

## 16-19 CHARGING & REMISSIONS POLICY

### Aim

The College aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

### Legislation and Guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

### Definitions

- Charge: a fee payable for specifically defined activities remissions
- Remission: the cancellation of a charge which would normally be payable

### Tuition fees

Tuition fees including compulsory enrolment and registration fees will not be charged to students aged 16 to 18 in full time or part time education. ('18', means 'under 19 on 31 August in the teaching year when the student commences a study programme'). Such students will continue to receive free tuition in any consecutive subsequent year of study on the same study programme as recorded in their learning agreement. No tuition fees are charged for provision funded by the ESFA for students with learning difficulties or disabilities aged 19 to 24 who have an Education, Health and Care Plan.

### Exam fees

Exam fees will not be charged to 16-18 students other than in the following circumstances:

- where the required attendance or completion of work has not been achieved;
- where the student fails without good reason to sit the examination for which the institution has paid;
- where a student re-sits an examination resulting from an initial examination failure;
- where a student re-sits an exam with the aim of achieving marginal improvements in grades;

Qualifications leading to a GCSE grade 4 to 9 or A\* to C in English and/or maths where the student has not yet achieved either a grade 4 to 9 or A\* to C in these subjects are not treated as retakes for this purpose. Absences or non-completion of coursework because of illness or other acceptable reasons will not result in charging.

## **Voluntary contributions**

The College may on occasions set conditions for, and seek voluntary contributions from students or their sponsors. There is no obligation to make a contribution and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the College is unable to raise enough funds for an activity or visit then it will be cancelled.

## **Circumstances where charges are made**

The College will make charges for other elements of the study programme. If a charge is made for each student it will not exceed their actual cost. The permitted charge may include an allowance for the cost of teachers from the College who supervise the activity.

Examples of where charges are made include:

- Sale of learning materials for example books and stationery
- Fines and deposits
- Optional extra activities where the activity is taking place outside a required part of an agreed study programme. Examples of optional extra activities include Duke of Edinburgh Scheme, museum visits or other day or residential visits that are not a requirement of course syllabuses.