

POLICY / PROCEDURE TITLE		DATE OF APPROVAL
NCG Higher Education Fees Policy		December 2024
APPROVED BY	VERSION NO.	VALID UNTIL
Corporation Board	7	July 2025

OWNER	Deputy Principal HE		
GROUP EXECUTIVE LEAD	Principal, Newcastle College		
DOCUMENT TYPE	Policy <input checked="" type="checkbox"/>	Group Procedure <input type="checkbox"/>	Local Procedure <input type="checkbox"/>
PURPOSE	The purpose of this policy is to advise of the Higher Education Fees including those for students who withdraw across NCG. This directly links to the approved Access and Participation Plan.		
APPLICABLE TO	All NCG employees, as well as consultants, vendors, agency workers, contractors, service users, trainees/students, volunteers and/or any other parties who have a business relationship with NCG.		
EQUALITY ANALYSIS COMPLETED [POLICIES ONLY]	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
	(If EA not applicable, please explain)		
KEY THINGS TO KNOW ABOUT THIS POLICY	<ol style="list-style-type: none"> Where a provider charges a fee above £6,165, they are required to outline within their Access and Participation Plan how they will increase expenditure on improving the equality of opportunity for underrepresented groups to access, succeed in and progress from higher education (the student experience). NCG has committed to spend 32.6% of its High Fee Income on Access and Participation activities. 		
EXPECTED OUTCOME	Readers are expected to understand the organisational position on Higher Education Fees, know their responsibilities in relation to the policy and comply with the terms of the policy.		

MISCELLANEOUS	
LINKED DOCUMENTS	<ul style="list-style-type: none"> NCG Access and Participation Plan
KEYWORDS	<ul style="list-style-type: none"> Higher Education Fees Office for Students Bursary

Equality Impact Assessment

EQUALITY IMPACT ASSESSMENT			
	Yes	No	Explanatory Note if required
EIA 1 - Does the proposed policy/procedure align with the intention of the NCG Mission and EDIB Intent Statement in Section 2?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The answer to this must be YES
EIA 2 - Does the proposed policy/procedure in any way impact unfairly on any protected characteristics below?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Disability / Difficulty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Gender Reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Marriage and Civil Partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Religion or Belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Sexual Orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA3 - Does the proposed policy/processes contain any language/terms/references/ phrasing that could cause offence to any specific groups of people or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA4 - Does the policy/process discriminate or victimise any groups or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA 5 - Does this policy/process positively discriminate against any group of people, or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA 5 - Does this policy/process include any positive action to support underrepresented groups of people, or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this could be yes or no as positive action is lawful. However, an explanation must be provided for clarity.
EIA 6 - How do you know that the above is correct?	The policy has been developed and consulted upon by the HE senior team and the HE Governance Committee.		

1. GENERAL POLICY STATEMENT

The Office for Students has approved our fees for 2024-28 as presented in our Access and Participation Plan ([ncg-2024-28-access-and-participation-plan.pdf](#) ([ncgrp.co.uk](#)))

2. FINANCIAL COMMITMENT

Where a provider charges a fee above £6,165, they are required to outline within their Access and Participation Plan how they will increase expenditure on improving the equality of opportunity for underrepresented groups to access, succeed in and progress from higher education (the student experience).

NCG has committed to spend 32.6% of our High Fee Income on Access and Participation activities. High fee income is the difference between the basic fee of £6,165 and the fee that is charged within the fee cap £9,535. This percentage is institution-based, as the OfS state:

“We will not set a minimum expected level of expenditure. Our focus will be on the outcomes that providers achieve and the level of the ambition they set, rather than inputs in the form of investment. We will challenge providers’ investment through our assessment of whether we believe their plans to be credible given the level of intended investment.”

3. FEES

3.1 Full time fee - £9,535

Students studying at a college of NCG.

From September 2025 the fee for all new students onto full-time home fee paying programmes will be £9,535.

The higher fee includes a standard approach to student bursary and student experience expenditure being:

- Targeted WP bursary offer for all full time HE students, which is:
 - £1,000 for students in receipt of full maintenance loans via SLC
 - £400 for all other students
 - Access to a hardship fund

- NCG wide student experience expenditure which is:
 - Student fellowship opportunities appropriate for the size of provision
 - Committed “Work, Study Graduate Ready” guarantee expenditure for L4/5/6 students
 - Student scholarships appropriate for the locality and size of provision

Study ready expenditure is the purchase of core texts for each student. Work ready expenditure is a per capita budget for training, experiences, resources and memberships which enhance NCG graduates employability. Study ready assists students transition in to higher education and is therefore available to L4 students only. Programmes teams have discretion to utilise work ready expenditure at L4 in lieu of study ready based on need of cohort.

Programme Type	Fee
Full Time UG programmes	£9,535
Part Time UG programmes	£4,760
Part Time PGCE	£4,760
Masters with the exception of MBA	£6,000
MBA	£8,250
International Full time UG programmes	£12,000*
International Masters with the exception of MBA	£12,000*
International MBA	£13,000*

The above table denotes maximum fee levels by programme type. Students who start studying for an NCG award on a lower fee will continue to pay that fee for the remainder of their studies with us.

***International Scholarships**

The above international fees are applied to applicants determined as ‘overseas’ for fee purposes. International fee payers are eligible for a scholarship of £1,500 for each year of their undergraduate programme and £1,500 for post-graduate programmes. For example, for a full-time undergraduate programme the fee is £12,000 and with the £1,500 scholarship applied the total fee due would be £10,500.

3.2 Withdrawal fee

All students have a 14-day designated cooling off period proceeding the start date of their programme. If a student decides to leave within that period they will not incur any tuition fee liability and will be eligible for a refund in full.

All withdrawals after 14 days will incur tuition fee liability, even if a student has not taken the opportunity to attend or engage with the programme.

If a student cancels any third-party tuition finance such as Student Finance England, this does not constitute formal notification of their intention to withdraw and they will still be liable for any outstanding fees.

All outstanding fees become due immediately upon withdrawal from a course as set out in the table below:

Liability point	Start date	End date	Liability	Refund
Liability pt 0	08/09/2025	21/09/2025 midnight	0%	100%
Liability pt 1	22/09/2025	01/01/2026 midnight	25%	75%
Liability pt 2	02/01/2026	20/04/2026 midnight	50%	50%
Liability pt 3	21/04/2026	-	100%	0%

4. STATEMENT ON IMPLEMENTATION

Upon approval, this policy will be uploaded to the policy portal and communicated to staff via The Business Round-Up and via the NCG intranet and internet.

5. STATEMENT ON EQUALITY AND DIVERSITY

NCG is committed to providing equality of opportunity. Further details of our aims and objectives are outlined in our [Equality Diversity Inclusion and Belonging Strategy](#).

This policy has been assessed to identify any potential for adverse or positive impact on specific groups of people protected by the Equality Act 2010 and does not discriminate either directly or indirectly. In applying this policy, we have considered eliminating unlawful discrimination, promoting equality of opportunity and promoting good relations between people from diverse groups.

6. STATEMENT ON CONSULTATION

This policy has been reviewed in consultation with the HE senior team and the HE Governance Committee.

VERSION CONTROL				
Version No.	Documentation Section/Page No.	Description of Change and Rationale	Author/Reviewer	Date Revised
1	New Policy	N/A	Academic Registrar	Sept 2018
2	Scheduled Review	Updated in light of fees agreed in the NCG Access and Participation Plan	Academic Registrar	Sept 2019
3	Scheduled Review	Revised review date of February 2021 to bring in line with an annual review cycle. No changes required at this stage.	Academic Registrar	Sept 2020
4	Dynamic Review	Changes to terminology and inclusion of the withdrawal fees	Academic Registrar	Dec 2020
5	Scheduled Review	Changes to date written Update the liability point table with 2023-24 term dates All NCG Colleges to charge £9,250 for full time HE programmes from September 2023. The inclusion of international fees within the policy	Academic Registrar	May 2022
6	Scheduled Review	Minimal changes: PGCE removed from portfolio Transferred to new template	Academic Registrar	June 2024
7	Dynamic Review	Change to fee level due to DfE increase in maximum fee charged	Deputy Principal (HE)	Dec 2024