

Higher Education Fees Policy 2023/24

Date HE fees approved: 26 April 2022
HE fees approved by: Corporation Board

Date policy document approved: 24/03/2023
Policy document approved by: SMT
Responsible Manager: Head of Registry
Executive Lead: Vice Principal Finance and Planning

Applicable to colleagues: Yes
Applicable to students: Yes
Accessible to general public: Yes

Consultation

Consultation undertaken with:		Date:
• SMT	Yes	24/03/2023
• AMT	Yes	10/01/2023
• CCMT	Yes	11/01/2023

Policy review frequency: Annually

Contents

Scope and Purpose of the Policy	3
1. Tuition Fees.....	3
2. Tuition Fees – additional costs.....	3
3. Tuition Fees – repeat years	3
4. Paying Tuition Fees	3
5. Refunds	4
6. Non-payment of Tuition Fees.....	4
7. Interruptions of studies.....	4
8. B&FC Withdrawal.....	4
9. Questions about Tuition Fees	4
10. Tuition Fee Appeals	4
11. Linked policies	5
12. Equality Impact Assessment.....	6

Scope and Purpose of the Policy

Blackpool and The Fylde College (B&FC) has a consistent and transparent approach in respect of fees charged to Higher Education students and prospective students. This policy forms part of B&FC's Higher Education Terms and Conditions and should be read in conjunction with them.

Students agree to the terms of the policy as part of their enrolment at the start of each year of study. This policy will be reviewed annually. This policy excludes higher and degree apprentices.

1. Tuition Fees

All HE programmes which lead to an award incur a fee for each academic year of study, including a repeated academic year unless there is an approved interruption of study.

Fees are agreed subject to UK government policy and parliamentary regulation.

Tuition fees are published in advance of the academic year and are accessible through the B&FC website and are subject to annual review. In subsequent years of your programme your tuition fee will be set at the same amount as you paid in your first year of study if you continue without a break in study onto the next level of the same programme.

Tuition fees are based on the programme type, start date, mode of attendance and level of study.

For International student fees see the International Fees Policy.

Tuition Fees are stated on your offer letter.

2. Tuition Fees – additional costs

Tuition Fees cover all tuition, both academic and support. Tuition Fees do not cover accommodation or living costs. As part of your programme of learning, students may be required to pay some additional costs eg residential visits or field trips or additional external examination or registration fees. Details for each specific course can be found within the relevant programme specification and on B&FC's website.

3. Tuition Fees – repeat years

Repeat years of study will be charged at the new academic year fee for your programme of study. Payment for repeat years is not required where an interruption of study (IOS) has been approved.

4. Paying Tuition Fees

Students are responsible for ensuring Tuition Fees are paid. B&FC will ensure prompt invoicing of tuition fees. Tuition Fees must be paid in full at or before enrolment unless one of the following applies to you:

- a. You are receiving a loan from Student Finance England; or
- b. You have provided evidence of sponsorship from an approved sponsor; or
- c. You are eligible to pay your tuition fees in instalments

If you experience difficulties in paying your fees by any of the methods detailed above you must contact creditcontrol@blackpool.ac.uk immediately and a member of the team will be able to advise you on alternative ways to submit payment.

5. Refunds

Information on how you can apply for a refund can be found in the [Refund Policy](#).

6. Non-payment of Tuition Fees

Where a student chooses not to pay their tuition fee, B&FC reserves the right to take appropriate action. This may include sanctions against the student, including no access to classes, withdrawal from the programme of learning, refusing enrolment to the next stage of your programme and with holding the Higher Education certificate.

If a student loan or sponsorship/finance arrangement is refused, you will be liable for fees as outlined in B&FC's Higher Education home student terms and conditions.

7. Interruptions of studies

B&FC understands that from time-to-time students may need to interrupt (break in learning) or withdraw. If a student interrupts or withdraws from their studies they will be liable for a proportion of their fees and entitled to a part refund in line with the [Refund Policy](#).

8. B&FC Withdrawal

If B&FC withdraws a student in line with B&FC's applicable policies/procedures and academic awarding regulations the student will be liable for their tuition fees.

9. Questions about Tuition Fees

Any questions or concerns about Tuition Fees can be emailed to Admissions@blackpool.ac.uk

10. Tuition Fee Appeals

If a student considers that this policy has not been correctly applied or has concerns about the accuracy of their tuition fees, an appeal can be submitted, see [Compliments Complaints and Feedback Procedure](#)

11. Linked policies

Higher Education Admissions policy
Appropriateness of Study policy
Compliments, Complaints and Feedback policy
International Fees policy
Refund policy
HE Student Terms and Conditions

<https://www.blackpool.ac.uk/college-policies>

12. Equality Impact Assessment

Impact Assessment for the 4 strands of Equality, Diversity and Inclusion, Safeguarding, Health and Safety and Sustainability

Initial Form to be completed with Risk Assessments or as part of a proposal or change to a standard, plan or new way of working

<p>Title of Activity: Higher Education Fees Policy Author and Date: Head of Registry December 2022</p>	<p><input type="checkbox"/> New or <input checked="" type="checkbox"/> Revision Please tick as appropriate Expected Implementation Date: March 2023 What is the review date? November 2023</p>
<p>Equality, Diversity and Inclusion Which of the characteristics maybe impacted upon? And, if yes, how has this been considered? What are the risks? What are the benefits?</p>	<p>Those protected characteristics which may be affected are: Age/Disability/pregnancy & maternity – through loss of income and socio-economic disadvantage associated with their protected characteristics. The impact is mitigated by reasonable adjustments to payment schedules in section 7 – Non-payment of tuition fees and through Section 8: Interruption of study arrangements.</p>
<p>Safeguarding: Are there any aspects of this proposal which could cause a learner/member of staff/visitor to feel unsafe? If yes, how has this been considered? What are the risks? What are the benefits?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>Health and Safety: Have any risks been identified? If yes, how has this been considered? What are the risks? What are the benefits?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No The risks have been mitigated through the standard document and subsequent procedures.</p>
<p>Sustainability: Are there expected benefits or impacts on sustainability issues? If yes, how have these been considered?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>Evidence: What evidence do you have for your conclusions and expectations for these conclusions? How will this impact be monitored for all these considerations?</p>	
<p>Is this standard of a high/medium or low risk? :</p>	<p><input type="checkbox"/> High <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Low</p>