3 **PLEASE NOTE:** It is University Centre Colchester's policy to retain student transcript information for a period of 7 years. Whilst we endeavour, where possible, to supply transcripts of an earlier date (under the awarding body of University of Essex) this will not always be possible.

14 Further Information

- For support with finances please contact Student Services on (01206) 712446.
- For information on registration, withdrawals, fee payments, or Student Finance England, please contact Registry on (01206) 712555.
- For information regarding transfers in from other institutions and other non-standard applications, please contact UCC Operations on (01206) 712432.
- For information on course application, admission and bursaries please contact UCC Admissions on (01206) 712432.
- For the latest information on tuition fees and bursaries please refer to our website www.colchester.ac.uk
- Student loans are administered by the Student Loans Company (SLC) and applications are required before the start of each academic year for which you are a student. Helpline: 0845 300 5090 www.direct.gov.uk/studentfinance
- Specific arrangements apply to transferring students, please contact Registry on (01206) 712555 or Student Services on (01206) 712293 for guidance.

The University Centre Colchester Fee Policy 2017-2018 is correct at time of publication. Colchester Institute reserves the right to make changes. The document is for guidance and does not form part of any contract.