APPENDIX A – Tuition Fees 2026-27

HE FEES	INFILL CREDIT/UNIT HE	SHORT FT HE	FULL TIME HE including PDA/ SVQ L3 & L4
Home/EU Settled	£110	£660	£1,285
Rest of UK	£110	£660	£1,285
International	£500	£3,000	£6,000

FE FEES	INFILL CREDIT/UNIT FE	SHORT FT FE	FULL TIME FE
Home/EU Settled	£95	£504	£1,008
Rest of UK	£95	£504	£1,008
International	£335	£2,500	£5,000

OTHER COURSES	FEE
Highers Home (evening) International	£210 £1,400
Students / apprentices who are sent by a third party may be subject to alternative fees.	
Other Fees to be determined by level and number of units in agreement with Senior Leadership Team	

APPENDIX B – Instalment Plans

The instalments will be paid monthly by standing order mandate.

Total Course Fees Due	Number of Instalments
Less than £200	Due in full at time of enrolment
Between £201 - £500	25% deposit at enrolment then 3 monthly instalments
Between £501 - £750	25% deposit at enrolment then 4 monthly instalments
Between £751 - £1,000	25% deposit at enrolment then 5 monthly instalments
£1,001 or greater	25% deposit at enrolment then 6 monthly instalments

Example of Full Time HNC/D Tuition Fees by Instalments

Full Fee: £1,285

Payment Dates	Amount
25% deposit due by 30 September	£325.00 (rounded up)
October Instalment	£160.00
November Instalment	£160.00
December Instalment	£160.00
January Instalment	£160.00
February Instalment	£160.00
March Instalment	£160.00

Instalment plans are not available for International Students

Single Day and Short Commercial Courses

All single day and short commercial courses must be paid in full prior to the start date to secure enrolment.

APPENDIX C – Refunds and Withdrawals

Full/Part-time Courses over Full Academic Year				
Course Level	**Student Category**	**Refund due if withdrawal before:** **End of semester 1 - Aug start courses** **Start of Easter break - Jan start courses**	**Refund due if withdrawal after:** **31 January - Aug start courses** **End of Easter break - Jan start courses**	**Refund if withdrawn after:** **1 March – Aug start courses** **1 May – Jan start courses**
FE Full-Time (NC, NQ)	Home/RUK/EU settled. International	In full N/A	50% of Fee N/A	No refund due No refund due
FE Part-Time (NC, NQ)	Home/RUK/EU settled. International	In full N/A	50% of Fee N/A	No refund due No refund due
FE Part-Time (Highers National 4 & 5)	All	In full	50% of Fee	No refund due
HE Full-Time (HNC HND, Degree)	Home/RUK/EU settled. International	In full No refund due	50% of Fee No refund due	No refund due No refund due
HE Part-Time (HNC HND, Degree)	Home/RUK/EU settled. International	In full No refund due	50% of Fee No refund due	No refund due No refund due

For SVQ courses which start out with the normal academic cycle and span across academic years, refunds will be agreed on an individual basis.

Refunds will be granted in the following circumstances at the following rates for other courses:

Single Day Courses	
Cancellation	**Refund**
College cancels the course.	Full refund or alternative date offered
Student/Client does not attend and has not given at least 1 week notice.	No refund
Student/Client does not attend but has given at least 1 week notice.	Full refund
In exceptional circumstances, the Head of Curriculum will have discretion to award a refund, even if the student/client has not attended. For all refunds, the Head of Curriculum must approve the documentation to be provided to Finance.	

Short Commercial > 1 Day	
Cancellation	**Refund**
College cancels the course	Full refund, or alternative date offered
Student/Client does not attend and has not given at least 10 working days' notice	No refund
Student/Client does not attend but has given at least 10 working days' notice	Full refund
Student/Client attended only part of the course and decided they do not want to continue	Student/Client offered a pro-rata refund per discussion with Senior Leadership Team.

APPENDIX D

EQUALITY IMPACT ASSESSMENT
STAGE 1 PRO-FORMA

Decision, Policy or Practice	Tuition Fee Policy
Lead Manager	Liz Walker
Purpose of the Decision, Policy or Practice	To outline the approach and processes the College has approved for the setting and collection of tuition fees.
Who is affected by the Decision, Policy or Practice?	Students and former students of the College

Does, or could, the decision, policy or practice have an adverse effect on people sharing the following protected characteristics? (Please tick relevant box)			
Protected Characteristic	Yes	No	Unknown
Age		✓	
Disability		✓	
Gender Reassignment		✓	
Marriage or Civil Partnership		✓	
Pregnancy and Maternity		✓	
Race		✓	
Religion or Belief		✓	
Sex		✓	
Sexual Orientation		✓	
Care Experienced		✓	
Details of the adverse effect:			

Does, or could, the decision, policy or practice promote or advance equality of opportunity for people sharing the following protected characteristics? (Please tick relevant box)			
Protected Characteristic	Yes	No	Unknown
Age	✓		

Disability	✓		
Gender Reassignment	✓		
Marriage or Civil Partnership	✓		
Pregnancy or Maternity	✓		
Race	✓		
Religion or Belief	✓		
Sex	✓		
Sexual Orientation	✓		
Care Experienced	✓		

Details of the positive effect:

The College operates the same process for all students including those with protected characteristics.

In what way does, or could, the decision, policy or practice foster good relations between people who share a protected characteristic and those who do not?
The College operates the same process for all students including those with protected characteristics.

Should the policy, practice or decision be referred for a Stage 2 Assessment?		Yes/No
Signed		
Date		

Please forward your completed Stage 1 Pro-forma to the
Head of HR Services

Stage 1 Equality Impact Assessment Approved		Yes/No
Signed		
Date		