



## POLICIES & PROCEDURES

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# Fees and Charges Policy 2025 - 2026

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<b>Policy Owner:</b>	Head of Finance and Governance
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## **1. Policy Aim**

- 1.1. The South West College aims to levy appropriate fees and charges for the provision of educational facilities and services to recoup a reasonable proportion of expenditure while acting in a fair and equitable manner towards existing and prospective students and other customers.
- 1.2. The policy is restricted to those facilities and services where the College is able to operate some discretion in the levying of charges. Therefore, the policy does not relate to the following:
  - Any subsidies, bursaries or exemptions as offered by the Department for the Economy, any other government agency or private benefactor.
  - Examination fees as charged by Awarding Bodies.
  - Financial support packages for students.
  - Loans or Grants as made available from the Student Loan Company or Education Authority (EA).
  - Those tuition fees established by external bodies, such as university.

## **2. Purpose**

- 2.1 The College has significant reliance on DfE for its principal funding source, largely from recurrent grants. In order to fully fund the provision of services there is a requirement to charge tuition fees payable by students, customers, and other services. Fees and charges are therefore an important source of income to the College, without which it would not be able to deliver the range of programmes, attract and retain high quality staff and invest in resources necessary to facilitate learning.

## **3. Scope**

- 3.1 The process of setting fees and charges takes into account all relevant direct costs and overheads and will take into consideration market forces, the College

Development Plan, target market, competitor analysis, skill shortages and other relevant factors such as equality issues and the prevailing economic climate. Through the setting of fees and charges the College seeks to make available a wide-ranging programme of further and higher education to support the local and regional economy.

- 3.2 The College has the power to set its own fees as laid out in the Partnership Agreement between the Department for the Economy (DfE) and South West College.
- 3.3 Tuition fees are set each year by the Finance & General Purposes Committee of the Governing Body and apply to the academic year beginning 1 August and ending on 31 July.
- 3.4 In reaching a decision as to appropriate fees and charges, the committee strives to ensure the financial viability of each course or programme, set against other sources of funding and the criteria as listed above (3.1), taking into account local circumstances.

## **4. Definitions**

In this policy, the following definitions apply:

### **4.1 Home Student**

Home students are defined in [FE Circular 05/22](#) as follows:

- UK nationals.
- Those settled in the UK (subject to the requirements set out in FE Circular 05/22).
- Republic of Ireland nationals (subject to the requirements set out in FE Circular 05/22).
- EU, other EEA and Swiss nationals and their family members who are covered by the Withdrawal Agreements (subject to residency requirements).
- UK nationals and their family members living in the EEA, Switzerland, and EU Overseas Territories (subject to the conditions set out in FE Circular 05/22).
  - Frontier workers as defined by FE Circular 05/22; and
  - Refugees and those set out in paragraphs 6, 7 and 8 of FE Circular 05/22.

Refugees are defined as those having been granted leave to remain in the UK by the Home Office.

#### 4.2 International Student

An 'international' student is one who does not satisfy the conditions for consideration as a 'home' student laid down by the Department for the Economy as per the DfE Circular.

#### 4.3 Asylum Seekers

- Asylum seekers are defined as those who have made an application to the UK Border Agency for refugee status.
- The specific residence requirements applicable to students attending a Further Education College to be eligible for "Home Fee" status are set out in the DfE circular FE 05/22 "Further Education Residency and Funding requirements".
- Eligibility requirements for access to English Speakers of Other Languages (ESOL) in Further Education Colleges are as specified in the DfE circular FE 10/22.

#### 4.4 Accredited Course

Accredited courses are those courses as defined on the Register of Regulated Qualifications (RRQ) and the Qualifications and Credit Framework (QCF) and the Prescribed List of Accredited Qualifications (PLAQ) as defined by DfE, or other courses approved by DfE including University validated courses.

#### 4.5 Additional or Other Costs may include:

- Examination and/or other external fees as charged by Awarding Bodies.
- Those tuition fees established by external bodies, such as a university, including any validation fees associated with a course of study.
- Additional charges levied for uniforms / kits / student trips etc.

## 5. Tuition Fees

5.1 Fees are chargeable in each year of study. Normally the fee takes into account the

number of taught hours, cost of materials and other direct costs associated with the programme. Charges are levied for the provision of other services by the College.

- 5.2 Fees charged for full time Higher Education courses shall be in accordance with the College's approved Widening Access and Participation Plan (WAPP).
- 5.3 Part-time course fees for vocational programmes are derived from the number of taught hours and may include other costs such as examination/registration/assessment/residential/materials. Part-time franchise courses (i.e. awarded by another external institution or organisation) are normally charged in accordance with the agreement with the external institution or organisation. The fees for part-time vocational courses (normally including examination fees) will be payable at the time of enrolment. These fees may be subject to change as advised by the external organisation.
- 5.4 Part-time course fees for non-accredited recreational courses will be based on cost recovery of relevant costs (including teaching time, room usage and any other direct costs) because the College does not receive any other funding in relation to these courses.
- 5.5 Fees for all other courses are based on the number of taught hours, cost of materials and other direct costs associated with the programme.
- 5.6 Tuition and Examination fees may be rounded up to the nearest £1 to facilitate administration of enrolment.
- 5.7 A programme of study can be delivered either face to face, blended or fully on-line.

## **6. Payment of Fees and Charges**

- 6.1 Payment of fees must be arranged prior to course commencement. Fees are payable in each academic year. Fees may be paid by cash, cheque, credit/debit card, direct debit or full fees paid electronically through EBS at the time of on-line enrolment

(Appendix 1).

- 6.2 Collection Of Student Debt – Responsibility for ensuring that debts are paid rests with the individual student. Students can now view account balance on EBS Prospect. Reminder Letters will be sent to students who owe money to the College and where non-payment or default arises, a referral to a debt collection agency may take place and legal proceedings may be taken to recover the outstanding fees together with any administrative costs, in accordance with the College’s Credit Control and Debt Management Policy.
- 6.3 Sponsors – If the student is sponsored by any organisation or employer then an Employer Fee Confirmation form should be completed (Appendix 3) or a letter of confirmation or a purchase order is required at the time of enrolment to enable enrolment and registration to take place. Relevant documentation must be uploaded to EBS on registration. Organisations and employers who sponsor students are liable for the full cost of the course fee. Late payers may be charged interest and non-payers may have legal proceedings taken against them to recover the outstanding fees together with any administrative costs. Any charges levied by external organisations in connection with late payment of fees will be passed on directly to the student.
- 6.4 Direct Debit – Arrangements are available to facilitate direct debit payment (Appendix 4) by instalment for self-paying students as follows:

Students paying tuition fees:

- £201 - £400 are required to pay 25% deposit at the time of enrolment and the remainder in 3 instalments.
- greater than £400 must pay deposit of 25% and the remainder in 4 instalments.

The deposit will be due at time of enrolment, in the form of cash, cheque or credit/debit card and the balance will be collected by direct debit on the agreed dates. Students must complete the necessary Direct Debit Mandate at the time of enrolment.

- 6.5 Exceptional Circumstances Payment Plan Form – (Appendix 4B)

In exceptional circumstances where a student is not able to pay in full or by direct debit

a payment plan will be agreed on an individual basis. Terms are agreed with the student and the Exceptional Circumstances Payment Plan Form (Appendix 4B) is completed and signed by both the student and a member of staff. Payments will be collected in line with the proposed payment terms and the form will only be held for the duration of the payment agreement. Forms will be kept in a locked safe and disposed of when the final payment has been collected.

## 6.6 Student Finance – FT HE

- Fees payable by the Student Loans Company are paid directly into the College bank account. It is the responsibility of students to ensure that all relevant paperwork has been completed, uploaded to SLC Portal and confirmation received before informing the College that they are supported.
- In the event that the Student Loans Company refuses to support a student, the student will be required to pay the full fee. Students must complete a Statement of Payment Arrangements form (Appendix 5) committing to meet any shortfall in fees payable.
- PT HE – The College will facilitate the administration of part-time higher education student grants through the Education Authority loan and/or the Student Loans Company in so far as to advise the student to apply on-line.
- At the discretion and approval of the relevant Manager, a student may complete the Statement of Paying Arrangements form due to exceptional circumstances.

6.7 Charges will be levied in accordance with contracts or agreements in line with the College's credit control arrangements. This will normally involve the issue of an invoice to the customer detailing the charges to be paid and credit terms. VAT will be charged where appropriate in accordance with HM Revenue and Customs guidelines and determinations.

## 7. **Concessions, Discounts & Bursaries**

7.1 The Senior Management Team of the College will determine the application and value (up to a maximum of 50%) on the tuition fee element of any concessionary fees made

available to individual self-paying students for a range of further education vocational courses. The schedule for those who currently qualify for concessionary rates is shown in Appendix 6. Evidence of entitlement will be required to be uploaded on EBS at the time of on-line enrolment.

7.2 The College reserves the right to introduce bursaries, offer concessions, vary the prices charged and rates within the Fees Schedule during the financial year.

7.3 Discount arrangements may be offered at the discretion of the Senior Management Team of the College.

#### 7.4 Staff Discount

Course Type	Discount
Accredited and non-accredited courses provided that the minimum class size (paying full fee) has already been enrolled	60%

*Table 1 Rates of staff discount*

*Note: Discounts are only applicable to tuition fees. Discounts are not applicable to examination or other costs included in the overall course fee.*

7.5 The College aims to market programmes where there is a clear demand and the appropriate resources available to deliver the course, hence minimising the necessity to cancel courses and the associated administrative efforts involved in processing refunds.

7.6 Similarly, the College wishes to encourage commitment and maintain course delivery. Course fees are non-refundable, except when a course is cancelled by the College due to insufficient enrolment numbers. In this case, students will be entitled to a full refund.

7.7 In exceptional unforeseen circumstances, such as a medical or Access NI reason, a refund request may be considered. However, if a student has been registered for examination, some Awarding Bodies do not offer refunds and therefore only tuition fee may be refunded. An administration fee of £20 will be charged per refund generated.

7.8 The College's policy on refunds, as set out in Appendix 7, is clearly documented in relevant College publications and on SWC Website.

7.9 The Principal and Chief Executive has the discretion to waive fees in exceptional circumstances.

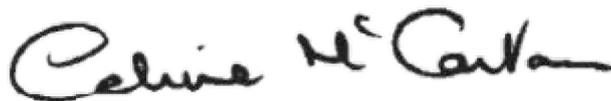
## 8. Customer Enquiries

8.1 Any individual or organisation wishing to make a complaint with respect to any aspect of the College Fees & Charges Policy can do so under the College General Complaints Procedure.

## 9. Review and Monitoring

9.1 The College Fees & Charges Policy will be monitored on an annual basis. The College will ensure adequate resources are made available to promote the policy effectively.

**Signed Principal and Chief Executive:**



**Date:**

05.02.25

**Signed Chair of the Governing Body:**



**Date:**

05/02/2025

*Every effort is made to ensure the accuracy of the information contained in this policy. South West College, however, reserves the right to alter or delete any of the details without prior notice and it shall not be bound by any errors or omissions and cannot accept liability in respect thereof.*

## Appendix 1 – South West College Annual Tuition Fees and Charges Schedule 2025 – 2026

### 1.0 FULL TIME ACCREDITED COURSES

	TITLE	FEES/CHARGES
	<b>Higher Education Programmes - HOME STUDENT</b>	Per annum
1.1	Honours Degree Programme	£4,800
1.2	Higher National Diploma	£2,800
1.3	Higher National Certificate *Rate agreed for Pearson BTEC Level 4 Higher National Certificate in Healthcare Practice	£2,800 *£1,500
1.4	Foundation Degree <ul style="list-style-type: none"> <li>▪ University of Ulster</li> <li>▪ Queens University Belfast</li> <li>▪ Open University</li> </ul> <ul style="list-style-type: none"> <li>➤ Open University Pre-Nursing HE Certificate L4 (Proposed)</li> <li>➤ Queens University Belfast Foundation Degree in Early Childhood Studies with Stranmillis</li> </ul>	£2,800 £2,800 £2,800  £2,800 £3,167
1.5	<b>Higher Education Programme - INTERNATIONAL STUDENT</b> Foundation Degree Honours Degree (Top Up) 1 Year	£6,500 £9,500
1.6	<b>Further Education Programme - HOME STUDENT</b> Eligibility criteria applies in line with <a href="#">Learning for free   nidirect</a> Home student (16 years or before 01 July 2024 up to the age of 19) attending a full time Further Education course with no existing Level 3 qualification Full Time age restriction applies in line with FE grant. If FE grant recipient, then no fees.  Any student over 19 with an existing Level 3 qualification (2 A Level equivalent) Any student over 25 years old will be considered on an individual basis. (If a student does not have GCSEs, A levels or equal qualifications, the student may be able to study a FE course without having to pay tuition fees. If student is 25 years old or under and applying for a FE course which leads to their first full Level 3 qualification, no fees will be applicable)	£NIL £NIL  £560 £560
1.7	<b>Further Education Programme - INTERNATIONAL STUDENT</b>	£3,500

## 2.0 PART TIME HIGHER EDUCATION ACCREDITED COURSES - HOME STUDENT

	TITLE	FEES/CHARGES
2.1	Queens University Belfast Honours Degree – per module	£330
2.2	Ulster University Honours Degree per module (20 credits)	£330
2.3	Open University Honours Degree – per module (20 credits)	£330
2.4	Honours Degree Dissertation (40 credits)	£660
2.5	Queens University Belfast Foundation Degree – per module	£285
2.6	UU Foundation Degree – per module	£285
2.7	OU Foundation Degree – per module	£285
2.8	WBL Module Level 5 (40 credits) (2 x £285)	£570
2.9	Higher National Diploma	£750
2.10	Higher National Certificate	£695
2.11	Higher National Certificate Fast Track (1 year)	£1,200
2.12	Other Higher Education Programmes - per hour	£3.40
2.13	Part Time HE Other Courses	£11 per hour + Awarding Body Exam Fees
2.14	Ulster University Certificate in Counselling Studies	£510

## 3.0 PART TIME – ACCREDITED COURSES - ACCESS TO HIGHER EDUCATION

	TITLE	FEES/CHARGES
3.1	Access courses	£560

## 4.0 PART TIME ACCREDITED COURSES

	TITLE	FEES/CHARGES
4.1	Course Duration – HOME STUDENT Daily Rate /up to maximum of 5 days	*£1.80 per hour £55 per day
4.2	Course Duration – INTERNATIONAL STUDENT	£8.00 per hour + Awarding Body Exam Fees
	<i>Specific Part Time course costings:</i>	<i>See Appendix 1B</i>

## 5.0 PART TIME NON-ACCREDITED COURSES

	TITLE	FEES/CHARGES
5.1	Non –Accredited Courses (Minimum class size of 10)	£4.80 per hour
5.2	Part-time Accredited Course On-line	£9.00 per hour

## 6.0 OTHER COURSES

Asylum seekers, refugees and persons granted Humanitarian Protection are eligible for free access to ESOL provision. If they wish to access other FE provision, home fees will apply.

	TITLE	FEES/CHARGES
6.1	ESOL courses Involves initial assessment and streaming into: Entry Level 1 / Entry Level 2 Entry Level 3 / Level 1 / Level 2 (includes course fee, assessment, and materials) ESOL Module (Single)	£147  £68
6.2	SLDD/SEN Courses	0.90p per hour
6.3	Coded Welding	£200 per hour
6.4	On-Line Blended Courses	£100 per hour

## 7.0 BUSINESS AND INDUSTRY SUPPORT

	CHARGE OUT RATES	
7.1	Bespoke Provision Delivery of non-DFE funded provision including Research, Development, and Innovation projects	£80 + VAT per hour

## 8.0 OTHER COLLEGE CHARGES

8.1	CHARGE FOR HIRE OF FACILITIES <sup>1</sup>	Per day	Per hour	Per ½ day
	▪ Large space (Central Hall / Lecture Theatre)	£250	£40	-
	▪ Meeting space (Boardroom, Conference room)	£140	£25	-
	▪ Classroom/Meeting room/Skills room	£70	£20	-
	▪ CREST Centre Passive Pavilion	£350	-	-
	▪ CREST Centre Passive Hall	£230	-	-
	▪ Hire of College Mini Bus and Driver (plus	£155	-	£90

<sup>1</sup> In principle, College activities should take precedence over external use of facilities, except where there is an event of strategic importance to the College. These prices may be further developed to reflect facilities available at each campus. A standard booking form should be completed in connection with hire of College facilities. Catering services should be recharged in full.

The CE/DCE have the discretion to waive or reduce above charges in exceptional circumstances.

	additional cost of fuel per mile)			
8.2	<b>Restaurant Sales</b> Charges will be made to customers in College Training restaurant facilities relative to the menu and service provided as agreed by the Head of Department. Where appropriate, these services will be subsidised to reflect the training nature of the provision.			
8.3	<b>Hairdressing and Beauty Salon Sales</b> Charges will be made to customers in the College training salons relative to the service provided as agreed by the Head of Department. These charges will be discounted on normal market prices to reflect the training nature of the provision.			

## 9.0 EXAMINATION CHARGES

	TITLE	FEES/CHARGES
9.1	Administration fee – per entry	£5
9.2	FT FE/WBL Candidate Online Testing – Resit 1 <sup>st</sup> attempt	No Charge
9.3	PT Candidate Online Testing – Resit 1 <sup>st</sup> attempt	AO* charge applied (if applicable)
9.4	PT Candidate Written Exam – Resit 1 <sup>st</sup> attempt	AO* charge applied (if applicable)
9.5	All Online/Written Resit 2 <sup>nd</sup> attempt	AO* charge applied (if applicable)
9.6	External Candidate Fee	£75

\*Awarding Organisation

## 10.0 OTHER FEES & CHARGE ARRANGEMENTS

	TITLE	FEES/CHARGES
10.1	Administration fee for Refunds (at discretion of HOD).	£20
10.2	Other invoice charges will be raised in relation to projects/work packages; reimbursement of salary or other costs.	At Actual Cost
10.3	Course Materials / PPE / Equipment to include any other related costs.	At Actual Cost
10.4	School Partnerships – Entitlement Framework Charge as per regional agreement.	£70 per hour
10.5	Failed Direct Debit Payments.	£10

## 11.0 HIGHER EDUCATION TUITION FEE LIABILITY

Students who withdraw from or go on a Leave of Absence will be charged a tuition fee as detailed below. The exception is that new students only with an intake year of 2025/26 will not be liable for any tuition fees for that academic year if they withdraw within 14 days of completing registration.

<b>Withdrawal Dates</b>	<b>Fee Liability</b>
From the first day of the first term	25%
From the first day of the second term	50%
From the first day of the third term	100%

## 11.1 RESIT / RESUBMIT

HE Tuition Fee Resit	
Resit Full Year	Tuition Fees as per 1.1 – 1.5
Resit per Module (FT & PT)	Tuition Fees as per 2.1 – 2.8
Examination Resit	
Resit (due to exceptional circumstances - evidence required)	No charge
Resit (No exceptional circumstances)	£50 per module
Resubmitting Modules	
Resubmitting Module with attendance	Tuition Fees as per 2.1 -2.7
Resubmitting Module without attendance	£50 per module

## Appendix 1B – Specific Part-time Course Costings

Course Title	Fee Amount	Dept	EBS Code	LVL
Mandarin Chinese	£110	CBS	0982	0
City & Guilds Level 2 Diploma in Health and Social Care	£800	HLP	2881	2
City & Guilds Level 2 Diploma in Heavy Vehicle Maintenance and Repair	£750	SCT	2458	2
City & Guilds Level 2 Diploma in Light Vehicle Maintenance & Repair	£750	SCT	2759	2
City & Guilds Level 3 Award in Initial Verification of Electrical Installations	£375	SCT	3195	3
City & Guilds Level 3 Diploma for Childrens Care Learning and Development	£1,035	HLP	3104	3
City & Guilds Level 3 Diploma in Light Vehicle Maintenance and Repair	£750	SCT	3178	3
City & Guilds Level 3 Diploma in Health and Social Care	£1,010	HLP	3878	3
Welding Certification (EN ISO 9606-1)	£320	EIC	3001	3
Accounting Technicians Ireland L4 Certificate	£530	CBS	4373	4
Active IQ Sport L4 Strength and Conditioning	£670	HLP	4617	4
City & Guilds L 4 Certificate in Advanced Automotive Diagnostic Techniques	£530	SCT	4409	4
City & Guilds Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes	£735	HLP	4800	4
City and Guilds Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice	£735	CBS	4782	4
NOCN Level 4 BIM/Revit	£325	SCT	4011	4
OCN NI Level 4 Award in Social Media and Digital Marketing	£215	EIC	4436	4
OCR Level 4 Certificate in Administration (Business Professional)	£645	CBS	4897	4
VTCT Level 4 Certificate in Sports Massage Therapy	£455	HLP	4485	4
Accounting Technicians Ireland L5 Certificate	£530	CBS	4373	5
CIPD Level 5 Associate Diploma in People Management	£680	CBS	5031	5
ILM Level 5 Certificate in Leadership and Management	£315	CBS	5547	5
ILM Level 5 Diploma in Leadership and Management	£520	CBS	5560	5
ILM Level 5 Diploma in Leadership and Management TOP-UP	£375	CBS	5560	5
IMI Level 5 Diploma in Automotive Management	£430	SCT	5534	5
NCFE CACHE Level 5 Diploma in Leadership for Children's Care Learning and Development (Management)	£1,145	HLP	5308	5
Passivhaus Designer Course	£1,200	SCT	4043	5
Passivhaus Trades	£700	SCT	4039	5
VTCT Level 5 Certificate in Sports Massage Therapy	£470	HLP	5258	5
ACCA Applied Skills	£320	CBS	6019	6
ACCA Professional	£375	CBS	7001	7
Work Based Learning Trade Areas Level 2/3 (Year 1)	£750	SCT	-	2/3
Work Based Learning Trade Areas Level 2/3 (Year 2)	£450	SCT	-	2/3
Work Based Learning Trade Areas Level 3 (Year 2 Dental Nursing half year only)	£300	SCT	-	3
Work Based Learning Trade Areas Level 2/3 (Year 3) Electrical/Gold Engineering	£450	SCT	-	2/3
Work Based Learning Trade Areas Level 3 (Year 4 Electrical)	£1,000	SCT	-	3

## Appendix 2 – Fee Payment Arrangements

Fee payment arrangements are outlined on the College website under “Financial Guide to Fees” <https://www.swc.ac.uk/student-life/finance/financial-guide-to-fees>.

### Fees

All course fees must be paid at the time of enrolment, or arrangements should be put in place to pay by instalments (see below). The full fee includes tuition, registration, and examination fees, where relevant. Depending on the student circumstances they may be entitled to a reduced (concessionary) fee. Reduced fees are applied to the cost of tuition only.

If a student fails to enrol before the Awarding Body deadline a late fee may be incurred for which a student will be liable.

### Tuition and Exam/Registration Fees

The tuition fee covers the cost of delivering the course. The exam/registration fee is collected by the College and passed on to the Awarding Body. It covers examination, assessment, and certification costs. Exam/registration fees, if applicable, are payable at time of enrolment, unless the student qualifies for an instalment plan.

### Material Fees

Some courses may have additional fees for materials, uniforms, kit, and other items.

### Resit Fees

Students will be liable for any resit fees if applicable, these will be notified to the student by the tutor and must be paid by the relevant deadline.

### Payment

- Payment made in full.  
Annual course fees can be paid by logging on to student EBS Online admissions Portal.
- Payment made in instalments.

This option requires a deposit of 25% of the annual course fee, plus completion of a

direct debit mandate form which enables the balance to be paid in three or four instalments (depending on the overall tuition fees) throughout the academic year (refer to Table 1).

Students paying tuition fees that are:

1. £201 - £400 are required to pay 25% deposit at the time of enrolment and the remainder in 3 instalments
2. greater than £400 must pay deposit of 25% and the remainder in 4 instalments.

### Fee Refunds (See Appendix 7)

**Table 2 Summary of direct debit payment requirements**

FULL FEE	PAYABLE	NO OF INSTALMENTS	MINIMUM MONTHLY DIRECT DEBIT
Less than or equal to £200	Full Fee Payable via Worldpay	N/A	N/A
£201 - £400	25% Deposit	3	£50
Greater than £400	25% Deposit	4	N/A

Course fees are non-refundable except when a course is cancelled by the College due to insufficient enrolment numbers. In this case students will be entitled to a full refund. In exceptional unforeseen circumstances a refund request may be considered. However once registered, some Awarding Bodies do not offer refunds. An administration fee of £20 will be charged per refund generated.

*Refund Request Form must be completed and forwarded to South West College Finance Department, 2 Mountjoy Road, Omagh, Co Tyrone BT79 7AH or email a scanned/photographed copy to [accountsreceivable@swc.ac.uk](mailto:accountsreceivable@swc.ac.uk)*

### Fees Paid by an Employer

If an employer is paying for a course a SWC Employer Fee Confirmation Form (Appendix 3) or email from employer must be completed and uploaded on the Portal on application stating their commitment to paying such fees, giving Name and Address for invoicing purposes.

### Instalment Plan

Courses with a total fee in excess of £200 can be paid in instalments. A 25% deposit is required before commencement of course and the required balance in 3 or 4 equal instalments as per table above.

Instalments must be set up via Direct Debit. Payments will be debited on or about the 5th of each month, commencing the month after enrolment.

*Completed Direct Debit forms must be submitted at the college course induction sessions, or returned by post to - Finance Department, 2 Mountjoy Road, Omagh, Co. Tyrone BT79 7AH.*

### Further Education (FE) Award

If students are in receipt of an FE Grant from the Education Authority (EA) a copy of the award letter from the EA must be uploaded to the Portal at **the time** of application. Funding from the Education Authority (EA) closes at the end of December. Any enrolments after this date will not be considered and students will be liable for the full cost of tuition/examination fees.

### Reduced Fees

A number of part time course are offered at a 50% discount for selected individuals. Concessions are applied to course fees only and excludes examination and other costs. Depending on the personal circumstances, students may be eligible for a reduced tuition fee. If a student qualifies, they must provide evidence at the time of application (current letter or proof of date of birth), or a completed Authorisation form signed by the local benefits office.

Category of benefit	Evidence Required
Guaranteed Pension Credit	YES
Rate Relief or Rate Rebate, Working Tax Credit or Child Tax Credit (with an annual taxable income below the qualifying threshold as stated by HMRC)	YES
Income Related Employment and Support Allowance	YES

Category of benefit	Evidence Required
Income Support	YES
Universal Credit where total income is confirmed as below the NHS Exemption Certificate qualifying threshold).	YES
Income based Jobseekers Allowance	YES
Full Time Student in SWC	YES

**Table 3 Categories of benefits with entitlement to reduced fees.**

Students aged 18 years or over and experiencing financial hardship may apply to the Hardship Fund for financial assistance. Assistance from the hardship fund is means tested and can only be provided once all other sources of funding have been exhausted. Forms will be available from mid-September 2024.

### **Courses that last for more than one year**

Students must re-enrol and pay relevant fees for any further year(s) of study. Tuition fees are advertised on a yearly basis for courses of two or more years' duration.

# Appendix 3 – South West College – Tuition Fee Agreement



APPENDIX 3

## SOUTH WEST COLLEGE – TUITION FEE AGREEMENT

### EMPLOYER FEE CONFIRMATION FORM

THE STUDENT NAMED BELOW HAS INFORMED THE COLLEGE THAT YOU WILL BE RESPONSIBLE FOR PAYMENT OF HIS/HER COURSE FEES, EXAMINATION FEES AND REGISTRATION FEES.

Please complete and return to the Admissions Office together with the student's enrolment form.

STUDENT'S NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_/\_\_/\_\_

COURSE TITLE: \_\_\_\_\_

THIS SECTION MUST BE COMPLETED

EMPLOYER NAME: \_\_\_\_\_

EMPLOYERS ADDRESS: \_\_\_\_\_

EMPLOYER EMAIL ADDRESS: \_\_\_\_\_

I/We hereby agree to pay course fees of \_\_\_\_\_

I/We hereby agree to pay total examination/registration fees to be determined

#### INVOICE ADDRESS IF DIFFERENT FROM ABOVE

ADDRESSEE: \_\_\_\_\_

EMPLOYERS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

OFFICIAL POSITION: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# Appendix 4 – Direct Debit Form



## Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form including official use box using a ball point pen and send it to:

[South West](#) College  
 2 Mountjoy Road  
 Omagh  
 Co Tyrone  
 BT79 7AH

Service user number

9	6	0	5	6	8
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Name(s) of account holder(s)

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Bank/building society account number

--	--	--	--	--	--	--	--	--	--	--	--

Branch sort code

--	--	--	--	--	--

Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

FOR ~~SOUTH WEST~~ COLLEGE OFFICIAL USE ONLY  
This is not part of the instruction to your bank or building society.

**Instruction to your bank or building society**  
 Please pay [South West](#) College Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with [South West](#) College and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

Reference

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Banks and building societies may not accept Direct Debit instructions for some types of account

DD11

This guarantee should be detached and retained by the payer.

### The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit South West College will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request South West College to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by South West College or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
  - If you receive a refund you are not entitled to, you must pay it back when South West College asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

**Appendix 4B – Exceptional Circumstances Payment Plan Form**



**APPENDIX 4B**

<p><b>PAYMENT PLAN FORM</b></p> <p><b>*EXCEPTIONAL CIRCUMSTANCES ONLY*</b></p>
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DETAILS			
<b>STUDENT NAME:</b>			
<b>STUDENT ID:</b>			
<b>ADDRESS &amp; CONTACT NUMBER:</b>			
<b>COURSE OF STUDY:</b>			
<b>TOTAL FEES:</b>			
<b>PROPOSED PAYMENT TERMS:</b>			
<b>EXCEPTIONAL NATURE OF REQUEST:</b>			
<b>CARD DETAILS:</b>			
NAME OF CARD HOLDER:			
16 DIGIT CARD NO:			
EXP DATE:			
3 DIGIT SECURITY CODE:			
<p><b>I CONSENT FOR SWC TO HOLD MY CARD DETAILS FOR THE DURATION OF PAYMENT AGREEMENT. I CONSENT TO DISCHARGE PAYMENT OF THE ABOVE TUITION FEES IN ACCORDANCE WITH THE PROPOSED TERMS SET OUT ABOVE. I UNDERSTAND THAT NON-PAYMENT MAY AFFECT MY SUBSEQUENT PARTICIPATION ON THE COURSE AND THE AWARD OF MY QUALIFICATION</b></p>			
<b>SIGNED (STUDENT):</b>		<b>DATE:</b>	
<b>SIGNED (SWC STAFF):</b>		<b>DATE:</b>	

## Appendix 5 – Statement of Payment Arrangements Exceptional Circumstances

<b>DETAILS</b>	
<b>STUDENT NAME:</b>	
<b>STUDENT ID:</b>	
<b>ADDRESS:</b>	
<b>COURSE OF STUDY:</b>	
<b>COURSE REF:</b>	
<b>TOTAL FEES:</b>	
<b>PROPOSED PAYMENT TERMS:</b>	
<b>EXCEPTIONAL NATURE OF REQUEST:</b>	
<b>STUDENT DECLARATION:</b>	I hereby undertake to discharge payment of the above tuition fees in accordance with the proposed terms set out above. I understand that non-payment may affect my subsequent participation on the course and the award of my qualification.
<b>SIGNED (STUDENT):</b>	
<b>SIGNED (LECTURER):</b>	
<b>APPROVED (MANAGER/HEAD OF DEPARTMENT):</b>	
<b>INVOICE DETAILS:</b>	

## Appendix 6 – Concessionary Fee Policy

A reduction of tuition fees, up to a maximum of 50% may be allowed to students participating in Accredited courses who meet residency requirements and are in receipt of a means-tested benefit:

<b>CATEGORIES FOR TUITON FEE CONCESSIONS FOR ACCREDITED COURSES</b>	<b>CONCESSION APPLICABLE (Tuition Fee Reduction)</b>	<b>EVIDENCE REQUIRED</b>
Guaranteed Pension Credit	Up to maximum of 50%	YES
Rate Relief or Rate Rebate Working Tax Credit or Child Tax Credit (with an annual taxable income below the qualifying threshold as stated by HMRC)	Up to maximum of 50%	YES
Income Related Employment and Support Allowance	Up to maximum of 50%	YES
Income Support	Up to maximum of 50%	YES
Universal Credit where total income is confirmed as below the NHS Exemption Certificate qualifying threshold)	Up to maximum of 50%	YES
Income based Jobseekers Allowance	Up to maximum of 50%	YES
Full Time Student in SWC	Up to maximum of 50%	YES

The College requires documentary evidence from the student at the time of enrolment to prove entitlement under the above criteria. Students in receipt of other benefits are not entitled to reduced tuition fees unless they can demonstrate financial difficulty or hardship.

Concessionary fees are not available in respect of Higher Education Courses, which are franchised from other organisations. Students should apply to the Student Loans Company, Student finance, Hardship funds and to other bursary providers for assistance with tuition fees.

## **Appendix 7 – South West College Refund Policy**

The College will make every endeavour to run courses and programmes which are advertised; however, all courses are required to have a minimum number of students in order to contribute to operating costs. In some circumstances classes may be combined to improve class sizes, in some cases the College regrets that classes may have to be cancelled due to lack of demand. Refunds of fees for such courses will be issued within six weeks of the date the course was due to commence.

Students enrolling on any course can cancel or transfer within 14 days of enrolment (booking the course) and receive a full refund of payments made or the difference in payment due, if transferring to another course.

If a student decides to withdraw from a course then a refund will not be granted unless the withdrawal falls under medical or Access NI grounds. A refund will be considered on verification of a doctor's certificate or relevant Access NI documentation.

The Principal & Chief Executive and /or the Director of Curriculum have the discretion to consider refund requests in unforeseen exceptional circumstances only.

Requests for refund of fees in such exceptional circumstances should be made by completing a Refund Request Form (Appendix 7B). An administration fee of £20 will be charged per refund generated.

**Appendix 7B – Refund Request Form**

**Student Name/Student ID** \_\_\_\_\_

**Student Address:** \_\_\_\_\_

\_\_\_\_\_

**Course Title:** \_\_\_\_\_

**Location / Campus:** \_\_\_\_\_

**Course Tutor:** \_\_\_\_\_

**Last Date of Attendance:** \_\_\_\_\_

**Reason for Refund Request:** \_\_\_\_\_  
(please attach Doctor's certificate if applicable)

**Amount Paid at time of enrolment:** \_\_\_\_\_

**Payment by Instalments:** \_\_\_\_\_  
Yes \_\_\_\_\_ No \_\_\_\_\_

**Signature of Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Bank A/c Number:** \_\_\_\_\_

**Student Bank Sort Code:** \_\_\_\_\_

**REFUND REQUEST - TO BE FORWARDED TO FINANCE DEPT, OMAGH OR SCAN TO**  
[ACCOUNTSRECEIVABLE@SWC.AC.UK](mailto:ACCOUNTSRECEIVABLE@SWC.AC.UK)

**Approval/Decline by Head of Finance or Director of Curriculum** \_\_\_\_\_

**Narrative:** \_\_\_\_\_

**Finance Signature/Date:** \_\_\_\_\_

## Change Log

Location	Change from deletion/addition	Change to
6.3	Sponsors	Changed from Appendix 2 to Appendix 3
6.4	Direct Debit	Changed from Appendix 3 to Appendix 4
6.5	Payment Plan Form	Payment Plan Form details added
6.6	Student Finance – FT HE	Changed from Appendix 4 to Appendix 5
7.1	Concessions	Changed from Appendix 5 to Appendix 6
7.8	Refunds	Changed from Appendix 6 to Appendix 7
Appendix 1 1.0 Full Time Accredited Courses	1.1 Honours Degree 1.2 Higher National Diploma 1.3 Higher National Certificate 1.4 Foundation Degree 1.6 Further Education Programme – HOME STUDENT	Honours Degree changed from £4750 to £4800 Higher National Diploma/Certificate and Foundation Degree changed from £2700 to £2800 QUB FD in Early Childhood Studies added Changed from £525 to £560
Appendix 1 2.0 Part Time Higher Education Accredited Course – HOME STUDENT	2.1/2.2/2.3 Honours Degree 2.4 Honours Degree Dissertation 2.5 /2.6/2.7 Foundation Degree 2.8 WBL Module Level 5 (40 credits) 2.9 Higher National Diploma 2.10 Higher National Certificate 2.11 Higher National Certificate Fast Track (1 year) 2.12 Other Higher Education Programmes – per hour 2.13 – 2.16 from 24/25 2.13 Part Time HE Other Courses 2.14 Ulster University Certificate in Counselling Studies	Module price changed from £310 to £330 Changed from £620 to £660 Module price changed from £265 to £285 Module price changed from £265 to £285 Changed from £700 to £750 Changed from £650 to £695 Changed from £950 to £1200  Changed from £3.20 to £3.40  Removed as duplicates Changed from £10 to £11 Added to 2.0
Appendix 1 3.0 Part Time – Accredited	3.1 Access Courses	Changed from £525 to £560

Location	Change from deletion/addition	Change to
Course – Access to Higher Education		
Appendix 1 7 Business and Industry Support	7.1 Bespoke Provision	Narrative updated per Paul Cairns & Nicola Quinn Changed from £88 per hour to £80 + VAT
Appendix 1B	Specific Part-time Course Costings	All fees increased by 7% or agreed with Co-ordinators
Appendix 3	Tuition Fee Agreement	Form updated to remove unnecessary information
Appendix 4B	Payment Plan Form	Appendix 4B added
Appendix 7B	Refund Form	Changed wording of Approval/Decline to include Head of Finance or Director of Curriculum

## Communication

Communication requirements	
Who needs to know (for action)	Finance and Admissions Staff Lecturers Prospective applicants and returning students
Who needs to be aware	All Staff

## Communication Plan

Action	By Whom	By When
Upload to Gateway	N Nugent	On approval
Circulation to all staff	S O'Donnell	On approval

## Document Development

Details of staff who were involved in the development of this policy:

Name	Role
Sean O'Donnell	Head of Finance and Governance
Adam Williamson	Governance & Payroll Lead

Details of staff, external groups or external organisations who were consulted in the development of this policy:

Name	Organisation	Date
N/A	Strategic Alliance	

## Approval Dates

Approved by	Date
Governing Body	05/02/2025

## Document History

Issue no. under review	Date of review:	Persons involved in review	Changes made after review? Yes/No If Yes refer to change log	New Issue No.	If changes made was consultation required?	If changes made was Equality Screening required?
V1.0	May 2021	Sean O'Donnell Colette Dennison	Yes	V2.0	No	No
V2.0	September 2021	Colette Dennison	Yes	V3.0	No	No
V3.0	November 2022	Sean O'Donnell Colette Dennison	Yes	V4.0	No	No
V4.0 2023 - 24	December 2023	Sean O'Donnell Colette Dennison	Yes	V5.0 2024 -2025	No	No
V5.0	December 2024	Sean O'Donnell Adam Williamson	Yes	V6.0 2024 - 25	No	No