



Charging and Remission Policy 2023/24

This policy should be read in conjunction with the [College Deposit Scheme information sheet](#)

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

Charges will not be incurred for the following:

1. Admissions

There is no charge for admissions.

2. 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'.

3. Equipment and materials

Students will 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

4. ID cards

Students will not be charged for ID cards, except for replacement cards for which a £5 charge is payable. If a student fails to return their ID card and lanyard when they leave the College, £5 will be deducted from their College deposit.

5. 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.

See section below: Charges will be incurred Point 7 for details of when charges apply.

6. Instrumental Tuition

Students who are studying A level music may apply to the College Music Bursary Fund for support for the cost of private instrumental or vocal tuition. The support is available only for the first 30 minutes of tuition per week in the student's main instrument. The amount of financial assistance given each term will not exceed the cost of 10 individual 30 minute lessons which are offered by Surrey Arts (currently £219). Successful applicants will be reimbursed termly in arrears on production of a music teacher's paid invoice.

7. 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:

1. 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.

2. College Community 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:

1. Tuition

Students will be charged to attend optional Revision courses which may take place during the Easter holiday or May half term.

2. 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

3. ID cards

Students will be charged £5 to replace lost or damaged ID cards

4. Activities

There is a charge for some extra-curricular College Activities

5. 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.

6. Public examinations

A student may be charged a fee where:

- the required attendance (90% actual or 95% 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

Charges applicable to a Review of Results or Access to Scripts can be found on the [Post Results Services page](#) on the College website

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.

7. 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)
- replacement of defaced, lost or broken equipment, including PCs, laptops and tablets

An administration fee of £5 will be added to all such charges

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.

<http://www.reigate.ac.uk/finance-and-travel>

College cards

Students are encouraged to spend all 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.