

Higher Education Compensation Policy 2018 - 2019

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Date approved: 24 August 2018
 Approved by: SMT
 Responsible Manager (s): Head of Student Administration and Achievements
 Executive Lead: Chief Operating Officer

Applicable to staff:	Yes
Applicable to students:	Yes
Accessible to students:	Yes
Accessible to general public: (including clients)	Yes

Consultation

Consultation undertaken with:		Date:
• SMT	Yes	June 2018
• AMT	Yes	July 2018
• CCMT	Yes	July 2018
• Students	Yes	August 2018

Policy review frequency: annually
(Please delete as appropriate)

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1. Scope and purpose of policy

As a registered provider of higher education, Blackpool and The Fylde College (B&FC) has a published Student Protection Plan which outlines how continuation and quality of study will be preserved for current and potential students in the unlikely event that there is a disruption or withdrawal of the programme of study.

This policy aligns to the Student Protection Plan which identifies mitigations for non-continuation of or disruption of study for Higher Education students, and will not normally apply to individuals who have completed the studies for which they registered as a student with B&FC.

This policy only applies to those HE students are up to date with the payment of their tuition fees.

2. Policy Statement

The risk that B&FC is unable to fulfil its obligations and duties to its higher education students is very low because our financial performance is consistently strong. B&FC considers refunds and compensation to be a last resort and is committed to using its best endeavours to ensure all students are able to continue and complete their studies at B&FC.

Should circumstances occur that result in B&FC being unable to meet its obligations, B&FC is committed to being fair, open and consistent in the application of this policy.

In addition to the Student Protection Plan, B&FC is required to set out the circumstances in which B&FC will refund tuition fees, other relevant costs to students and to provide compensation where necessary if B&FC is no longer able to preserve continuation of study for one or more students.

The Student Protection Plan identifies this as an unlikely risk but B&FC recognises that if it were to occur, affected students should receive a refund of fees already paid in line with B&FC's Refund Policy and where it is deemed necessary appropriate compensation in accordance with this policy.

B&FC recognises its:

- Statutory responsibilities:
 - Consumer Rights Act 2015 (CRA)
 - Higher Education and Research Act 2017 (HERA)
 - Registration with the Office for Students
- Sector-wide responsibilities:
 - OIA and/or QAA guidance
- Institutional responsibilities:
 - Ensuring consistency with institutional regulations

2.1 Compensation

Compensation will be provided when a recognisable loss is suffered by the student as a result of B&FC not meeting its obligations to the student, such as non-continuation of study.

This normally falls into two categories, either: (a) recompensing the student for wasted out-of-pocket expenses they have incurred, which were paid to someone other than B&FC, such as travel costs, or (b) an amount to recompense for material disadvantage to the student arising from a failure of B&FC to discharge its duties appropriately. Should a disruption to or non-continuation of study be unavoidable, B&FC will seek to provide compensation in kind by offering a suitable alternative provision. Where this is not possible B&FC will, where appropriate to the individual circumstances:

- i. ensure all students on the programme receive the award that recognises the stage they have reached;
- ii. offer advice and support to help them decide if they should transfer to a different programme at B&FC or transfer to a suitable alternative institution to complete the programme which is to be terminated;
- iii. offer to pay reasonable travel costs to cover at least one visit per student to an alternative provider where non-continuation of study at B&FC is confirmed;
- iv. put in place, in consultation with the Students' Union, a compensation plan relevant to the circumstances of the particular termination that includes provision for a refund of tuition fees and compensation in respect of additional costs reasonably incurred by students as a result of the termination, any change of programme and any relocation;
- v. provide any refunds due to the individual in line with the Refunds Policy;
- vi. ensure that any student who has been in receipt of a bursary or similar funding and who would have continued to receive that bursary or funding had the programme not terminated receives the remainder of that bursary or funding whether they transfer to a different programme at the B&FC or to the same programme at an alternative provider;
- vii. ensure that any such plans prepared will take into account relevant guidance published by the Office for Students, the Office of the Independent Adjudicator for Higher Education and Universities UK good practice.

2.2 Definitions of circumstances which could result in compensation being awarded.

2.2.1 Non-continuation of study

A non-continuation of study occurs when B&FC is no longer able to preserve continuation of study because B&FC has terminated or intends to terminate either:

- i. a Higher Education programme of study on which an individual has been offered or accepted a place before that individual can register as a student or
- ii. a Higher Education programme of study on which a student is registered before that student has completed that programme.

It does not include changes to or termination of programmes where all registered students who would normally have been expected to complete at the date of termination have done so.

2.2.1.1 Planned mid-programme termination

A planned mid programme termination occurs when B&FC can no longer preserve continuity but is able to plan and align the termination with the end of an academic year.

2.2.1.2 Unexpected programme termination

An unexpected programme termination occurs when:

- i. a risk to continuation of study is sudden and B&FC has no alternative but to terminate during the course of an academic year or
- ii. B&FC has failed to recruit sufficiently to a programme and closes to new recruits to the detriment of individuals who have already been offered or accepted places on that programme.

2.2.2 Disruption of study

A disruption of study occurs when B&FC is temporarily unable to provide a programme of study for a prolonged period of time and this disruption would jeopardise the ability of B&FC to offer guided learning in a manner that ensures students have a fair and reasonable opportunity to develop appropriate levels of understanding required for the programme. Examples of circumstances that may cause a disruption of study include long term industrial action or the temporary loss of critical resources following a catastrophic event such as a data centre fire.

2.3 Applying for compensation

B&FC is committed to being proactive in responding to circumstances where B&FC fails to meet its obligations, for example where an acceptable solution to preserve continuity of study has not been found. Students affected would be identified by B&FC.

2.4 Review

This Compensation Policy is linked to B&FC's Student Protection Plan and forms an important part of B&FC's Student Contract Terms and Conditions. It will be reviewed in conjunction with those documents.

3. Accountability

It is the responsibility of:

- Director for Students to work with the Students Union to communicate changes to students and if necessary formulate an appropriate plan for effected students
- HE Academic Board and the Executive team to review recommendations from the Director of Students in the unlikely event that a compensation plan has to be formulated

4. Student Involvement

Students were consulted in the updating of this policy through the elected representatives of the Student Union

5. Linked policies

- Student Protection Plan
- Terms and Conditions
- Student Learning Agreement / Contract
- Admissions Policy
- Careers, Education, Information, Advice and Guidance (CEIAG) Policy
- Financial Regulations, Policies and Procedures
- International Fees Policy
- Home Office UKVI Tier 4 Policy
- Fees Policy 2018-19
- Tuition Fee Payment Policy 2018-19
- Compliments, Complaints and Feedback Policy
- [Office for Students Publications](#)

6. Linked procedures

- Student Administration Operational Finance and Banking Procedures
- Careers, Education, Information, Advice and Guidance (CEIAG) Procedure
- Compliments, Complaints and Feedback Procedure

7. Equality Impact Assessment

Impact Assessment for the 4 strands of Equality, Safeguarding, Health and Safety and Sustainability	
Initial Form to be completed with Risk Assessments or as part of a proposal or change to a policy, plan or new way of working	
<p>Title of Activity: Higher Education Compensation Policy</p> <p>Author and Date: Head of Student Admin & Achievements, June 18</p>	<p><input checked="" type="checkbox"/> New or <input type="checkbox"/> Revision Please tick as appropriate</p> <p>Expected Implementation Date: Aug 2018</p> <p>What is the review date? May 2019</p>
<p>Equality and Diversity.</p> <p>Which of the characteristics maybe impacted upon?</p> <p>And, if yes, how has this been considered?</p> <p>What are the risks? What are the benefits?</p>	<p>Socio-Economic</p>
<p>Safeguarding:</p> <p>Are there any aspects of this proposal which could cause a learner/member of staff/visitor to feel unsafe?</p> <p>If yes, how has this been considered?</p> <p>What are the risks? What are the benefits?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>Health and Safety:</p> <p>Have any risks been identified?</p> <p>If yes, how has this been considered?</p> <p>What are the risks? What are the benefits?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>Sustainability:</p> <p>Are there expected benefits or impacts on sustainability issues?</p> <p>If yes, how have these been considered?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>Evidence:</p> <p>What evidence do you have for your conclusions and expectations for these conclusions?</p> <p>How will this impact be monitored for all these considerations?</p>	
<p>Is this policy of a high/medium or low risk? :</p>	<p><input type="checkbox"/> High <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Low</p>