

<b><u>Policy Title</u></b>	NCG Higher Education Fees Policy
<b><u>Policy Category</u></b>	Compliant
<b><u>Owner</u></b>	Academic Registrar
<b><u>Group Executive Lead</u></b>	Executive Director Higher Education
<b><u>Date Written</u></b>	December 2020
<b><u>Considered By</u></b>	HE Governance Committee
<b><u>Approved By</u></b>	Corporation
<b><u>Date Approved</u></b>	March 2021
<b><u>Equality Impact Assessment</u></b>	The implementation of this policy is not considered to have a negative impact on protected characteristics
<b><u>Freedom of Information</u></b>	This document will be publically available through the Group's Publication Scheme.
<b><u>Review Date</u></b>	February 2022
<b><u>Policy Summary</u></b>	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.

<b><u>Applicability of Policy</u></b>	<b><u>Consultation Undertaken</u></b>	<b><u>Applicable To</u></b>
Newcastle	Yes	Yes
Newcastle 6th Form	No	No
Carlisle	Yes	Yes
Kidderminster	Yes	Yes
Lewisham	No	No
Southwark	Yes	Yes
West Lancashire	Yes	Yes
Group Services	Yes	Yes

<b><u>Changes to Earlier Versions</u></b>	
<b><u>Previous Approval Date</u></b>	<b><u>Summarise Changes Made Here</u></b>
	2 <sup>nd</sup> updated in light of fees agreed in the NCG Access and Participation Plan
	September 2020 Update – Revised review date of February 2021 to bring in line with an annual review cycle. No changes required at this stage.
	December 2020 update – Changes to terminology and inclusion of the withdrawal fees

<b><u>Linked Documents</u></b>	
<b><u>Document Title</u></b>	<b><u>Relevance</u></b>
None	N/A

## 1. Introduction

The OfS has approved our fees for 2020-25 as presented in our Access and Participation Plan (<https://www.ncgrp.co.uk/wp-content/uploads/2020/01/NCG-Access-and-Participation-Plan-2020-2025.pdf>)

## 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 £9250 . 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. Proposed maximum fee: £9,000

As noted, the £9,000 proposed is the maximum fee that could be charged within the NCG group. Each College can, if they wish, charge a lower fee level. Additionally, a range of student benefits are offered across the group. These include:

- Targeted WP bursary.
- Financing professional qualifications and memberships for students.
- Scholarships for students from underrepresented groups.
- Free equipment, e.g. laptops for students.
- Extra support through increased investment in staffing

The fees agreed for 2020-25 last year are as shown below:

<b>Division</b>	<b>Full Time Fee</b>	<b>Part Time Fee</b>
Newcastle College	£9,000	Not over the basic fee of £4625
Kidderminster College	£8,150	Not over the basic fee of £4625
West Lancashire College	£6,165	Not over the basic fee of £4625
Carlisle College	£6,165	Not over the basic fee of £4625
Southwark College	£6,165	Not over the basic fee of £4625

These fees relate to all HNDs, Foundation Degrees, Bachelor Degrees, Top Ups and initial teacher training.

#### 4. Masters fee

Masters fees with the exception of MBAs will be retained at £6,000 for home-based students to remain attractive and in most cases undercut the local offer.

NCG MBAs have a fee of £8,250.

#### 5. 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	14/09/2020	27/09/2020 midnight	0%	100%
Liability pt 1	28/09/2020	03/01/2021 midnight	25%	75%
Liability pt 2	04/01/2021	18/04/2021 midnight	50%	50%
Liability pt 3	19/04/2021	-	100%	0%

**NB – the above dates are 2020-21 term dates and are only used in this report to indicate process. They will be updated Jan 2021 when the term dates for 2021-22 are finalised with the SLC.**