

# Fees Policy

## 2024-25



### Document Control Information

Approved by the Finance and Resources Committee:	4 June 2024
Date of Next Review:	June 2025

The Board of Management (or any person/group with delegated authority from the Board) reserves the right to amend this document at any time should the need arise following consultation with employee representatives. **This Policy has been subject to an Equality Impact Assessment this can be accessed on: [Policies and Reports - Glasgow Kelvin College](#)**

## **1. Introduction**

The Fees Policy sets out the fees and charges that will be applied during the academic year. This includes the scope and discretion that the College has to waive fees due for programmes of learning. The Finance and Resources Committee is required to approve the fee policy prior to the start of each academic year, unless there are material or substantial changes, when the Board of Management would be required to approve the Policy.

## **2. Fees Structure**

The College fees structure is based on the notional fee levels indicated by the Scottish Government and Scottish Funding Council (SFC). It should be noted that, at the time of writing, the SFC have not published their Fee policy for session 2024/25. It is possible, although unlikely that the SFC will change the longstanding fee rates.

This report requests the Finance and Resources Committee to delegate authority to the Vice Principal Operations to re-align fees to the SFC rates in advance of the new term in the event that the fee rates or eligibility rules are changed by the SFC, Student Awards Agency Scotland (SAAS) or the Scottish Government.

A copy of the 2024/25 fees structure is included as Annex 1 to this policy. The fee structure applies to all student activity that qualifies for funding by grant-in-aid from the SFC or is part-funded by European Structural funds.

The College reserves the right to levy additional fees/charges for particular programmes of study which generate disproportionate costs for materials, trips or additional property charges. The Vice Principal Operations has delegated authority to set fee rates for specific programmes, these will normally be based on the rates outlined in the fee policy.

Commercial, some international provision, flexible workforce development fund projects and consultancy charges are not covered by the Fees Policy. The Director of Business Development has discretion to set prices for these types of activity. Normally, this activity will not contribute to the College funded teaching activity target but will be expected to generate a contribution to the overhead costs of the College.

## **3. Fee Waiver Policy**

The SFC publishes a National Fee Waiver Policy annually. This provides the basis on which colleges are required to waive fees for certain groups of learners. Glasgow Kelvin College will comply with and operate the National Fee Waiver Policy.

The College will not accept Fee Waiver for commercial provision except where this activity is specifically funded by partner organisations.

It is the policy of the Board that the Principal retains discretion to waive fees for students who do not meet the national fee waiver scheme criteria. This is applied only when the student can demonstrate financial hardship and where waiving the fee is consistent with the College ethos.

It may also apply to some community-based provision which is delivered in partnership with local partners. Fees will not normally be waived for full time HE or commercial day or evening provision unless in exceptional circumstances.

#### **4. Approval of Non-Standard Fees**

Non-standard Fees or deviations from approved rates will normally be referred to the Senior Management Team (SMT) for consultation prior to approval. These are likely to relate to Training Agencies, day release, block release and bespoke courses. Fee rates for such provision are formally approved by the Curriculum Directors or a Vice Principal.

#### **5. School Pupils**

The College notes that the fee waiver policy applies to school pupils for programmes that they undertake in colleges as part of their school-based curriculum. The College will not seek to charge school pupils a fee for any activity they undertake at College.

#### **6. Home, Rest of UK and Overseas Student Status**

To qualify for home student status a potential student must meet the eligibility criteria given in the Education (Access Funds) (Scotland) Determination 2024. The College checks eligibility through the Student Enrolment form and the Fee Waiver Application form. Potential students who do not meet the residency criteria will be asked to finance their own study at the overseas rate.

The Education (Fees) (Scotland) Regulations 2011 applies to Higher Education (HE) level fees (Higher National Certificate (HNC) and above). These regulations were designed to allow Further Education (FE) and HE institutions to charge fees to students from within the UK but out with Scotland (Rest of UK Students). The College will therefore charge HE students a higher fee rate as such activity will not contribute to the student activity target. FE students are charged the home rate.

The College does not hold a Tier 4 license and therefore is unable to recruit international students, this now includes EU students residing outwith the UK.

#### **7. Cancellation of Programmes and Classes**

##### **7.1 – Cancellation due to insufficient student numbers**

The College reserves the right to cancel any programme or class should there be insufficient numbers of students enrolled. Where the College cancels a programme or class, any fee paid in respect of the cancelled programme will be returned provided the student has paid the fees themselves or had fees paid by others on their behalf.

## **7.2 – Cancellation due to Industrial Action**

The College recognises the impact industrial action has on its learners and are committed to supporting students complete their qualifications and may provide additional learning time to facilitate this.

The College would not normally offer a fee reduction in these circumstances. However, cases will be considered on a case-by-case basis.

### **8. Payment of Fees**

Fees are payable on enrolment and students are normally expected to pay the full fee for any programme of study prior to the commencement of the programme. In certain circumstances payment by instalment may be agreed by the College. The College reserves the right to vary instalment methods and demand outstanding payments in full should circumstances dictate. There is no minimum amount for a payment plan, and the college will use discretion with individual students depending on their circumstances.

However, any fee under £100 would be expected to be paid in full prior to the start date of the course.

Payment plans should be arranged within 2 weeks of the start date of the course and course fees must be paid in full by the end of the current academic session. Commercial and evening class fees will normally be paid for in advance of enrolment.

### **9. Complaints/Investigations**

In the event that a student has submitted a complaint to the College, payment of fees must be maintained pending the outcome of the complaint. Any decision to waive or refund fees will be actioned as soon as is practicable after completion of the complaints process.

### **10. Withdrawal from Course**

Should a student withdraw within three weeks of commencement of the programme consideration will be given to waiving fees. This recognises that student circumstances change and that the programme selected may not always be an appropriate choice.

Should a student withdraw after three weeks of the commencement of any block the full fees for the block will be charged.

### **11. Refund of Fees**

The College will not normally refund fees paid by a student to attend a programme of study at the College. Should a student withdraw from a programme before the start, or within three weeks of commencement, of the programme consideration will be given to refunding fees. This recognises that student circumstances change and that the programme selected may not always be an appropriate choice.

Refunds will only be considered on the basis of a written request with an explanation of the reasons for withdrawing from the programme. Any refund granted will be subject to the deduction of a £40.00 administration fee. Refunds will not normally be granted if the student has attended three weeks after the commencement of the programme or class. Refunds will be repaid to the person or company who made the initial payment and by the same payment method as the original payment. Refunds will not normally be offered in respect of evening class or commercial provision.

The College would not normally offer a fee reduction for requests related to Industrial Action where the College has committed to providing additional learning time to help students complete their qualification. However, cases will be considered on a case-by-case basis.

The following staff have delegated authority to approve the refund of fees:

- Vice Principal Operations
- Director of Faculty
- Director of Student Experience and Enterprise
- Head of Finance
- Finance and Student Funding Manager
- Accountant

## **12. Method of Payment of Fees**

The College will accept cash, credit/debit card or cheque as payment of fees. The College will also invoice a sponsor where a student can provide a letter at enrolment indicating who will take responsibility for the fee and to whom the invoice should be sent. Dishonoured cheques and direct debit payments will be subject to £30.00 surcharge.

## **13. Non-Payment of Fees**

The College is expected to collect a fee for every student enrolled, except in circumstances where the National Fee Waiver Policy applies. The College will pursue students who fail to pay the agreed fee. The College will not certificate students who do not pay the fee due. The College will also withdraw access to ICT facilities in cases where the terms of payment plans are not being met by the student and, with the exception of students who are under 18, the debt will be referred to the College Debt Collection Agency and legal action may be taken. The student may be removed from their course of study as a result of non-payment of fees.

## **14. Outstanding Debt**

Students wishing to enrol who have previous outstanding debts to the college will be subject to the following conditions:

- Debts less than £100 – to be paid in full prior to enrolment;
- Debts more than £100 – 50% to be paid up-front with the balance to be paid by end of block 1. A direct debit payment plan will be arranged with individual students.

## **15. Fraud or Misrepresentation**

Fraud is defined in this policy as "any act of willful dishonesty to gain individual or collective advantage." It is taken to include the alteration of financial or other records or any unauthorised act which results directly or indirectly in financial gain to the perpetrator or to any third party.

This may involve:

- Falsification or alteration of financial records or other documents; and
- False accounting and/or making fraudulent statements with a view to personal gain.

If fraud is suspected, then individuals should bring this to the attention of the Vice Principal – Operations – JEvans@glasgowkelvin.ac.uk or any member of the Principal or Vice Principals.

If identified instances of fraud are investigated and proven, the college reserves the right to:

- request payment in full for any outstanding fees;
- withhold, stop or demand refunds for student support funding awards;
- remove a student from their course of study;
- report the individual to the appropriate authority.

## **16. Marginal Cost Pricing**

The College may be requested to provide education or training which has not been included within its budgeted academic plan. The provision of education or training will incur additional costs. Heads of Faculty and the Director of Student Experience and Enterprise will ensure that the College recovers the additional costs of such activity.

## **17. Further Information**

For further information on this policy please contact: the Sales Team on 0141 630 5022 or email [finance@glasgowkelvin.ac.uk](mailto:finance@glasgowkelvin.ac.uk).

**Glasgow Kelvin College**  
**Fees Structure 2024 / 2025**

<b>Type of Fee</b>	<b>Cost</b>
<b>Full-Time</b>	
Higher Education - Self Financing Students	£1,285
Higher Education – (Degree) Self Financing Students	£1,820
Further Education - Self Financing Students	£1,008
Full Time - Overseas Students – Higher Education	£6,200
Full Time – Overseas Students – Further Education	£4,800
Full Time – Rest of UK Students – Higher Education	£6,200
Full Time – Rest of UK Students – Further Education	£1,008
<b>Part Time</b>	
Higher Education - Each Unit (including SQA registration)	£100(d) / £135(e)
Further Education - Each Unit (including SQA registration)	£95(d) / £135(e)
Overseas HE - Each Unit (including SQA registration)	£410 (per credit)
Overseas FE - Each Unit (including SQA registration)	£320 (per credit)
Highers (Home rate)	£350
<b>Marginal Cost - per class hour</b>	Price on Request
<b>Hourly Rate – per contact hour</b>	Price on Request