

Higher Education tuition fees and academic related charges 2019-2020

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Approved by	LCoM Board
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Date of next review	January 2020

Linked external codes/regulations
Higher Education and Research Act 2017 Education (Student Support) Regulations 2011 (2011/1986), as amended. Student Loans Company Student Information System service definition 1.0
Linked documents/references
Leeds College of Music access and participation plan 2019-2020 Leeds City College group financial regulations Leeds College of Music manual of financial procedures Leeds College of Music tuition fee debtor process
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 is an economic one on all students.
Scope of policy (audience)
Students, Applicants, staff
Alternative Formats
Large font on request – please email studentfunding@lcm.ac.uk

Policy statement
This policy applies to all full time Higher Education provision at Leeds College of Music and documents how tuition fees are determined and what they are for, fees for early withdrawals, suspensions, repeat years, refunds, and discounts, and payment difficulties.
Background
Leeds College of Music is a wholly owned subsidiary of Leeds City College and is separately registered as a publicly funded provider with the Office for Students. LCoM will publish the tuition fees on its website and in other

communications, at the start of each application cycle, subject to formal approval by the LCOM Board.

Policy

HOW THE TUITION FEE RATES ARE DECIDED.

Undergraduate

Home and EU tuition fees are regulated by the Office for Students and there are three categories of registration which are linked to access to public funding. Leeds College of Music is an “Approved, (with fee cap) provider” and the tuition fees are capped at £9,250 for 2019. The conservatoire policy is to charge the maximum permitted, for those who commenced their course of study, in year 0 or year 1, on or after 1st September 2017. This includes students who started a different course prior to 1st September 2017, but who transferred to a new course in year 0 or year 1 on or after 1st September 2017. Students who started their course prior to 1st September 2017 will be charged the previous fee cap of £9,000.

Outgoing LCOM students undertaking a year of study abroad under the **Erasmus** scheme are charged at 15% of the applicable fee for the year of study. (Tuition fee loans are automatically capped at this rate for Home and EU students) Incoming Erasmus year students are not charged a tuition fee, due to the Erasmus agreement rules

Tuition fees for **International students** are unregulated and are determined by market intelligence and recruitment levels.

Tuition fees for **Islands students** (Isle of Man and Channel Islands) are unregulated but the Island authorities will not fund fees in excess of the rate charged to home students.

Postgraduate - Home, EU, International and Island tuition fees are not capped and are determined by market intelligence and recruitment levels.

TUITION FEE INCREASES.

Tuition fees for Home, EU and Islands students, who commenced their course on or after 1st September 2017, may increase each year in line with any increase to the fee cap. For International students, the policy is to charge the same fee for each year of study, with the exception that students studying on the Foundation year 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.

DETERMINING TUITION FEE STATUS

Students on Higher Education programmes are required to pay the tuition fee appropriate to their programme of study, and according to their status, as a UK, EU, International or Islands Student. Publicly funded Higher Education Institutions are permitted to charge “International” rates to students who do not fulfil certain residence and immigration status requirements. The conservatoire has established

procedures in place to determine fee status where this is not clear from the initial application. The UK government confirmed in a Ministerial statement on 2nd July 2018 , that EU nationals who commence studies in 2019 will have their tuition fee status protected for the duration of the course, regardless of the UK's forthcoming exit from the EU.

STUDENTS WITH PREVIOUS EQUIVALENT LEVEL QUALIFICATIONS.

Students studying for a second qualification at the same or a lower level are not eligible for public funding, with the exception of those who are eligible for the disabled students allowance, or those who are undertaking a Foundation degree. LCoM will charge the standard home fee to such students but they will not have access to the student funding system so are advised to contact the Student Fees and Funding staff in order to clarify their financial position prior to accepting a place at LCoM.

WHAT IS INCLUDED IN THE TUITION FEES?

Lectures, seminars, tutorials, and individual tuition. (This depends on the actual course undertaken - see the course descriptions for each pathway on our website at www.lcm.ac.uk/courses/undergraduate-study-18plus/undergraduate-courses/)

Workshops, masterclasses and visiting speakers/professionals.

Library and computing facilities

Access to practice rooms, studios and performance spaces

Equipment and instrument loan

Admissions and course administration

Assessment, validation and graduation

Support, advice and wellbeing services

Careers, employability and Alumni services

Student Union membership

WAIVERS AND DISCOUNTS

The conservatoire may occasionally award full or partial fee waivers, as Scholarships, at the discretion of the Executive Leadership Team. Information about all types of scholarships are published on the website. An **Alumni discount** of 10% of the total tuition fee is available to students studying at postgraduate level, who have graduated from an undergraduate course at LCoM.

TUITION FEES AND REFUNDS FOR EARLY WITHDRAWAL OR SUSPENSION

Policy for all Undergraduate Home/EU and Islands students.

Undergraduate students withdrawing or suspending from their course of study will be charged tuition fees based on liability periods, as follows:

Agreed date of withdrawal/suspension	Percentage of fee liability
Prior to the start of week 3 of teaching, as indicated on the published academic calendar	Nil
Start of week 3 of teaching up to the end of the Christmas vacation, as indicated on the published academic calendar	25%
From start of week 12 (week 13 for BA Musical Theatre) to the end of the Easter vacation, as indicated on the published academic calendar.	50%
From the start of week 24 (week 25 for BA Musical Theatre) to the end of the academic year, as indicated on the published academic calendar	100%

NB The calendar weeks referred to are listed as teaching/assessment weeks, not the celcat weeks.

Definition of withdrawal and suspension dates.

The vast majority of Home and EU students are funded by the tuition fee loan system and LCoM is liable to confirm the attendance of students before each loan instalment is paid. Students are considered to be in attendance and therefore liable for tuition fees until they formally withdraw or suspend from their course of study. Simply not attending does not constitute withdrawal. Withdrawal is clarified in the Student Loans Company's "Student Information Service" service definition:

A withdrawal refers to the point at which scheduled learning, teaching and assessment activities, and other active and on-going engagement ends, in agreement with the provider.

A suspension is by mutual agreement, between the student, the conservatoire and our validating body, the University of Hull.

Students considering withdrawal or suspension should consult the Fees and Funding staff for advice regarding the financial consequences, before making a decision. Students will need to agree a withdrawal or suspension, and complete the relevant documentation, prior to each main vacation period, (i.e. Christmas and Easter), if they wish to avoid tuition fee liability for the following terms.

This applies to all students in this category, including those who are not in receipt of a tuition fee loan.

Policy for Undergraduate International students

The conservatoire will operate a no refund policy for enrolled International students who withdraw early from an Undergraduate course, with the following exceptions:

A refund may be considered, at the discretion of the Head of Student Services, where there are compelling personal reasons for the withdrawal.

If the student is being funded by an official external organisation on an instalment basis, which has curtailed the funding due to the withdrawal, no further instalments will be payable.

Where an international student has paid a deposit prior to applying for a Tier 4 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.

If the student wishes to request a refund on the grounds of quality, they must follow the customer complaints procedure to be considered for a refund.

Policy for Home/EU/Island Postgraduate students

For 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.

If the student wishes to request a refund on the grounds of quality, they must follow the customer complaints procedure to be considered for a refund.

Date of withdrawal (definition as per undergraduates)	Percentage of fee payable
After enrolment and within 1st two weeks of teaching	0%
During trimester 1	33%
During trimester 2	66%
During trimester 3 (MA/MMus only)	100%

Policy for International postgraduate students

The conservatoire will operate a no refund policy for enrolled International students who withdraw early from a Postgraduate course, with the following exceptions:

If the student wishes to request a refund on the grounds of quality, they must follow the customer complaints procedure to be considered for a refund.

A refund may be considered, at the discretion of the Head of Student Services, where there are compelling personal reasons for the withdrawal.

If the student is being funded by an official external organisation on an instalment basis, which has curtailed the funding due to the withdrawal, no further instalments will be payable.

Where an international student has paid a deposit prior to applying for a Tier 4 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.

Where an International Postgraduate student has been withdrawn from the course due to academic failure, and not permitted to proceed to the next stage, the fee relating to the trimester not undertaken will be refunded. (Fees are pro-rated at one third of the full fee per semester)

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, for example, outstanding library replacement invoices, studio fines, or course fees for additional courses undertaken.

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.

POLICY FOR STUDENTS TRANSFERRING IN AFTER ENROLLING AT ANOTHER HE PROVIDER.

(Home/EU/undergraduates with a tuition fee loan.)

Undergraduates are only eligible for a tuition fee loan amounting to a percentage of the fee, at certain liability points, subject to the HE Provider confirming their attendance. The liability dates are at enrolment, and the start of the 2nd and 3rd terms. If the HE provider confirms that the student is in attendance on the relevant date, the student is eligible for a proportion of the tuition fee loan and the HE provider 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 provider, the first provider will be entitled to receive the first 25% of the tuition fee loan. Therefore the fee charged to those transferring into the conservatoire under these circumstances will be 75% of the full amount.

TUITION FEES FOR UNDERGRADUATES REPEATING A FULL ACADEMIC YEAR.

For students who commenced their course from 1st September 2017 onwards, repeat years will be charged at the relevant rate for the year

being repeated. For those who commenced their course prior to 1st September 2017, repeat years will be charged at £9,000, if still registered on the same course.

TUITION FEES FOR UNDERGRADUATES REPEATING PART OF AN ACADEMIC YEAR.

Where an undergraduate student is undertaking less than 120 credits, but more than 60 credits, with attendance, 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.

FAILURE TO PAY

Students are personally liable for payment of their tuition fees and if a student defaults on the agreed tuition fee payment plan, the tuition fee debtor process will be followed.

Failure to pay the agreed tuition fees or to pay according to agreed arrangements may result in any, or all of the following actions, at the discretion of the Vice Principal and Director of Curriculum :

No or limited access to the conservatoire buildings or facilities.

No access to Student Services without an appointment

Removal of student ID card and/or rights associated with the card

Removal of access to LCOM email account and SPACE

Student not permitted to participate in any paid activity at the conservatoire – e.g. student ambassador role.

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 register 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.

PAYMENT ARRANGEMENTS

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

International students will be required to pay the tuition fee in full before registration is completed, 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% before .registration. 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 registration, 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 before registration is completed.

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

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 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 conservatoires financial procedures, the Student Loans Company system guidance, and the enrolment documentation which is sent to all full time students prior to registration.

Departmental Responsibilities

Leeds College of Music operates under a shared service agreement with Leeds City College.

LCC Finance Department:

- Responsible for monitoring, recording and reconciliation of tuition fees paid, on LCoM's systems.
- Invoicing and credit control.
- Liaison with Fees and Funding staff regarding SLC and other awarding authority tuition fee income.
- Updating LCOM staff with regard to fee receipts made via all payment methods
- Liaison with LCOM staff regarding prevention of access to the conservatoire of students in default.

LCOM Student Services

- Managing the relationship with SLC on behalf of LCOM.
- Communications to applicants and full time students regarding fees, discounts and waivers (i.e. Website, prospectus, funding booklet etc),
- Annual review of tuition fee policy.
- Compiling joining instructions regarding payment of fees, fee remissions etc.
- Advice to full time students and applicants.
- Liaison with MIS and Registry regarding processes for online registration and at enrolment, for collection of fees.
- Tuition fee status decisions.
- Identifying those who have a tuition fee loan and those who need to pay their tuition fees.
- Processing of fee changes due to withdrawals, suspensions and transfers on the LCOM student record, and on the SLC system for those with tuition fee loans.
- 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, funding options and financial difficulties.

LCOM Registry:

- Setting the fees up on the student record system at registration
- Taking tuition fee payments at the Student Enquiry Counter.
- Ensuring that the correct documentation is in place for students who are withdrawing / suspending or resuming studies and for keeping the Fees and Funding staff informed of student changes.

LCOM MIS

- Populating and updating fees, waivers and exceptions information on LCOM student record, prior to online and manual registration processes.

LCOM Security staff:

- Liaison with LCC Finance department, Student Services and Registry regarding access to the conservatoire for students in default.