



Writtle
University
College

**Further Education
Financial
Information and
Regulations for
Students
16-17**

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INTRODUCTION

This document sets out to describe and give advice on the financial regulations of Writtle University College (WUC).

If you would like further information on any aspect please do not hesitate to contact the person indicated. It is our intention to ensure that the Regulations are clearly understood by everyone.

When using this booklet, please read all sections.

With thanks

Director of Business and Finance

Please note that these fees relate to this academic year (unless stated otherwise) and are reviewed annually.

Every effort is made to ensure that the information concerning fees and other matters set out in this booklet is correct at the time of printing. The right is reserved to amend fees at any time.

Further copies of this booklet are available from Student Finance.

1 TUITION FEES

1.1 Full Time UK and EU Students

1.1.1 UK and Other EU Students - <http://writtle.ac.uk/FE-Courses-and-Fees>

The full-time fee is charged for students who are 19 or over on 31st August 2016 in the year of commencing the course and who are studying a full-time, eligible course at level 1 or 2.

NOTE: learners over 19 years of age at the start of their programme of study and who are studying a level 3 course will be required to either self-fund or take out an Advanced Learning Loan (<https://www.gov.uk/advanced-learner-loan/overview>). An exception to this is learners aged 19-23 studying their first full level 3 qualification who may be eligible for fee remission.

Some learners may be entitled to 100% reduction on tuition fees. The reduction does not apply to the registration & certification fees, nor does the reduction extend to full cost courses – see Section 1.3

NB. No charge is made for tuition fees where students are attending full-time, funded courses and are under 19 years of age on 31 August 2016.

All full-time students are subject to the Enrichment Contribution of £95 (see Section 2 – Other fees and charges).

1.1.2 Full-time students taking extra units/competencies

FE students taking extra FE units – no additional charge but WUC reserves the right to limit the number of extra units to that considered practicable for the individual student and to limit the right of entry to a particular unit.

Individuals wishing to undertake additional competencies, e.g. chainsaw operation, FEPA training and testing, fork lift truck certification, will be subject to separate charges depending on the training and testing undertaken.

1.1.3 Other fees and charges (See Section 2)

1.2 Part Time UK and EU Students

Full-time courses are often available on a part-time basis. Students work toward a final qualification taking no longer than four times the full-time equivalent to complete the course, the part time fee will be pro rata the full time fee.

Full details of part time courses can be seen on the website including

- a) Programmes for the 2016/17 academic year
- b) Attendance details
- c) Tuition fee due for your chosen programme of study. Note that learners over 19 years of age at the start of their programme of study and who are studying a level 3 course will be required to either self-fund or take out an Advanced Learning Loan (<https://www.gov.uk/advanced-learner-loan/overview>). An exception to this is learners aged 19-23 studying their first full level 3 qualification who may be eligible for fee remission.

1.2.1 Registration and Certification Fees

(These charges are levied by the Awarding Bodies and no reductions can be made for those on benefits). These fees are additional to Tuition Fees

Registration for awards may range from £30 - £500, full details are on the course section of the website.

Other fees due payable direct by students on some courses include examination and certification fees or professional body fees; these will vary according to the programme

You may be liable for other fees and charges depending on your programme of study – please see Section 2 for more detail.

Some learners may be entitled to 100% reduction on tuition fees. The reduction does not apply to the registration & certification fees, nor does the reduction extend to full cost courses – see Section 1.3

1.3 Fee Reductions

All students aged 19 or over on 31st August 2016 in the year of commencing the course are required to pay course fees, however, some learners may be entitled to 100% reduction on tuition fees. The reduction does not apply to the registration & certification fees, nor does the reduction extend to full cost courses.

Full details on eligibility for fee reduction can be found in the SFA Funding Rules document at the web address <https://www.gov.uk/government/publications/adult-education-budget-funding-rules>. A summary can be seen below:

Tuition Fee Guidance

Note: this guidance applies to eligible courses only, all learners are required to pay fees for courses marked as ‘full cost only’. All learners will be subject to pay the enrichment contribution (£95 full time, pro rata part time) and some courses may have additional costs e.g. study tours

16-18 Learner	19-23 studying level 2 or below	19-23 studying level 3	24+ studying level 2 or below	24+ studying level 3
<ul style="list-style-type: none"> •If you aged 16, 17 or 18 on 31 August 2016 and enrolling on an eligible course, you will not be required to pay tuition fees •If you wish to undertake a full cost course you will be required to pay the stated tuition fee 	<ul style="list-style-type: none"> •If this is your first full L2 you could be eligible for fee remission based on evidence provided at enrolment •If you are unemployed & on certain benefits* at the start of your course you could be eligible for fee remission •If the above do not apply you are required to pay fees, possibly in instalments •You may be eligible for bursary funds – see website 	<ul style="list-style-type: none"> •If this is your first full L3 you could be eligible for fee remission based on evidence provided at enrolment •If not, you can apply for an Advanced Learner Loan or pay the fee yourself, possibly in instalments. •If you take out an Advanced Learner Loan you may be eligible for bursary funding – see website 	<ul style="list-style-type: none"> •If you are unemployed & on certain benefits* at the start of your course you could be eligible for fee remission •If the above does not apply you are required to pay fees, possibly in instalments •You may be eligible for bursary funds – see website 	<ul style="list-style-type: none"> •If you are studying a level 3 course you are required to pay fees, either through taking out an Advanced Learner Loan or paying the fee yourself, possibly in instalments •If you take out an Advanced Learner Loan you may be eligible for bursary funding – see website

* JSA, ESA & in the work-related activity group, Universal Credit in some circumstances, some other state benefits in certain circumstances.
 * Learners aged 19-24 with an Educational Health Care Plan or continuing from 2015/16 with high needs funded support and funded by the EFA will not be subject to a tuition fee.

Supporting documentation for fee remission must be provided to Registry prior to or at enrolment. Without necessary evidence, an invoice for the whole year will automatically be issued.

Details of financial help towards your course or associated expenses can be found at <https://www.gov.uk/further-education-courses/financial-help>.

For further information please contact Registry

1.4 Overseas Students

Writtle University College determines the tuition fee status of a student in accordance with UK Government legislation (Education (Fees and Awards) Regulations) which states that students who are classified as 'overseas' may be charged a higher level of fee than those classified as 'home' or 'EU' students. Assessments of the fee status are carried out on an individual basis and take into account the circumstances of each applicant. Assessments cannot be carried out until an application for admission has been made.

WUC uses a Fee Status Questionnaire (FSQ) to determine an applicant's fee status.

If a student is a national of any other country OR they have lived for a period of time in another country then they may be sent a Fee Status Questionnaire as part of the admission process.

Overseas Student Tuition Fees	Per Year
Full-time FE Courses	£9,000
Floristry courses subject to additional charge of	£700-£1,000
Additional FE Units	£310

For further information please contact Registry or Student Finance

1.5 Short Courses

WUC offers a range of short courses throughout the year. The courses are advertised on our website and in the local and specialist press and by poster. Leaflets describing the course content, duration and cost are available on request.

For further information please contact: shortcoursestraining@writtle.ac.uk

2 OTHER FEES AND CHARGES

2.1 Enrichment Contribution

All full-time students are subject to an Enrichment Contribution of £95 pa. (pro-rata for part time students)

The Enrichment Contribution supports a range of activities and services that enhances the students' learning experience and includes things such as enrichment trips and visits, gym membership, Students' Union memberships and minibus service.

2.2 Floristry

Separate arrangements apply to full-time floristry courses. Home and Overseas students are required to contribute between £233-£300 per term (£700-£1000 per year depending on course) towards the cost of supplying fresh materials and subsequent arrangements remaining in the ownership of the creators. Part-time floristry students pay approximately £20 per week for flowers ordered through WUC. Further information can be obtained from the Floristry Department.

2.3 Study Tours and Field Trips (All Full-time Students)

Some courses include a study tour or field trip as part of their approved programme of study. Participants are expected to contribute towards the cost of travel, meals and accommodation for their trip. The amount of the contribution required depends on the course and the destination of the visit.

2.4 Lockers (All Full-time Students)

A number of lockers are available for personal use by non-resident students for storage of books, clothing, etc. A charge of £10 for the year plus a £10 key deposit is required. The deposit is refunded when the key is returned.

FE £880 per standard unit

For students attending courses on a Full Time basis taking additional units/re-sits joining an existing class:

FE £300 per standard unit

3 FEES FOR ACCOMMODATION IN HALLS OF RESIDENCE

Room type	Hall	Total fees for session	Termly fees payable	
Large single en-suite	Tabor 2	£6,140	1 st Instalment	£2,250
			2 nd Instalment	£2,320
			3 rd Instalment	£1,570
Single with basin or Large single	Harvey	£5,090	1 st Instalment	£1,875
	Dent		2 nd Instalment	£1,920
	Strutt		3 rd Instalment	£1,295
Small single basic or Shared en-suite	Gill	£4,544	1 st Instalment	£1,680
	Strutt		2 nd Instalment	£1,712
	Tabor 2		3 rd Instalment	£1,152

An "Accommodation" guide is published and copies are available on the website, Moodle or from the Accommodation Office.

3.1 Contractual agreement

Students accepting the offer of a room in the halls of residence are required to enter into a contractual agreement with WUC.

3.2 Tariff of Charges

WUC staff are always willing to help and assist students where necessary, however, persistent

misdemeanours or breaches in WUC Regulations will be subject to the following charges.

Details	Tariff	Details
Lock out from room	£10 per time	Charge for repeated lock outs or calls after midnight.
Warden call out	£25 per time	Repeated, unnecessary or malicious call out of wardens after 11pm.
Key Replacement	£25	Charge per key. (No charge if keys returned within 7 days).
Lock Replacement	£75	Cost for replacement of lock/core (keys not included).
Excessive cleaning	£30	<p>Charge made per item for cleaning over and above normal cleaning requirements, including (but not limited to):</p> <ul style="list-style-type: none"> • Removal of rubbish above normal daily quantities • Washing up • Cleaning of left spillages (including those on hobs). • Deliberate damage • Carpet cleaning above normal wear and tear • Antisocial cleaning (vomit/urine/faeces)
Breach of Vehicle Regulations	£25 per offence	Persistent offenders will be subject to disciplinary action which may include a fine and/or vehicle ban.
Other breaches in Regulations for Students in Residence or any other WUC Regulations	<p>£25</p> <p>Admin charges will be added for repeated offences and/or non-payment of charge</p>	<p>Charges may relate to</p> <ul style="list-style-type: none"> • Excessive noise, especially before 8 am and after 11 pm or during exam times • leaving cycles in halls • unreasonable conduct or anti-social behaviour of student or their guest <p>or any other breaches in WUC regulations</p>

<p>Tampering with Fire Equipment or other breaches in matters relating to Health and Safety</p>	<p>£100 plus the cost of re-commissioning any fire equipment.</p>	<p>Tampering with any fire equipment (which includes propping open fire doors) is a criminal offence.</p> <p>Anyone found to be responsible will be asked to leave halls.</p>
<p>Damage to halls including communal areas</p>	<p>Cost of damages or replacement including labour and VAT</p> <p>+ £25 admin costs</p>	<p>Damages caused by a student's guest/s will be charged to the student.</p> <p>Charge to individual or to floor/flat/hall where after reasonable endeavour, WUC is unable to identify the individual/s responsible.</p>
<p>Labour costs</p>	<p>£25 per hour (minimum charge 1 hour)</p>	<p>Charges for work/labour over and above routine day to day requirements.</p>
<p>Smoking in non-designated smoking area</p>	<p>£50 (first breach)</p> <p>£100 subsequent breaches</p>	<p>Charge for being in breach of smoking laws and in breach of WUC Regulations.</p> <p>(note – residents risk losing their halls place if they smoke in or near halls of residence including entrances).</p>
<p>Non-payment of hall fees</p>	<p>Current Bank of England base rate + 2% on the amount owed or £25 whichever is the greater.</p>	<p>Charges imposed for non-payment of hall fees by the due date.</p>
<p>Administration charges for any of the above + excessive, repeated administration or workload</p>	<p>£25</p>	<p>Charges (per time) for costs involved in administration and investigation of incidents or in relation to any of the above.</p>

Administration charge for late payment of tuition fees	£25 for 2 nd and 3 rd reminder letters	Charges for costs involved in admin of reminders and chaser letters for non-payment of tuition fees.
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Students may be charged for the breach plus administration charges.

Where applicable, charges may be made to all residents in a hall/floor/flat where after reasonable endeavour; WUC is unable to identify the individual/s responsible. Students may be excluded from the charge if they are able to prove within 7 days of the breach they were not involved.

WUC has an appeal procedure. Details can be found in the Student Hand Books.

4 FINANCIAL REGULATIONS

4.1 Payment of Fees (All Students)

Students are responsible for paying their own fees unless they provide WUC with written confirmation that a third party will accept responsibility for the payment of such fees. This is usually in the form of a Financial Assessment notification or confirmation of sponsorship by employer, training organisation or government agency.

Students are expected to pay fees promptly, no later than the due date on the invoice. WUC reserves the right to levy an admin charge of £25 per reminder when invoices are not paid within 14 days of due date. (refer 3.3 - Tariff of Charges)

4.2 Sponsored Students (All Courses)

Those students who are sponsored by their employer, training organisation or a government agency, should arrange for a letter to be addressed to the Head of Registry, **prior** to registration confirming that they are sponsoring the student and will meet full fees.

An invoice will be sent to the sponsor, payment being required within 14 days of invoice date.

Where prior arrangements for payment by a sponsor have not been made, the student must, at registration, pay the fees due and reclaim the cost from his/her sponsor. (A receipt for fees paid can be supplied).

If a sponsor fails to pay within 30 days of invoice, then the student will become liable for the full cost of the fees and an invoice will be raised on the student.

4.3 Self-Paying UK and EU Students (Full-Time Courses)

Tuition fees are payable at or before Registration. Students will be registered only if the full fee is paid, except where payment by instalments have been authorised prior to the date of Registration. An application for payment by instalments is subject to Regulation 4.7.

4.4 Home/EU Students – Student Loans

A student receiving Student Finance England Financial Support should send the financial assessment letter, received from the SFE, to the Registry section at WUC as soon as possible

If after 30 days from Registration a financial assessment letter is not received and there is no evidence of an impending student loan, the student will be responsible for the immediate payment of the full tuition fees.

4.5 Overseas Students (All Courses)

Tuition fees are payable in full at or before Registration. Students will be registered only if the full fee is paid.

Where a student is sponsored by a government agency, British Council, or Overseas Development Agency, then written confirmation of third party fee liability must be submitted and agreed prior to the date of registration.

4.6 EU Students (All Courses)

Students from the European Union including Eire are subject to the same Financial Regulations as those governing UK students.

4.7 Payment by Instalments (Home/EU Students)

A deposit of one third of the fee is payable at or before Registration and the balance is payable in two equal instalments on the first day of spring term and the first day of summer term.

In exceptional cases, where the tuition fee is for a special category course, then the instalment terms may be varied at the discretion of the Student Finance Manager.

Where enrolment is not at the start of the academic year, then instalment dates may be varied with the first instalment due at Registration and the second and third instalments at dates determined by the Student Finance Manager.

Where a payment is not received on the due date as determined under sections above, the total debt becomes immediately due for payment. A surcharge will be made if invoices are not paid by the date specified on the invoice – (see 3.3 Tariff of Charges).

4.8 Payment Default (All Students)

If payment is not made within seven days of the date of the final reminder letter, WUC facilities may be withdrawn.

A student with outstanding tuition fees may be barred from classes and/or from having an award conferred.

Students may not be permitted to resume studies, or be recommended to a validating body for an award, if they are in debt to WUC or in breach of any WUC regulations. Details may be passed to debt collecting agencies if debts are not cleared within a reasonable time.

4.9 Tuition Fee Refunds (All Students)

Refund of fees will only be considered in the following circumstances:

Illness of a student which, on the basis of a Doctor's certificate, seems likely to disrupt or prevent continuity of that student's studies. (A refund will only be made in respect of unexpired weeks of the course)

Cancellation of the course by WUC. (A refund of tuition fees in full).

Refunds will not be made of elements of the total fee which are non-recoverable.

Any application for a refund should be made, in writing to the Student Finance Office. WUC reserves the right to make an administration fee charge of up to £250.

5 GENERAL ADVICE AND GUIDANCE

5.1 FE Bursary & Support Fund

Financial assistance is available to help students who are finding it difficult to commence, or continue their studies, due to financial hardship. Applications can be made by students who meet residency requirements, have a low household income and/or are facing financial difficulties. Levels of support vary on individual circumstances and each application is individually assessed. Assistance is not an entitlement and is subject to the availability of funds. To apply for support through the Further Education Support Funds (16-19, 19+ or 24+ Advanced Learning Loan Bursary and Free School Meal entitlement) you will need to complete and submit an application form (which are available in hard copy from the Learner Services Department or at <http://writtle.ac.uk/Financial-Hardship-Assistance>) to Learner Services, along with evidence of income or any benefits received and an academic member of staff's recommendation.

Vulnerable 16-19 year olds* studying / continuing in full time education are entitled to a £1,200 bursary funding per academic year. If you think you may be eligible for this funding, please contact Learner Services.

* Vulnerable 16-19 year olds includes learners:

- Aged 16-17 and 'In Care';
- Aged 16-18 and leaving the Care system;
- Aged 16-18 and in receipt of Income Support or Universal Credit;
- Aged 16-18 and in receipt of both Employment Support Allowance and Disability Living Allowance or Personal Independence Payment.

For further information, please email student.support@writtle.ac.uk or ring 01245 424200 ext 25686.

The Care to Learn scheme is available if you are aged under 20 years at the start of your FE course, to help pay for your childcare costs while you are learning. You can get:

- £160 per child per week if you live outside London
- £175 per child per week if you live in London

The childcare provider must be OFSTED registered.

For further details please telephone: 0800 121 8989 OR email: C2L@studentbursarysupport.co.uk

5.2 Other Financial Assistance

For information on financial assistance to support your learning please visit

<https://www.gov.uk/further-education-courses/financial-help>

5.3 Trusts and Charities

For up to date information, contact your Local Education Authority or your local library.

5.4 Insurance

You are strongly advised to insure your personal effects against loss or damage.

First of all check whether your family household contents insurance policy covers any items you bring with you to WUC. This may be the case under “All Risks” provision. If this is not the case, you will need to take out an additional policy.

You are also advised to insure yourself against personal accident and/or injury.

Students attending Equine courses will be aware that riding can present risks and that whilst WUC endeavours to provide suitable and safe horses it is strongly recommended that you take out your own personal accident insurance policy. BHS membership does provide third party public liability. It is also strongly recommended that students partaking in sports activities or sport related courses, should take out their own personal accident insurance policy, including adequate cover in the case of an accident that leads to permanent disability.

Information and leaflets from various Insurance Companies are available from the Accommodation Office, Room L24 in the main building.

5.5 Travel

Essex County Council Post 16 Transport Scheme for FE Students

Students will need to apply directly to Essex County Council for eligibility. Post-16 transport is available for students between the ages of 16 and 19. The application process differs depending on whether a student has been in receipt of a statement of special educational needs (SEN) up to and

including the age of 16. All students are required to apply for post-16 transport by completing the relevant application form.

Each council has its own transport policy, and the above information relates only to students living within Essex. We therefore suggest that you contact the council, specific to where you live to discuss schemes operating in your area.

Writtle University College Subsidised Minibus Service

WUC provides a transport scheme in some areas that is a direct alternative to public transport and is charged at a different rate.

The fee for the WUC Minibus Service is £1075.00 for the Academic Year 2016/17, which is split into three payments. £420.00 is payable on booking, second payment of £320.00 payable by the 7 November 2016 and the balance of £335.00 payable by 10 February 2017. Places on the minibus service are limited and allotted on a first come first serve basis with priority given to full time Further Education students aged between 16 to 19 years of age prior to the beginning of the first year of the course. This service operates during FE term dates only

Locations covered are

Sawbridgeworth/Bishops Stortford/Dunmow

Hornchurch/Roneo Corner/Romford/Harold Hill/Gallows Corner/Harold Hill

Epping/Harlow/Hatfield Heath

Southend/Rayleigh/Wickford

Grays/Chadwell St Mary/Linford/Stanford-le-Hope/Basildon

The above routes & locations may change or be discontinued depending on demand. For more information, contact our Transport Department or consult the website.

Minibus Service from Chelmsford Station to WUC and return

A minibus service is available at peak periods during FE term dates on a first-come first-served basis. There is no fee or need to book this service.

The service runs Monday to Friday at the following times:

Morning: 8:15 to 9:15 (12:30pm to 14:00 Wed only),

Evening: 16:15 to 17:15

Financial Assistance

Students who are experiencing financial difficulty with travel costs may apply for help from one of WUC's funding schemes. (Please see 5.1 and 5.2 for details). Students must have been refused assistance from their Local Authority.

Whilst WUC strives to provide minibus services for all students throughout Essex, it also reserves the right to withdraw any service should circumstances make that service untenable.

It is well worth applying for a YOUNG PERSONS RAILCARD. You can apply as long as you are a full-time student. It gives you about one-third off most fares.

You can apply for a one year National Express Coach NX2 Card which saves you about one-third of the fares on all long distance journeys.

If you want to travel the world, then the international student identity card is for you. The NUS Extra Membership, plus for an added fee you receive an ISIC card which entitles you to travel discounts worldwide.

Application forms for the above are available from the Students' Union office in the Main Building.

Scholar Season Tickets

Greater Anglia offer students of Writtle University College a discount on rail travel when travelling to WUC.

The guide below is designed to make purchases straightforward.

Tickets are:

- Available for purchase up to one month in advance
- Discounts 16-18 Inclusive – 50% off the Adult Rate
 19+ – 10% off the Adult Rate

- Validity of ticket options:-One Full Term OR Full Academic year through to July 2016

For more information, contact our Transport Department or consult the University College website.