

WYGGESTON AND QUEEN ELIZABETH I COLLEGE, LEICESTER

The College is committed to the equality of opportunity and to a pro-active approach to equality, which supports and encourages under-represented groups, promotes inclusivity and values diversity.

Policy on Tuition Fees 2012-2013

A EU Students

16-18 year olds and some 19-24 year olds who are EU nationals or resident in the UK with their parents do not have to pay tuition fees to the College. Their education is paid for by the Young People's Learning Agency (and its successor organisation) or the Skills Funding Agency.

Students who are aged 25 and over when beginning their courses, or aged 19-24 with 2 A level passes or NVQ 3 already have to make a contribution to tuition fees.

To be considered an EU student and be entitled to fee remission, students aged 19 or over must have been ordinarily resident in the UK or the European Economic Area (EEA) for the three years immediately preceding the September in which the course starts. Students aged 19 or over who do not meet these criteria will be treated as international students and required to pay full tuition fees.

Tuition fees payable for courses commencing in September 2012 will be:

	2012-2013
	£/per annum
Per subject	775
Full course ¹	2,680

The fees will remain fixed at this level for the second year of a student's course.

Guidance on fee remission is complicated and applicants should speak to the College's Admissions Officer for further information and guidance on the level of any tuition fees payable.

B International students

The tuition fees for an international student starting a full time course in September 2012 will be £ 5,250 per College year. The fees will remain fixed at this level for the second year of a student's course. The exact composition of the course will be negotiated with the student during the College's enrolment period. The student has potential access to any course of study offered by the College to its home students.

C Tuition fees include:

- Access to any AS, A level, or BTEC course offered by the College which is appropriate for the student;
- Tuition in classes alongside local UK students;
- Access to any enrichment studies offered by the College (a wide range of vocational and recreational activities including music and sport);
- Tutorial support and guidance;
- Full careers advice and guidance in applying to UK universities or elsewhere;
- Access to the College's Learning Resource Centre;
- Loan of essential textbooks;
- Entry fees for the first attempt at public examinations (but not second or resit entries).

¹ Please refer to the College Prospectus to see what a typical full course might look like. The Prospectus is available from the College website on www.wqeic.ac.uk.

D Additional costs payable by any fee paying student include:

- An administration fee of £100, is payable on submission of an application form. This fee is non-refundable if, for any reason, the student is not able to take up a place. However, if the College were to be unable to offer an applicant a place, £80 of the administration fee will be refunded less any bank charges incurred in any refund;
- Peripatetic music teaching (for the voice or an instrument);
- Any additional support costs, such as special help with the English language, counselling;
- Replacement costs – a student who loses or damages College books or equipment will be expected to pay the replacement costs;
- Optional expenses linked to the course in respect of visits, fieldwork or practical materials for coursework;
- Student Association fees
- Any costs in relation to accommodation and living expenses.

E Payment of tuition fees

For Home and EU students fees are to be paid in full on enrolment.

For international students a deposit of £1,000 must be received by the College at the time of acceptance of the provisional offer. This deposit will be deducted from the final instalment of fees payable, normally in relation to the second year of the course. If, for any reason, a deposit is refunded directly to a student, the refund will be by way of a sterling cheque or a transfer to a UK bank account. The deposit is not refundable if a student chooses not to take up their place at the College, after accepting in writing an offer from the College.

There are then two methods of payment:

- Full payment of £5,250 by 31 July 2012, prior to the start of enrolment
- Payment in two instalments:
 - £2,700 prior to the start of enrolment
 - £2,640 by 1 January
 - The total fees payable if paying by instalments of £5,340 includes an administration fee of £90

Payments may be paid by direct transfer to the Wyggeston & Queen Elizabeth I College bank account or by sterling cheque drawn on a British bank and made payable to Wyggeston & Queen Elizabeth I College and sent to:

The Finance Office
Wyggeston & Queen Elizabeth I College
University Road
Leicester
LE1 7RJ

If payment is made by direct transfer all charges for transmission both in the country of origination and in the UK must be included.

F Late or non-payment of fees

A surcharge of 5% per calendar month or part thereof may be added to bills not paid by the due date. Students who are not able to pay their fees by the due date must inform the College at the earliest opportunity. Every effort will be made by the College to help the student concerned.

G Other essential information

- There will be no reduction in fees in the event of absence from College for whatever reason;
- A full term's notice must be given prior to withdrawal from the College;
- The College reserves the right to refuse entry to public examinations if tuition fees have not been paid in full and/or if a student fails to meet satisfactory levels of work effort or attendance;
- A student may be asked by the Principal to leave the College under the College's disciplinary rules. Under these circumstances a refund of fees on a pro-rata termly basis would be given.

Member of staff responsible for this policy:

Date when this policy was approved by the Finance Committee:

Date when this policy will be reviewed:

Related college documents:

Finance Director

Autumn 2012

Autumn 2013

Admissions policy for fee paying students