

Provider's name: Newham College of Further Education

Provider's UKPRN: 10004607

Higher Education Terms and Conditions

Academic Year 2022/2024

Principles:

1. The fees that the College charges for the courses it provides are set each year by the Senior Leadership Team (SLT), taking into account the requirements of government legislation and of the funding agencies. The Data, Registry and Finance Committee will review the Fees Policy on an annual basis and will recommend any changes to the College executive for approval.
2. Course fees will be published annually usually by April in each year for the succeeding academic year. Course fees should include all tuition fees, assessment materials and awarding body registration and examination fees. Retakes of modules in order to continue on a course will be charged at the applicable fee in addition to the course fee. Fees for professional bodies are not included. All components of fees will be listed separately on the course landing page.
3. It is a requirement under consumer protection guidance that students on HE courses are made aware in advance in a clear and unambiguous way of all of the costs, such as for materials and trips, that will be incurred by studying a particular course at the College. These will be set out clearly on the relevant course and tuition fee pages of the website.
4. The College 'Access and Participation Statement' sets out how the College will support widening participation in higher education.
5. Course tuition fees are set annually for new entrants to a HE course and would apply for the anticipated 'standard' duration of a student's programme, the anticipated duration is set out on the landing page of each course on the College website. The College will not increase fees for continuing students each year.

Fee Status

6. Currently, students qualifying for Home fee status generally includes those from the UK and eligible non-UK EU nationals (if you are unsure about your fee status, you should check with the relevant student finance award agency). Students from the Channel Islands and Isle of Man are usually classified as international students and so charged tuition fees at the international rate.

PAYMENT OF TUITION FEES

7. Students are informed of fees as part of its pre-contractual material information on the College website.
8. Fees for all courses are payable on registration. Students must either:

- a) pay in full / pay the first instalment and set up a payment plan for the balance;
 - b) bring a purchase order for the full amount from their employer confirming that their employer will pay their fees;
 - c) provide proof of having applied for or confirmation of a tuition fee loan from the Student Loan Company; or
 - d) sign a declaration that they are applying to the Student Loan Company for their fees.
9. Where students are self-funding their higher education course, they, or their sponsor will be invoiced shortly after the commencement of the course, all students and/or their sponsors will be invoiced for fees for all enrolled modules, irrespective of the semester in which the module will be studied together with any additional costs. All invoices are payable to the College within 30 days.
10. Fees may be paid by the following methods:
- a) Bank transfer to the College bank account (as indicated on the invoice)
 - b) Online via credit/debit card – Visa, MasterCard, Visa Purchasing, Maestro, Delta accepted.
 - c) Direct Debit (Home and Home EU Students Only see 36 below)
11. Self-funding students may opt to pay their tuition fees by Direct Debit, in up to 4 instalments.
12. Part-time students studying in one semester only will have their payment period shortened as appropriate to ensure fees are fully paid by the end of the study period.
13. Where there are any delays in the payments of tuition fees and where those students cannot show reasonable cause and give a satisfactory assurance as to payment, at the College may determine an appropriate sanction. Sanctions may include:
- d) suspension of the student's IT and Library account;
 - e) denial of the opportunity to sit examinations or to have assignments assessed;
 - f) denial of access to other facilities;
 - g) exclusion from further study at the College. In special circumstances a student so excluded may be readmitted on the authority of the Director of Finance; and
 - h) on payment of all outstanding fees and debts to the College together with an administration charge.
14. Any students who owe tuition fees will not be allowed to re-register at the start of the next academic year and will not be permitted to graduate. A notification will be sent to students to inform them of the situation. Please note this only applies to tuition fee debt, no student will be precluded from participation in their course for any other outstanding fees, for example nursery costs.
15. No degree, diploma or other qualification shall be conferred upon students who have not paid their tuition fees or any other aspect of academic debt to the College.

Fees paid by Sponsor / Employer

16. Students who are sponsored to attend a course will be required to provide a purchase order from their organisation, prior to commencing their course. The purchase order should be submitted in person at registration.
17. If fees are only part-paid by an employer or sponsor, the balance of fees will be invoiced to the student shortly after the commencement of the course.
18. Students remain personally responsible for the payment of any additional fees in respect of trips, residentials and materials.
19. Should employers or sponsors fail to pay invoices for tuition fees, students will be held personally liable for the value of any outstanding fees.

Fees paid by Student Loans Company (SLC)

20. Students who expect all or part of their fees to be paid by the SLC must apply for funding prior to each year of study.
21. The College will be notified by the SLC of students that have been approved for a tuition fee loan. The SLC will pay fees directly to the College in instalments in line with confirmed attendance dates throughout the academic year.
22. It is the student's responsibility to ensure that SLC funding is in place prior to the start of the course in each academic year. Until funding is secured tuition fees will be the personal responsibility of the student who will be chased for payment (see Credit Control below).
23. Students who are suspended or under appeal may have their funding from the SLC suspended.

Student Debt Policy

24. **The College provides standard 30-day credit terms to students and their sponsors.** All invoices generated by the College will therefore be due for payment within 30 days from the date of invoice.
25. Where a tuition fee payment remains outstanding beyond the published due date, an indicator will be applied to the student record. You will be notified of this and asked to contact Credit Control to arrange payment. Until payment or a payment plan has been agreed you will be unable to re-register or graduate.
26. For non-academic debt or where a student has left the College, an external debt collection agency will be used if the debt remains outstanding after reasonable attempts to recover the debt have been taken. It will not however preclude the student for either re-registering or graduating with their award.
27. Undergraduate fees payable by the Student Loans Company (SLC) on behalf of students will be paid directly to the College by the SLC and when applications are approved no chase action as outlined below will apply.

28. Any debt unpaid by a sponsor will revert to the student and the student will be subject to the chase actions and sanctions outlined below.
29. Debts will be routinely chased once they fall outside of the standard the College credit terms as outlined in paragraph 24.
30. Chase action will normally take the form of a series of standard letters or emails, together with telephone calls and other messages in the intervening periods.
31. Chase action correspondence with students will advise of the services available through Student Support, who can provide guidance and support with handling debts.
32. All debt chasing actions will be logged on the College finance system against the relevant account. This will include unsuccessful attempts to contact the debtor.
33. The Finance Department may exceptionally establish individual approved payment plans with self-funding students in order to clear outstanding debts over a reasonable period of time. This will be within the current academic year. Normal chase actions will cease provided that payments are received in line with the agreement, although regular statements will still be sent.
34. If a debt remains outstanding after the chasing actions outlined above, and no separate agreement has been agreed with the Finance Department, it shall be referred for an individual case review. The case review may lead to the imposition of sanctions against individual students, including:
 - suspension of the student's IT and Library account;
 - denial of the opportunity to sit examinations or to have assignments assessed;
 - denial of access to other facilities;
 - exclusion from further study at the College
 - not being allowed to re-register at the start of the next academic year and being permitted to graduate;
 - no degree, diploma or other qualification being conferred upon students
 - referral to an external collection agency. Any costs associated with this referral will be added to the outstanding debt;
 - legal action to recover the debt. Any costs associated with this action will be added to the outstanding debt.
35. A minimum of 7 working days written notice of the application of the above sanctions will be given to the student. Notice of this will also be sent to the relevant department.
36. Employers under a Higher Apprenticeship Scheme are ultimately liable for apprentices' tuition fees in accordance with the Skills Funding Agency rules. For further information please refer to the Skills Funding Agency (SFA) guidance and the apprenticeship agreement signed between the employer and the College.