



Writtle  
University  
College

**Further Education  
Regulations for  
Payment of WUC  
Fees and other  
Financial  
Information  
18-19**

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# 1 COURSE FEES

## 1.1 General

These notes are intended to provide help and guidance about payment of your fees.

Writtle University College sets course fees for one academic year at a time. It is usual for fees to increase each year. If your course lasts for more than one academic year, the fees due for your second and subsequent years of study may therefore be different to the fee advertised and charged for your year of entry and may be higher than for the first year.

When you register at WUC, you must have the funds to pay your fees or funding arranged (including tuition, accommodation and any other associated fees due to the University).

All course fees are payable before you start your course or if you are paying your own fees you may be eligible to join our scheme to pay in instalments over the year.

## 1.2 Full Time UK and EU Students

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

The full-time fee is charged for students who are aged 19 or older on 31 August within the 2018 to 2019 funding year (1<sup>st</sup> August 2018 to 31<sup>st</sup> July 2019) 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 Learner 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 course fees. The reduction does not extend to full cost courses.

**NB. No charge is made for course fees where students are attending full-time, funded courses and are under 19 years of age on 31 August 2018.**

**All full-time students are subject to the Enrichment Contribution of £95 (see Section 2 – Other fees and charges); this is *pro rata* for part time students.**

### **1.2.2 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.

### **1.3 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 2018/19 academic year
- b) Attendance details
- c) Course 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 Learner 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.

### **1.4 Fee Reductions**

All students aged 19 or over on 31st August 2018 in the year of commencing the course are required to pay course fees; however, some learners may be entitled to 100% reduction on course fees. The reduction does not extend to full cost courses.

Full details on eligibility for fee reduction can be found in the Education and Skills Funding Agency (ESFA) Funding Rules document at the web address <https://www.gov.uk/further-education-courses/financial-help>.

A summary can be seen below:

## Course Fee Guidance

I am a 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	What is a Full Cost course?
<ul style="list-style-type: none"> <li>• If you aged 16, 17 or 18 on 31 August 2018 and enrolling on an eligible course, you will not be required to pay tuition fees</li> <li>• If you wish to undertake a full cost course you will be required to pay the stated tuition fee.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>This is my first full level 2 qualification:</b></li> <li>• If you are 19-23 years old at the start of your course and this is your first full level 2 qualification, you may be eligible to receive funding and not have to pay tuition fees.</li> <li>• <b>I've already achieved a full level 2 qualification:</b> If you are 19-23 years old at the start of your course, have already achieved a full level 2 qualification or higher and are unemployed, you may be eligible to receive funding and not have to pay tuition fees.</li> <li>• <b>I have already achieved a full level 2 qualification and my gross annual salary is less than £15,736.50</b></li> <li>• If you are 19-23 years old at the start of your course, have already achieved a full level 2 qualification and your gross annual salary is less than £15,736.50, you could be eligible for funding.**</li> </ul>	<ul style="list-style-type: none"> <li>• <b>This is my first full level 3 qualification:</b></li> <li>• If you are 19-23 years old at the start of your course and this is your first full level 3 qualification, you may be eligible to receive funding and not have to pay tuition fees</li> <li>• <b>I've already achieved a full level 3 qualification:</b></li> <li>• If you are 19-23 years old at the start of your course and have already achieved a level 3 qualification or higher previously, you may be eligible for an Advanced Learner Loan.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>And I'm unemployed:</b></li> <li>• If you are 24+ and unemployed you may be eligible for funding and not have to pay tuition fees.</li> <li>• <b>My annual gross salary is less than £15,736.50:</b></li> <li>• If you are 24+ and your gross annual salary is less than £15,736.50, you could be eligible for funding.**</li> </ul>	<ul style="list-style-type: none"> <li>• If you are 24+ and looking to study a level 3 qualification, you may be eligible for an Advanced Learner Loan. This is regardless of employment status and whether you have already achieved a level 3 qualification.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Some of our courses are 'full cost course's which means they are not eligible for free tuition fees. Regardless of your age or previous achievement, if you are looking to do one of our full costs courses, you will need to pay the full cost of the course.</b></li> </ul>

\*JSA, ESA and in the work-related activity group, Universal Credit in some circumstances, some other state benefits in certain circumstances.

\*\*Evidence of your salary will be required as part of the enrolment process

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>.

## **1.5 International 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.

**For further information please contact Registry or Student Finance**

## **1.6 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](mailto:shortcoursestraining@writtle.ac.uk)

## **2 OTHER FEES AND CHARGES**

### **2.1 Accommodation**

The Accommodation Office provides advice and guidance on accommodation matters both on and off-campus, as well as processing halls applications and providing details of available off campus accommodation. Details of our fees can be found on our website <http://writtle.ac.uk/Hall-Fees>

Students accepting the offer of a room in the halls of residence are required to enter into a contractual agreement with WUC. You are required to pay your accommodation fees termly in line with your contract.

WUC staff are always willing to help and assist students where necessary, however, persistent misdemeanours or breaches in WUC Regulations will be subject to certain charges. More details can be found in the Residents Handbook <http://writtle.ac.uk/pdfs/5/Residents%20Booklet.pdf>

## **2.2 Enrichment Contribution**

All students are subject to an Enrichment Contribution. 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. For more details please contact [Student.finance@writtle.ac.uk](mailto:Student.finance@writtle.ac.uk)

## **2.3 Floristry**

Separate arrangements apply to full-time floristry courses. International students are required to contribute towards the cost of supplying fresh materials and subsequent arrangements remaining in the ownership of the creators. Part-time floristry students will pay weekly for flowers ordered through WUC. Further information can be obtained from the Floristry Department.

## **2.4 Study Tours and Field Trips**

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.

## **2.5 Student Identification Card (All students) and Lanyards**

These cards and lanyards are issued free and must be worn on campus as all times, but a charge of £10 is made in the event of the replacement of a student's identification card and lanyard. The card carries a picture, bar codes and other personal identification data.

## 3 FINANCIAL REGULATIONS

### 3.1 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. WUC reserves the right to levy an admin charge of £25 per reminder when invoices are not paid within 14 days of due date.

### 3.2 Payment Methods

WUC offers you a range of ways to pay your fees. Cheques should be made payable to Writtle University College. You can pay by Bank Transfer (Barclays Bank Chelmsford Sort Code 20-20-35 Account Number 50936146) please quote your name and student number, Cash at the Finance Office or Credit/Debit Card by telephoning our direct line on 01245 424207 or in person at the Finance Office.

### 3.3 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.

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

Course 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 3.8.



Based on a full year's course, if you withdraw within the first 6 weeks of your course start date you will not be charged. If however you withdraw after this period, the full amount of your first terms fees become payable if you withdraw in term 1, two thirds of your fee are payable if you withdraw in term 2 and if you withdraw in the final term, you will pay the full fee for the year.

### **3.5 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 course fees.

### **3.6 International Students (All Courses)**

Course 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.

### **3.7 EU Students (All Courses)**

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

### **3.8 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 course 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.

### **3.9 Payment Default (All Students)**

If you are experiencing difficulties in paying fees, you should make an appointment with the Student Finance Team ([student.finance@writtle.ac.uk](mailto:student.finance@writtle.ac.uk)) as soon as possible.

If you do not pay your tuition fees in accordance with this FE Regulation Policy the University College reserves the right to restrict access to WUC premises and facilities, to suspend or terminate your registration with the University College, to withhold your results and from having an award conferred.

Details may be passed to debt collecting agencies if debts are not cleared within a reasonable time.

### **3.10 Course 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 course 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.

## **4 GENERAL ADVICE AND GUIDANCE**

### **4.1 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. For more information, please contact

[student.finance@writtle.ac.uk](mailto:student.finance@writtle.ac.uk) or visit our website: <http://writtle.ac.uk/Financial-Hardship-Assistance>

## 4.2 Other Financial Assistance

For information on financial assistance to support your learning please visit

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

## 5 TRANSPORT

There are several transport options for students attending Writtle University College. The most popular are:

- Essex County Council Post-16 Transport Scheme for Further Education Students
- Writtle University College Subsidised Bus Service
- Mini-bus service from Chelmsford Station to Writtle University College

For more information, please visit <http://writtle.ac.uk/Transport>