



**South Gloucestershire and Stroud College**

## **Higher Education Fee & Bursary Policy 2023-24**

**If you would like this document in an alternate format**

**Please contact the Human Resources Department**

<b>Prepared by:</b>	Jo Kear
<b>Job Title/Role:</b>	Director of Higher Education
<b>Ref. No.:</b>  <b>Q/P 226</b>	<b>Date of this version:</b> 01/09/2023  <b>Review date:</b> 31/07/2024 (Subject to any legislative changes)  <b>Upload to College website?</b> Yes  <b>Upload to e-Campus?</b> Yes
<b>Approved by:</b>	SGS Further Education Corporation
<b>Date:</b>	Click or tap to enter a date.

## MANDATORY INITIAL IMPACT SCREENING



I have read the guidance document: Completing a Policy Impact Assessment?	✓
If this policy raises equality, diversity or inclusion concerns, the Inclusion Committee has been consulted?	✓
If this policy raises environmental or sustainability issues, the Estates Team have been consulted?	✓
If this policy has been up-dated, please tick to confirm that the initial impact screening has also been reviewed:	✓
Please list each College Strategic Priority that this policy is designed to address/implement:	

### EQUALITY, DIVERSITY & INCLUSION IMPACT ASSESSMENT

Characteristic	This policy seeks to:	
Age	Remove arbitrary age barriers to educational access and to the realisation of individual potential and success	
Disability	Commit to making reasonable adjustments to support learners to achieve their potential and progress.	
Faith or Belief	No appreciable impact	
Gender	Monitor the participation, performance and progress of female, male and intersex learners and staff and act to address inequalities	
Race or Ethnicity	Commits the college to positive action to promote equality and foster good relations between members of different racial and ethnic groups	
Orientation	No appreciable impact	
Gender reassignment	No appreciable impact	
Economic disadvantage	Other (Please state):	
Rural isolation	No appreciable impact	
Marriage	No appreciable impact	
Pregnancy & maternity	No appreciable impact	
Carers & care leavers	No appreciable impact	
Vulnerable persons	No appreciable impact	
Please identify any sections of the policy that specifically seek to maximise opportunities to improve diversity within any of the College's stakeholder groups:	Bursaries and scholarships offered to support access to HE.	
Please identify any sections of the policy that specifically seek to improve equality of opportunity within any of the College's stakeholder groups:	Bursary and scholarships available.	
Is there any possibility that this policy could operate in a discriminatory way?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	If you have ticked yes (red), which characteristic will be most affected? Choose an item.	
If yes please confirm that the Policy has been sent for a full Equality & Diversity Impact Assessment, and note the date:	✓	04/07/2023

**Note:** if the policy does not seek to increase diversity or improve equality you should go back and review it before submitting it for approval.

### MAPPING OF FUNDAMENTAL RIGHTS

Which United Nations Convention on the Rights of the Child ( <a href="#">UNCRC</a> ), Right does this policy most protect:	Art. 2 Non-discrimination Choose an item. Choose an item.
Which Human Right ( <a href="#">HRA</a> ) does this policy most protect:	Choose an item. Choose an item.

### DATA PROTECTION & PRIVACY BY DESIGN SCREENING

Tick to confirm that you have considered any data protection issues as part of the design and implementation of this policy; and, that implementing this policy will <u>not</u> result in the collection, storage or processing of personal data outside of official College systems:	✓
Tick to indicated that this policy has or requires a Data Privacy Impact Assessment:	✓

ENVIRONMENTAL, SOCIAL AND ECONOMIC IMPACT ASSESSMENT		
Does this policy relate directly or indirectly to any legal, regulatory environmental or sustainability standard(s)?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If so, please list them:		
<b>Will any aspects of this policy result in:</b>		
Reduced miles travelled or provide / improve / promote alternatives to car based transport (e.g. public transport, walking and cycling car sharing, the use of low emission vehicles, community transport, environmentally friendly fuels and/or technologies)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Reduced waste, environmental hazards and/or toxic materials for example by reducing PVC, photocopier and printer use, air pollution, noise pollution, mining or deforestation? Or increase the amount of College waste that is recycled or composted?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Reduced water consumption?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Reduced instances of single use plastic?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Reduced use of natural resources such as raw materials and energy to promote a circular economy?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Improved resource efficiency of new or refurbished buildings (water, energy, density, use of existing buildings, designing for a longer lifespan)?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Will this policy improve green space or access to green space?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>Please list the sections of this policy which specifically target an improved environment:</b>		

<b>Will any aspects of this policy result in:</b>			
The promotion of healthy working lives (including health and safety at work, work-life/home-life balance and family friendly practices)?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Greater employment opportunities for local people?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
The promotion of ethical purchasing of goods or services for example by increasing transparency of modern slavery in our supply chain?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Greater support for the local economy through the use of local suppliers, SMEs or engagement with third sector or community groups?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
The promotion of better health, increased community resilience, social cohesion, reduced social isolation or support for sustainable development?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Mitigation of the likely effects of climate change (e.g. identifying proactive and community support for vulnerable groups; contingency planning for flood/snow, heatwaves and other weather extremes)?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
The promotion of better awareness of sustainability, healthy behaviours, mental wellbeing, living independently or self-management?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
<b>Please list the sections of this policy which specifically target improved sustainability:</b>			
<b>What is the *estimated* carbon impact of this policy (in terms of tCO2e)</b>	<b>Increased (+tCO2e)</b> <input type="checkbox"/>	<b>Decreased (-tCO2e)</b> <input type="checkbox"/>	<b>Net Zero CO2</b> ⚙️
<b>Mandatory initial impact screening completed by:</b>	Jo Kear		
<b>Date</b>	04/07/2023		
<b>Initial impact screening supported by (Please list each individual)</b>			

## **1. Policy Intent**

- 1.1. South Gloucestershire & Stroud College (SGS) recognises the importance of widening participation and access for all our students.
- 1.2. This policy establishes a framework for maintaining the availability and accessibility of comprehensive guidance and information regarding fees for courses and bursaries/scholarships available. This policy has been written in accordance with Office for Students regulations.
- 1.3. SGS recognises that the bursaries and scholarships available for current students have an important role to play in removing some of the barrier's students can face in accessing and completing their Higher Education courses and enable them to reach their potential. Bursaries are intended to enable students to have access to funds to support, when appropriate, their living expenses, travel costs and to fund, in whole or part, the cost of essential learning equipment or fees. Bursaries are not intended to provide financial benefit or advantage.
- 1.4. SGS endeavours to utilise funds to make the maximum impact on participation, attendance, continuation and outcomes, for current and prospective students.

## **2. Statement**

- 2.1. The fees in this policy cover Higher Education students who enrol on their first or a new degree level course with SGS between September 2023 and September 2024.
- 2.2. Fees will be set at a level to ensure that SGS remains self-sustaining. This requirement can only be varied with the prior agreement of The Office for Students and agreement of the Group Chief Financial Officer and / or the College Principal.
- 2.3. Tuition fees are published on our website including any additional compulsory fees relating to each course, subject to the College's published disclaimer <https://www.sgscol.ac.uk/disclaimer>
- 2.4. Fee concessions and fee remission will be agreed and published annually. These will be set in accordance with OfS guidelines and in line with specific College requirements.
- 2.5. The College will endeavour to provide prospective students with all relevant information to help inform their decisions. In addition to preserving students' statutory rights, this policy ensures that all students are treated fairly and

equipped to resolve problems if things go wrong (for example via the College's Complaints Policy).

- 2.6. The Higher Education Fee and Bursary Policy will be reviewed annually and any changes recommended will be referred for approval to the Corporation.
- 2.7. To be eligible for a bursary or scholarship, students must be enrolled onto a regulated full-time or part-time Higher Education degree level course (part-time course pathways pro-rotata bursary rates apply).

### **3. Policy Implementation**

- 3.1. All College staff are responsible for raising awareness of this policy with prospective students (prior to their enrolment) and current students.

### **4. Fee Procedures**

The following details the approved fees for the academic year.

#### **4.1. Basis of charge**

- 4.1.1. The Corporation has set fees on the basis of continuing to ensure the College's financial viability and the following:
  - 4.1.1.1. Terms and conditions of Office for Students (OfS) funding;
  - 4.1.1.2. Office for Students guidelines in respect of Higher Education courses and in consultation with partner Universities;
  - 4.1.1.3. Guidance from CMA (Competition and Markets; Authority) reflected in all fees. Consumer rights are not affected;
  - 4.1.1.4. Market conditions;
  - 4.1.1.5. All fees should be rounded up to the nearest £1.

## 4.2 Payment of fees

- 4.2.1 Students may apply to pay course fees in monthly instalments. The number of instalments may be extended *but will not exceed 10 monthly instalments*. **The College does not create or enter into Consumer Credit Agreements and payment plans are offered to assist learners to budget appropriately. The College is not able to provide financial advice.**
- 4.2.2 Instalments will be paid by standing order. The student / parent / guardian or guarantor is responsible for ensuring instalments are set up and paid on time.
- 4.2.3 The student will enter in to an agreement with the College which states that the student/parent/guardian or guarantor understands that should any instalment be declined or cancelled, the whole amount will become due immediately and may result in legal action to recover the debt.
- 4.2.4 In the event that a student withdraws or is withdrawn from the course, all applicable fees will be payable immediately.

*Where a student who is financed by a Student Loan withdraws, the loan ceases from the point of withdrawal and any outstanding applicable course fees become payable immediately to the College.*

## 4.3 Sundry charges

- 4.3.1 Additional charges may be levied for the cost of trips, course specific kits, travel to sport fixtures etc.

## 4.4 Full time course fees for Higher Education degree level courses

### 4.1.1 Home Students

A Home Student is one who has been ordinarily resident in the UK for 3 years prior to the start of a course of study.

- 4.4.2 Students are charged an annual course fee as per our Higher Education published course fees; these fees are loaded onto UCAS. Course fees are approved by the Office for Students, Corporation or set by the partnering University.

- 4.4.3 Students' course fees over the regulated lower fee will be in accordance with a published and approved learner access and participation agreement.
- 4.4.4 If students are in receipt of student support through the Student Loan Company (SLC), Student Awards Agency for Scotland (SAAS), or Islands Government (Jersey, Guernsey, Isle of Man), and the College does not receive their financial assessment, they will be held liable for the full fee.
- 4.4.5 Remission is not available for these courses.
- 4.4.6 Students should be aware that they will be charged an additional fee for the following:
- Taking more than 8 modular credits in each level in an academic year (full time undergraduate and not fast-track).
  - Modules taken beyond completion date.
  - Trailed modules.
  - Failed modules.
  - Fees outlined in assessment policy.
  - In exceptional circumstances; permitted late addition or deletion of a module.

All fees are to be paid in advance unless an instalment plan is arranged.

#### 4.5 Part-Time Course Fees for Higher Education Courses

- 4.5.1 'Home Students' are charged an annual course fee as per our Higher Education published course fees; these fees are loaded onto UCAS. Course fees are approved by the Corporation or set by the partnering University.
- 4.5.2 Part-time degrees students are charged by modules/units studied in the academic year.
- 4.5.3 If students are in receipt of student support through the Student Loan Company (SLC), Student Awards Agency for Scotland (SAAS), or Islands Government (Jersey, Guernsey, Isle of Man) and the College does not receive their financial assessment, they may be liable for the full fee.
- 4.5.4 Students should be aware that they will be charged an additional fee for the following:

- 4.5.4.1 Taking more than 8 modular credits in each level in an academic year (full time undergraduate and not fast-track).
- 4.5.4.2 Modules taken beyond completion date.
- 4.5.4.3 Trailed modules.
- 4.5.4.4 Failed modules.
- 4.5.4.5 Fees outlined in assessment policy.
- 4.5.4.7 In exceptional circumstances; permitted late addition or deletion of a module.

All fees are to be paid in advance unless an instalment plan is arranged.

#### 4.6 International Students

- 4.6.1 International and EU students on Higher Education courses are charged £11,750 to be paid at enrolment.

#### 4.7 Re-take charges for Higher Education students

- 4.7.1 Higher Education module re-takes will be charged according to size of module, any costs will be clearly identified and outlined in the student's board of examiners letter.

#### 4.8 SGS Higher Education Fees 2023-24

Course	Home / EU Annual Fee (Full-Time)	Home / EU Part Time Module Fee (30 CATS)	International Annual Fee
Foundation Degree	£7,995	£1,998	£11,750
BA/BSc 3-year degree	£8,500	£2,125	£11,750
BA/BSc/Top-Up (L6)	£8,500	£2,125	£11,750
BSc (Fast Track)	£9,000	£2,250	£11,750
HND	£6,000	£1,500	£11,750



Course	Home / EU Module Retake Fee (30 CATS)	Home / EU Module Retake Fee (15 CATS)	International Module Retake Fee
Foundation Degree	£469	£235	£735
BA/BSc/Top-Up (L6)	£563	£282	£735
BSc (Fast Track)	£563	£282	£735
BA/BSc 3-year degree			
HND	Unit fee	Unit fee	£735

## 4.9 Refunds

- 4.9.1 Refunds will only be considered if the College has closed, or materially reduced the content of a student's learning programme, or if the advice given at the time of enrolment is deemed by the College to be inaccurate.
- 4.9.2 If a student requests a refund due to a complaint about the content or teaching of a course then the learner should be advised of the College's complaints procedure and provided with the necessary paperwork.
- 4.9.3 Higher Education students who withdraw within the first two weeks of the start of their course (this includes induction week), will not be liable for tuition fees. Students who withdraw after the first two weeks but before the start of the second term will be liable for 25% of the annual tuition fee. Students who withdraw after the start of the second term but before the start of the third term will be liable for 50% of the annual tuition fee. Students who withdraw in the third term will be liable for 100% of the annual tuition fee. This is applicable for students with student loans, self-funding or sponsored.
- 4.9.4 Where international students withdraw before 1<sup>st</sup> December, the College will retain £4,000 of the fee. Students who withdraw after the 1<sup>st</sup> December will be liable for 100% of the fee.
- 4.9.5 In exceptional cases a request for refund may be approved by the Group Chief Financial Officer or College Principal.

#### 4.10 Higher Education Compensation

- 4.10.1 In the event that SGS is unable to preserve the continuation of study, students may be eligible for compensation to support the travel costs for students affected to the location of their new course, maintenance costs and loss of time where students have to transfer, tuition and maintenance where a student has to transfer course or provider.
- 4.10.2 All Higher Education bursaries will be honoured for students in receipt of the bursary, when studying on a course where a college is no longer able to provide the continuation of study.
- 4.10.3 The College will ring-fence sufficient cash reserves to provide refunds and compensation for those students for whom we identify an increased risk of non-continuation of study.

### 5. **Bursary, Fee Waiver & Scholarship Eligibility Criteria**

- 5.1. Students can apply for one bursary or scholarship each academic course of study with a few exceptions below.
- 5.2. Students who receive a bursary or scholarship must be fully committed to completing their course. Payments will only be made if a student's attendance remains over 80% in each respective term (and overall by the third term). SGS will terminate the award of a Bursary for any student who ceases to be an enrolled student of SGS, for whatever reason. Students may be required to repay any payment made within that term as a result of withdrawing.
- 5.3. Bursaries and Scholarships will be distributed over the academic year of study by way of three termly payments. Payments will be made towards the end of each term and scheduled thus: 25% paid in the first and second terms (October and February) and 50% paid in the third term (May). Full degrees studied on a part-time basis will be split by 50% and paid as stated below.

#### **Bursaries:**

- 5.4 The HE Cares bursary is an annual £1,500 payment, paid in three instalments during each academic year of study. This bursary is available to our students who can supply evidence of the following criteria.
- 5.4.1 Student Carers who care for an ill or disabled family member.

- 5.4.2 Students who are living in supported housing, under the care of a Local Authority or a Health and Social Care Trust.
- 5.4.3 Students who are irreconcilably estranged from their parents or parents have passed away.
- 5.5 The HE Connect Bursary is available for application by students who have completed a full-time Level 3 or above course or Apprenticeship at SGS within the last two academic years. These students may be entitled to a one-off £500 bursary for an SGS degree or HNC/D course. This payment will be made in three instalments during the first academic year of study.
- 5.6 HE DSA Award is awarded to all students who are applying for a Dyslexia/SpLD Assessment. The cost of an online report is currently £350 to which the students are expected to contribute £75 towards the cost and the College pays the additional amount.
- Those in financial difficulty can apply to the Financial Assistance Fund to cover their contribution of £75 towards the assessment, this will not affect the students applying to the Financial Assistance Fund again at a later date.
- 5.7 The HE Low Income Bursary is a £500 payment made in three instalments during each year of academic study. Available for application by students who are entitled to funding for fees and living costs from Student Loans, benefits and from a household with a total income of £25,000 or less.
- 5.8 The HE 24+ Bursary is available for application by students who are aged 24+ at enrolment and re-entering education. This bursary constitutes a payment of £500, paid in three instalments during each year of academic study.
- 5.9 The HE REACH (Racial Equality and Cultural Heritage) Bursary is a £500 payment, made in three instalments during each year of academic study. This bursary is available to our students who can supply evidence the following:
- 5.9.1 Entitled to funding for fees and living costs from Student Loan, benefits and from a household with a total income of £25,000 or less.
- 5.9.2 Students from deprived areas (defined by the Office for Students as the most deprived local areas using indices of multiple deprivation measures - quintiles 1 and 2) and students from low participation neighbourhoods (defined by the Office for Students

using a statistical measure called POLAR (participation of local areas) which measures the number of young people accessing higher education - quintiles 1 and 2).

- 5.10 The HE EU Support Bursary offers financial support to our European students wishing to study with us full-time. If you normally reside in the EU and are starting your undergraduate course in 2023-24 you could be eligible for this reduction in your tuition fees.

The value of the bursary brings your tuition fees in line with that of UK students and will automatically applied for eligible EU students.

### **Scholarships:**

- 5.11 HE 24+ Scholarship is available for application by students who are aged 24+ at enrolment and re-entering education. This scholarship constitutes a bursary or a fee waiver of £4,000 for each academic year of study. Please note, this scholarship will only be applicable for your initial course of study. Scholarship applications need to be submitted by the day of enrolment and award decisions will be made and communicated the following week.

5.11.1 In order to receive the fee waiver each year of academic study. Students will be expected to act as an advocate for students, inform good practice and student's attendance remains over 80% in each respective term

5.11.2 Applications should consist of no more than 500 words. All applications will be reviewed on their individual merit by a panel of staff consisting of the Director or Higher Education, Higher Education Curriculum, Standards & Development Lead and the Head of Higher Education Student Recruitment and Experience.

- 5.12 HE REACH (Racial Equality and Cultural Heritage) Scholarship is available for application by students who can supply evidence of the following:

5.12.1 Entitled to funding for fees and living costs from Student Loans and from a household with a total income of £25,000 or less.

5.12.2 Student must be from an underrepresented ethnic background, or student must reside in qualifying postcode area (as defined by Office for Students).

5.12.3 This scholarship constitutes a £4,000 bursary or fee waiver for each academic year of study. Please note, this scholarship will only be applicable for your initial course of study. Scholarship applications

need to be submitted by the day of enrolment and award decisions will be made and communicated the following week.

5.12.4 In order to receive the fee waiver each year of academic study. Students will be expected to act as an advocate for students, inform good practice and student's attendance remains over 80% in each respective term.

5.12.5 Applications should consist of no more than 500 words. All applications will be reviewed on their individual merit by a panel of staff consisting of the Director of Higher Education, Head of Admissions, Data and Insight and the Head of Higher Education Student Recruitment and Experience.

5.13 HE Sports Scholarship is available for application by students who have achieved international status and/or had appearances within a professional or semi-professional club in a sporting discipline as recognised by a National Governing Body (NGB). The objective of this scholarship is to support and aid the progression of dedicated and talented athletes alongside their studies. The scholarship awards are tiered and are assessed based on the level of sporting performance.

5.13.1 Scholarship applications need to be submitted by the day of enrolment and award decisions will be made and communicated the following week. In order to receive the fee waiver each year of academic study, Scholars will be required to demonstrate; 1) an ongoing and active engagement with their academic course of study; 2) that they have been positively involved as an Advocate of SGS and represented the College at three separate events per academic year, as directed by the Higher Education team. A maximum of fifteen International or professional Athlete Scholarships will be awarded in any given academic year. Applications with a supporting headed letter from an NGB and/or professional club will be reviewed on their individual merit by a panel of staff consisting of the Director of Higher Education, Higher Education Curriculum, Standards & Development Lead and Assistant Principal WISE.

5.13.2 The HE Sports Scholarships aim to provide performance athletes with financial support to assist with the costs of coaching, strength and conditioning, nutrition and sports psychology. Sports Scholars can receive up to £4,000 per year in a bursary or fee waivers at the discretion of the panel, in the following sports:

- American Football

- Women's Rugby Union
- Men's & Women's Football
- Rugby League
- Basketball.

### 5.13.3 Qualification Requirements

*Tier 1 (Podium)* – Offers between £2,500 - £4,000

Students will need to have full senior international status and have made regular appearances within a professional club.

*Tier 2 (Professional)* - Offers between £1,000 - £2,000

Students will need to have u18, u21 or 23 level international representation and have made not less than 10 appearances within a professional club.

*Tier 3 (Performance)* - Offers between £250 - £500

Students will need to have u18, u21 or 23 level international representation and/or have made regular appearances within a semi-professional club.

- 5.14 The HE Sanctuary Scholarship is available to support refugee and asylum seekers looking to study an undergraduate course. There are two scholarships available per academic year. The scholarship constitutes full tuition fee waiver for the duration of the course and £1,500 bursary per academic year for the duration of the course as a contribution towards study costs.