



Fees Policy

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Policy Statement

Fees are set to ensure that when public funding is taken into account Greenbank College is able to at least cover the full costs of each programme of study.

Policy Objectives

- To ensure fees are set consistently, fairly and with transparency across the College
- To inform when and how College fees are payable
- To set the College's refund policy

National Framework

Greenbank's funding approach assumes that all students, other than those eligible for fee remission are charged a tuition fee as a contribution to or the whole cost of their study.

Policy

- College fees are set to comply with Government funded initiatives and in conjunction with public funding are designed to cover the full costs to the College of delivering education and training to students
- No element of the policy is to change more than once a year except where significant changes in Government policy will impact on the delivery of a programme
- The policy will be reviewed annually

Fees

- College fees are made up of several elements: tuition fees, awarding body registration, administration, examination or certification and other course related costs
- In addition, some courses require students to purchase special equipment, materials, uniforms or pay for external trips. Any equipment, materials, uniform etc becomes the property of the student at the end of the course as long as they have paid for it in full by their own means. Any property or goods purchased in whole or part using College hardship funds remain the property of Greenbank.
- College fees are payable in advance or by agreed instalments
- All fees must be paid before the student is entered for any examination or awarded any qualification
- The College sets specific fees for students who are ineligible for public funding

Any fee remission is detailed in annually with information supplied in course guides, the College website and a Course Fees exemption sheet.

Refunds

- The College operates a no refund policy for cancellations by students
- Where a student wishes to claim a refund on the grounds of quality this must be done under the Complaints Policy
- Where a course is cancelled by the College prior to the start date a full refund will be made in the same mode as the payment was received

Payment Methods

Payment is required in advance at the first session of learning. Payment can be made by Cash, Cheque, Debit or Credit Card.

Payment by Instalment

Students with course fees over £100 can pay by instalment providing an agreement is completed at the time of registration. Payment of instalments is by direct debit.

Debtors

If a student has not paid their fees in full at the end of the academic year then:

- Exam certificates will be withheld
- Assessed work will not be marked
- References for employment will not be issued
- The student will not be permitted to progress to the next year of study or enrol on further College courses.

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Agreed by Greenbank Board of Trustees



Dr Alan Irving, Chairman