

**CHARGING AND REMISSION POLICY  
2021/22**

**This policy is compliant with the ESFA Funding Guidance for Young People**

## Charges will not be incurred for the following

### Admissions

There is no charge for admissions

### Tuition

There is no charge for tuition fees for students aged 16 to 18 in full time or part-time education. For the purposes of the funding agreement, '18', means 'under 19 on 31 August in the teaching year when the student commences a study programme'.

### Equipment and materials

Students will be not be charged for

- the use of text books
- the use of PCs, laptops and tablets in lessons and in the ILC for independent study
- clothing or equipment which is necessary for the student's health or safety, unless the clothing and equipment is retained by the student
- printing within the allowance allocated to each student to cover printing and photocopying costs

### ID cards

Students will not be charged for ID cards, except for replacement cards. If a student fails to return their ID card and lanyard when they leave the College, £5 will be deducted from their College deposit. **If it is necessary to make any deduction from the deposit, an administration fee of £5 will also be charged.**

### Public examinations

There is no charge for examinations/coursework assessment where the student has been prepared for the subject by the College.

All normal costs associated with prescribed public examinations are paid by the College. This includes any costs associated with re-marks or re-sits where the College has requested that these take place.

Students will be charged to re-sit examinations and for re-marks or returns of script where this is done at their own request. See Page 4.

Students will be charged the full cost for entrance to public examinations and vocational qualifications where attendance falls below 85% actual or 90% adjusted attendance.

### Instrumental Tuition

No instrumental tuition fees will be charged for learners aged 16 - 18 studying a course in music where this is an essential part of the syllabus. This applies to the first 30 minutes of tuition per week in a student's main instrument only.

### Activities

There is no charge for most College Activities

All Reigate College students are entitled to free membership of the gym subject to a successful induction

## Charges may be incurred for the following

### Equipment and materials

Students will need to provide their own:

- Stationery (folders, paper, pens)
- Art materials
- Sports kit
- Musical instruments
- Revision guides
- Some courses may sell printed copies of revision packs, exam papers etc.

A College deposit scheme operates for all students starting a new programme of study.

- Students will be required to pay a deposit, currently £75, on enrolment. This deposit will cover the core textbooks for each subject and acts as a deposit against daily loaning of laptops from the College's Independent Learning Centre (ILC) or specialist equipment from a department.
- Students who do not pay the deposit and who have not been granted an exemption will not be issued with textbooks, allowed to borrow a daily loan laptop from the ILC or equipment from a department, **or use the College gym.**
- The deposit will be returned to the student when they leave the College less any money owed to the College (e.g. unpaid refectory bills, lost or damaged books or equipment, borrowed lanyards that have not been returned or any other amount of money owed to the College for any other reason). **If it is necessary to make any deduction from the deposit, an administration fee of £5 will also be charged.**

### Instrumental Tuition

Instrumental tuition fees will be charged for any tuition which exceeds the first 30 minutes of tuition per week. This applies to learners aged 16 - 18 studying a course in music where this is an essential part of the syllabus in a student's main instrument only.

### College Fund

This annual voluntary contribution, currently £80 (or £130 for 2 years), is intended to contribute to the cost of activities and facilities specific to Reigate College which are not funded through the funding body or another funding source e.g. the College minibuses and Student Union. **This is non-refundable.**

## Charges will be incurred for the following

### Tuition

Overseas students may be charged tuition fees subject to ESFA regulations and guidance. Students will be charged for Revision courses which take place during the Easter holiday or May half term.

### Equipment and materials

- additional printing and photocopying if the print allowance (**currently £10 per year**) is exceeded
- clothing or equipment which is necessary for the student's health or safety and is retained by the student

### ID cards

Students will be charged to replace lost or damaged ID cards

### Activities

There is a charge for some extra curricular College Activities

### Trips

Any charges for trips are in accordance with ESFA regulations.

- Students will be charged for travel, board and other additional costs, including any tuition costs, associated with residential trips, field trips and day trips that form an integral part of the requirement of the course syllabus or agreed study programme.
- Students will be charged for travel, board and other additional costs, including any tuition costs, associated with optional extra-curricular residential trips and day trips that take place outside a required part of an agreed study programme. Examples of these optional extra trips include overseas trips or day trips to theatres, galleries or museums that are offered to enrich and enhance the requirements of the course syllabuses.
- If a student is not meeting College expectations as outlined in the student code of conduct, and subsequently loses their place on a trip, refunds will only be considered if a replacement student can be found. **An administration fee of £5 will be deducted from any refund made.**

### Public examinations

A student may be charged a fee where

- the required attendance (85% actual or 90% adjusted attendance) or completion of work has not been achieved. Students and parents will be informed by the College if we believe there is unsatisfactory attendance.
- a student who previously had non-entry status is entered for the examination incurring late entry fees
- the student fails without good reason to sit the examination for which the institution has paid
- where a student re-sits an examination resulting from an initial examination failure
- where a student re-sits an examination with the aim of achieving an improved grade

If a parent/ guardian requests a re-mark, re-sit or a copy of an examination script, all costs associated with the request **and an administration fee of £5** will be charged to the parent/ guardian.

For all re-sits (whether paid for by the College or by the student), an exams administration fee of £10 will be charged. However, this will be fully refundable if the student sits the exam. If the student does not sit the exam, the exams administration fee of £10 will be deducted from the student's College deposit (see page 2 for details).

There may be occasions when another College requests that one or more of their students sits an examination at Reigate College. Where this request is accepted, all costs associated with the examination, **and an administration fee of £5**, will be charged to the parent/guardian of those students.

### Damages

Charges will be made to cover the cost of

- repair for damages to the fabric of the College premises (such as a broken window)

### Bursary

The Reigate College 16-19 Bursary Fund is designed to help and support any student who faces financial barriers to participation in education and training, such as costs of transport, food or equipment.

Further information can be found on the College website.

### College cards

Students are encouraged to spend remaining funds on their cards before their last day in College. Processes are in place to transfer any unspent funds to the College Deposit balance before that is refunded when a student leaves the College. If this is not possible (for example, where no College Deposit was paid or no refund is due because of outstanding returns of books and equipment), then refunds will be made only on request **and an administration fee of £5 will be deducted from any refund made.**