

Higher Education Tuition Fees and Academic related charges 2017– 2018

Revision number	6
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Approved by	LCoM Board
Approval date	23 rd February 2017 (Amended 5 th September 2017)
Date of next review	January 2018

Linked external codes/regulations

Education (Student Support) Regulations 2011 (2011/1986) as amended by the Education (Student Fees, Awards and Support) (Amendment) Regulations 2015 (S.I.2015/1951)

DfE Loan, grant and fee rates 2017 -18

DfE Higher Education white paper – Success as a knowledge economy - May 2016.

Higher Education (Higher amount) regulations 2016 (S.I.2016No 1206)

Linked documents/references

Leeds City College Access Agreement 2017 (LCoM section)

Leeds College of Music Manual of Financial procedures

Equality Impact Assessment information

The policy is considered to be neutral in that it will not adversely affect any stakeholders in any of the protected characteristic groups, more than any other group. The main impact will be an economic one on all students.

Scope of policy (audience)

Staff, Students, Applicants

Alternative Formats

Large Font

Policy statement

This document sets out the method of determining the fees for each category of course/student, and the schedule of fees. This policy applies to the publicly funded Higher Education courses only. It also incorporates the policy on refunds, discounts and waivers.

Annex 1 contains the schedule of tuition fees for all HE courses and other academic charges.

LCoM will normally publish the fees on its website and in new publications by the end of April preceding the start of the Academic year.

Policy

1. DETERMINATION OF TUITION FEES – UNDERGRADUATE, FULL-TIME

Home and EU students: The amount charged is for LCoM to determine, up to the maximum permitted by the DfE, and subject to Leeds City College approval and LCoM having in place an approved Access Agreement with the Office for Fair Access. In May 2016, the Government announced the introduction of a new Teaching Excellence Framework, which links the funding of teaching, and the tuition fee cap to quality, to be implemented from 1st September 2017. In year 1 of the framework, all providers who have passed the baseline quality standard of “meets expectations” will be permitted to maintain their fees in line with the forecast rate of inflation which is 2.8% for 2017- 2018. The conservatoire, as part of the Leeds City College group, has been assessed as meeting these requirements for 2017-2018. The maximum fee cap for 2017-2018, is £9,250.

New students - LCoM policy, for students who commence study in year 0 or year 1, from 1st September 2017, is to charge the maximum permitted each year, subject to the conservatoire meeting the required standard. I.e. It is intended that the tuition fees will increase each year in line with forecast inflation if the Leeds City College group meets the required quality standard.

Returning students in 2017 who commenced study at LCoM prior to 1st September 2017, will not be subject to a fee increase, with the exception that those who enrolled on the 4 year BA (Hons) degree with Foundation year, (year 0) will be charged the fee applying to year 1 of the course, when they enter year 1 and further annual increases will apply, as permitted.

International students The tuition fees charged to new International students are determined by the full cost of the provision, the rate of funding available for an equivalent Home student, market intelligence and the recruitment levels. The policy for returning International students is to charge them the same tuition fee for each year of the course, therefore they will not be subject to annual increases whilst remaining on the same course, with the exception that those who enrol on the 4 year BA (Hons) degree with Foundation year (year 0), will be charged the fee applying to year 1 of the course, when they enter year 1 and this will then not increase for the remainder of the course. In cases of doubt about a student’s fee status, the conservatoire has established procedures to ensure fee status is determined correctly.

Island students This includes students who are residents of the Isle of Man and the Channel Islands. Tuition fee rates for students who started after 2012 are set at the same rate as for Home students. The Island authorities will not pay fees in excess of these rates,

Special category – Students with a previous Equivalent Level Qualification.

Students studying for a second equivalent, or lower, Higher Education qualification (known as “ELQ” students), do not receive HEFCE funding, with the exception of those who are in receipt of the Disabled Student Allowance, and those who are undertaking a Foundation Degree.

LCoM will charge the standard Home fee to any such students, but they will not have access to any student funding. Applicants in this position are advised to clarify their fee status with the Student Fees and Funding Manager before accepting a place at LCoM.

2. DETERMINATION OF TUITION FEES- POSTGRADUATE

All students. The tuition fees for all postgraduate students are determined by the cost of the provision, the funding available to LCoM, recruitment levels and market intelligence.

Island students The tuition fees are the same as for Home students.

3. WAIVERS

The Conservatoire may award full or partial fee waivers as Scholarships, to Home/EU or International students, at the discretion of the Director of Curriculum. Information about all types of scholarships is published on the website.

4. DISCOUNTS

Discounts are reviewed and agreed annually. A discount scheme for Alumni is listed on page 8. Where a student is also in receipt of a scholarship towards fees, the Alumni discount will be applied first, and the scholarship deducted from the net amount.

5. POLICY FOR THOSE WITHDRAWING/SUSPENDING/TRANSFERRING BEFORE THE END OF THE ACADEMIC YEAR

a. Undergraduate Home and EU

Under the student support arrangements implemented from 1st September 2012, which affect all students applying for a tuition fee loan, (except students funded via the Student Awards Agency for Scotland), the Student Loans Company requires HEI's to confirm attendance at 3 census points. The student will only be eligible for a tuition fee loan amounting to a percentage of the fee, at each census point. The census points (liability dates) will be at enrolment, and the start of the 2nd and 3rd terms. The exact census dates are determined by the dates on the annual course database submitted to the Student Loans Company Ltd.

If the student is in attendance on the relevant census date, a proportion of the tuition fee loan will be paid to LCoM as follows:

- 25% - payment on 3rd Wednesday in October
- 25% - payment on 1st Wednesday in February
- 50% - payment 1st Wednesday in May

This applies to all students with a Tuition fee loan, regardless of the amount payable. HEI's are entitled to have their own fee policies for early leavers, but the maximum tuition fee loan available will be as above. Adjustments to reduce the student's liability can be made, but there can be no liability above these amounts.

Fees to be charged in the event of early withdrawal/suspension/transfer to another HEI

If a student withdraws, suspends or transfers within the first 2 weeks of teaching in an academic year, no tuition fee will be charged. Thereafter, tuition fees will be charged on the following basis:

- Withdrawal from start of week 3 of teaching, to before census date 2 - (nearest Monday to January 1st) - 25% of full fee
- Withdrawal between census date 2 and 3 (around 1st Jan to 1st April) - 50% of full fee

- Withdrawal after census date 3 - 100% of fee.

Table of tuition fees for early withdrawal

Date of withdrawal/ suspension / transfer	Percentage of tuition fee payable
After enrolment and within 1 st 2 weeks of teaching.	0
Between start of week 3 and census date 2	25%
Between census date 2 and 3	50%
After census date 3	100%

Definition of withdrawal date: The withdrawal date is defined as the date on which the student formally meets with the Curriculum leader / senior lecturer to confirm their intention to withdraw / transfer / suspend, not the last date of attendance. This means that a student is considered to be in attendance for the purposes of tuition fees unless they have notified the Curriculum leader / senior lecturer of their intention to withdraw / suspend / transfer (i.e. non-attendance does not constitute withdrawal or suspension).

Students should note that if they intend to withdraw at the end of the Autumn or Spring terms, they should arrange to consult their Curriculum leader / senior lecturer, before the end of the term, due to the Christmas and Easter holidays.

Refunds: If the student has taken a fee loan, the Student Loans Company (SLC) will be informed and the loan amount is adjusted accordingly. If the student or a third party has paid the fee, a refund may be given or their payment schedule adjusted, as appropriate.

Where a student has overpaid, the refund will be calculated and a tuition fee refund application must be submitted before the end of the financial year to which it relates, where applicable.

b. International undergraduates

For International undergraduate students, the conservatoire will operate a no refund policy for enrolled students who withdraw early from a course. However, if the student wishes to claim a refund on the grounds of quality, they must follow the customer complaints procedure to be considered for a refund. Exceptionally, a refund can be considered, on the basis described below, at the discretion of the Head of Student Services, where there are compelling personal reasons for the withdrawal, or where the student is being funded by an official external organisation which has curtailed the funding due to the withdrawal.

Where an international student has paid a deposit prior to applying for a visa, but the visa application is subsequently declined or delayed beyond when it would be possible to enrol, the applicant will be entitled to a refund of the deposit, minus an administration fee of **£50** and any bank/currency exchange charges.

c. Postgraduate

For **Home /EU** students withdrawing after the date of enrolment, tuition fees will be charged on the following basis:

- If a student withdraws, within the first 2 weeks of teaching, no fee will be charged.
- For withdrawals after that, the student will be charged the appropriate fee up to the end of the trimester in which they withdraw.
- See table below.
- If the student is studying part-time the fee charged will be 50% of the full time fee.

Date of withdrawal (definition as per undergraduates)	Tuition fee payable
After enrolment and within 1st two weeks of teaching	0%
During trimester 1	33%
During trimester 2	33%
During trimester 3 (MA /MMus only)	33%

For International postgraduate students, the conservatoire will operate a no refund policy for enrolled students who withdraw early from a course. However, if the student wishes to claim a refund on the grounds of quality, they must follow the customer complaints procedure to be considered for a refund. Exceptionally, a refund can be considered, on the same basis described for Home/EU Postgraduate, at the discretion of the Head of Student Services, where there are compelling personal reasons for the withdrawal.

Where a student has been withdrawn from the course due to academic failure, and not permitted to proceed to the next stage, the student will be able to request a refund of the fee relating to the remainder of the course. (Fees are pro-rated at one third of the full fee per semester)

Where an international student has paid a deposit prior to applying for a visa, but the visa application is subsequently declined or delayed beyond when it would be possible to enrol, the applicant will be entitled to a refund of the deposit, minus an administration fee of **£50** and any bank/currency exchange charges.

d. Refunds where there is an outstanding debt – All students

Where a student withdraws early and is entitled to a refund of tuition fees, LCoM may deduct the cost of any other outstanding debt from the refund, except in the case where a student's fees are paid through a tuition fee loan. This would mainly apply to outstanding library replacement invoices, or course fees for additional Personal & Professional Development courses undertaken.

e. Fees scholarships and early withdrawal – All students

Where a student who has been awarded a scholarship giving partial remission of fees, withdraws or suspends study before all instalments of the fee have been paid, the Scholarship will not be counted and the fee charged will reflect the full amount owed, as per the relevant policy above.

6. POLICY FOR STUDENTS TRANSFERRING IN AFTER ENROLLING AT ANOTHER HEI. (Home/EU undergraduates)

As described in section 5a, undergraduates will only be eligible for a tuition fee loan

amounting to a percentage of the fee, at each census point, subject to the HEI confirming their attendance. The census points (liability dates) are at enrolment, and the start of the 2nd and 3rd terms. If the HEI confirms attendance on the relevant census date, the student is eligible for a proportion of the tuition fee loan and the HEI is entitled to receive it as follows:

- 25% - payment on 3rd Wednesday in October
- 25% - payment on 1st Wednesday in February
- 50% - payment 1st Wednesday in May

If the conservatoire therefore offers a place to an applicant who has already enrolled on a course at another HEI, the first HEI will be entitled to receive the first 25% of the tuition fee loan. Therefore the fee charged to those transferring in under these circumstances will be 75% of the full amount.

7. CHARGES FOR UNDERGRADUATES REPEATING A YEAR.

For entrants from 2017 onwards, repeat years will be charged at the relevant rate for the year being repeated.

8. CHARGES FOR UNDERGRADUATES UNDERTAKING LESS THAN 120 CREDITS

Where an undergraduate student is undertaking less than 120 credits, but more than 60 credits, on a HEFCE funded place, tuition fees will be charged on a pro-rated basis per 10 credits, with the calculation based on the full fee payable, divided by 120.

9. FAILURE TO PAY

Students are personally liable for payment of their tuition fees and failure to pay the agreed tuition fee or to pay according to agreed arrangements may result in suspension or removal from the course. Students with outstanding tuition fee debts at the end of the course may not be permitted to graduate. This decision will be at the discretion of the Director of Curriculum after due consideration and recommendation by the LCoM Academic Council. Returning students with outstanding tuition fee debts, will not be permitted to re-enrol for the following academic year until debts have been paid. The conservatoire will take reasonable steps to recover debts which may include the use of a debt collection agency and/ or other legal action. LCoM will however take all reasonable steps to advise and support students in financial difficulty. Any student who is in financial difficulty should seek advice from Student Services staff at the advertised times, as soon as possible.

10. PAYMENT ARRANGEMENTS

Students cannot be fully enrolled without an acceptable payment method being set up. All students will be given information regarding acceptable payment methods and instalment options, as part of their joining instructions, and fee regulations are published on the LCoM website. These are reviewed from time to time, depending on funding methodologies.

International students will be required to pay the tuition fee in full at or before enrolment, with the exception of those providing written evidence of payment by an official government or company sponsor, in which case the payment arrangements will be agreed according to the timing of the receipt of the funds. Those requiring a CAS number to apply for a Tier 4 visa will be required to pay 50% of the tuition fee before the issue of a CAS number, and 50% at or before enrolment. Where the Visa application is declined, approved too late, or the applicant does not meet the offer

conditions, the amount paid will be refunded, after deduction of an administration fee. (£50) Those International students not requiring a Visa will be required to pay in full at or before enrolment, unless otherwise agreed. Any currency conversion or bank charges are the responsibility of the student and cannot be deducted from the fee payable

Home/EU students: Students who wish to pay via the Tuition Fee Loan system must apply for the loan as soon as possible. If a student has not had their Tuition fee loan application approved by 1st December, an invoice will be sent to the student. Students whose tuition fees are being paid directly by a sponsor or third party must provide written evidence of this at or before enrolment. For those not in receipt of a tuition fee loan, LCoM may allow tuition fees to be paid in instalments by Standing order or Direct debit from a UK bank account. However, all such students, must pay a minimum of 33% of the course fee at or before enrolment.

11. REPLACEMENT RESULTS TRANSCRIPTS

A fee is charged to cover the administrative costs of producing and despatching replacement results transcripts or, in the case where LCoM does not have one on record, a confirmation of attendance letter. No discounts are available but a fee may be waived exceptionally at the discretion of the Head of Registry

12. REPLACEMENT ID CARDS

Access to the conservatoire requires an ID card. There is no fee for the first replacement card. Students may be charged a fee of £3 to cover the cost of subsequent replacements at the discretion of the Head of Registry.

Procedure

The procedures for implementing the tuition fees, refunds, and discounts are referenced in the conservatoire's Financial Procedures and the enrolment documentation which is sent to all full time students prior to enrolment.

Responsibilities

Finance Department: Responsible for recording and reconciliation of fees paid, on LCoM's systems. Identifying and chasing debtors, and incorrect payments. Taking tuition fee payments over the telephone, and in person, particularly from International students. Liaising with security staff regarding prevention of access to the conservatoire of students in default.

Security staff: Liaison with Finance department, Student Services and Registry regarding access to the conservatoire for students in default.

Student Fees and Funding Manager: Responsible for communications to full time students regarding fees, discounts and waivers (i.e. Website, prospectus, funding booklet etc), joining instructions regarding payment of fees, fee remissions etc. Advice to full time students and applicants. Annual review of tuition fee policy processes at enrolment for collection of fees. Tuition fee status decisions.

Student Fees and Funding Officer: Responsible for reconciling and completing the Tuition Fee Report to SLC, processing of requests for refunds for early withdrawals, ensuring completion of standing order mandates by students paying in instalments. Reconciling tuition fee loans and grants with amounts owed. Answering individual queries from full time students and applicants regarding fee payments.

Registry: Responsible for ensuring that the correct documentation is in place for students who are withdrawing / suspending or resuming studies and for keeping the Fees and Funding Officer informed of student changes. Also responsible for setting the fees up on the student record system at enrolment.

SCHEDULE OF FULL TIME TUITION FEES AND OTHER ACADEMIC CHARGES**2017 – 2018 Entry**

All fees are subject to Board approval

Course type (Fees are <u>per year</u> unless otherwise stated)	Tuition fee for new Home and EU students	Tuition fee for new International students	Tuition fee for Island students
BA (Hons) Degree (3 years) Foundation Degree (2 years)	£9,250	£14,500	£9,250
BA (Hons) Top up year (1 year)	£9,000	£12,000	£9,000
BA (Hons) Degree with Foundation year (4 years)	£9,250	£12,000	£9,250
MMus (full course – 3 semesters)	£9,000	£12,000	£9,000
Postgraduate Diploma (full course 2 semesters)	£6,000	£8,000	£6,000
BTEC Extended Diploma Music Technology / Music Level 3	TBC	TBC	TBC
BTEC 90 Credit Diploma Music / Music Technology Level 3	TBC	TBC	TBC

Course type / charge type	Fee
Individual Tuition - Full time LCoM students	£ 40.00 per hour
Music Theory course Grade 3	£ 125.00 per course
Music Theory course Grade 5	£ 135.00 per course

Alumni discount A discount of 10% of the total tuition fee is available to all graduating LCOM students, who proceed from an Undergraduate to a Postgraduate course.

Other fees/charges for full time students

- UCAS Audition £0

- CUKAS Audition - depending on course applied for £50 / £60
- CUKAS Audition - 2 courses £90
- Late enrolment fee £30
- Replacement results transcripts (2 copies) £15
- Replacement ID card (at the discretion of Head of Registry) £3.00
- Charges for undergraduates repeating less than 120 credits but more than 60 credits on a HEFCE funded course will be pro-rated to full fee