

Reference:	Status:	Approved By:	Date:	Revision:
BC/FIN/006	Approved	Finance Governors	25 March 2015	009

Charging & Remission of Fees

POLICY

BIDEFORD COLLEGE

Instrumental Music Tuition

From September 2009 Music Tuition will be arranged directly between parents/carers and Peripatetic Music Tutors (or their agents).

The College will continue to operate a subsidy scheme for:

- Students who are studying a specific instrument for GCSE/AS/A2 level.
- Students in receipt of Free School Meals Evidence is required to support the latter.

The level of subsidies will be:

£45 per term for students learning to play an instrument (which includes singing);

£35 per term for students sharing lessons.

Materials used in College

For materials used in College where the parent indicates in advance that either the parent or the student wishes to own the finished article incorporating those materials, parents/carers must either make a payment to the College equal to the cost of the materials, or provide raw materials "in kind".

Where a charge is made, the income generated will be used by the College for purchase of the raw materials in question, or to offset the expense previously incurred in their purchase.

Income from such charges will be paid in to the appropriate Department's general allowance account, through the Finance Assistant. Under no circumstances should this income be utilised as a cash float.

Entry Fees for Public Examinations

Where a student enters a prescribed public examination where he or she has not been prepared by the College, the cost of the entrance fee will be passed on to the student.

When a student needs to retake an examination where he/she has been prepared by the College the cost of the entrance fee will be passed on to the student. Exceptions to this are where staff or unavoidable student absence has had a significant impact on the result achieved.

Heads of department will inform the cash office of students who are exempt from retake payments in line with the criteria outlined above.

Students eligible for Free School Meals or 16-19 Bursary Payments may apply for assistance with meeting the retake fee.

All payments should be received in advance of the examination. Exam certificates and references will be withheld until fees are received by the College.

Students who do not turn up for an exam for which they have been entered and do not give a good reason, will be charged the appropriate fee. If this fee is not paid, exam certificates will be withheld.

Any overdue or unpaid fees will become subject to the pursuit of debts as defined in the Debtors Account Policy.

No refunds of retake fees will be made for any subject. **

**except for Sixth Form students who have signed an agreement for academic year 2011/12. New agreements to be signed for September 2012 will contain information regarding no refunds for any student.

Board & Lodgings on Residential Trips

The actual cost of board and lodgings on residential trips will be recovered, but not exceeded.

Where the trip concerned takes place during College hours or where it forms part of the syllabus for a prescribed public examination or part of the National Curriculum, there will be no charge in respect of students whose parents/carers are in receipt of Income Support or Family Working Tax Credit.

Education Activities Provided Wholly or Mainly Outside College Hours

Charges will be made after consultation with parents/carers.

Charges will be determined on the basis of the cost of the individual and will not exceed this.

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As appropriate, the cost will include an element for travel, board and lodging, materials, books and other equipment, support staff and teaching staff costs (where a teacher or instructor has been engaged specifically to provide the activity), entry fees to museums, castles, theatres, etc. and any insurance costs.

Education Activities Provided Wholly or Mainly During College Hours

Where an activity does not form part of a prescribed examination syllabus, voluntary contributions may be sought from parents/carers.

These will be at the discretion of the individual parents/carers.

Students will not be treated differently according to whether or not their parents/carers have made a voluntary contribution, and all parents/carers will be made aware of this.

Where there are insufficient voluntary contributions to make an activity, journey or visit viable, it may be cancelled.

Where an activity takes place and concludes with a credit balance of:

- less than £3 per student, this will be credited to the College student support fund
- more than £3 per student, this will be refunded equally among those students taking part in the activity who have paid.

Where staff take part in an activity, the individual circumstances of the trip will be considered before the trip takes place and the cost of their participation may be met from the overall charge to students.

This applies to all trips.

ASSOCIATED POLICIES/PROCEDURES

- Budget Monitoring Policy
- Budget Strategy
- Catering Policy
- Debtors Account
- Duty Meals Policy
- e-Safety policies
- Financial Statement
- Inventories Policy
- Lettings Policy
- Petty Cash Policy
- Purchasing Policy
- Separation of Duties

REVISION HISTORY

- 009 Revision for Refunds (Mar12); Annual review (no change) Nov12; Mar14; Mar15
- 008 Revision for Refund of Exam Fees for Sixth Form students (Mar11)
- 007 Annual Review (Nov10)
- 006 Exam fees and Music tuition review (Mar09)
- 005 Update of music tuition fees
- 004 Annual Review (Jun07)
- 003 Annual Review (Apr06)
- 002 Annual Review (Apr05)
- 001 Original document