

Writtle 
College

A partner of the University of Essex

HIGHER EDUCATION

FEES

**Financial Information
and Regulations for Students**

2011 – 2012

www.writtle.ac.uk

INTRODUCTION

This booklet sets out to describe and give advice on the fee structure of courses/programmes offered by the College.

If you would like further information on any aspect please do not hesitate to contact the person indicated. It is our intention to ensure that the fee structure is clearly understood by everyone.

When using this booklet, in addition to the Section on Tuition Fees (and where applicable Hall Fees) please do read the sections on:

- Other fees and charges
- Financial Regulations
- General Advice and Guidance

With thanks

Robert Edes
Finance Director

Please note that these fees relate to this academic year (unless stated otherwise) and are reviewed annually.

Every effort was made to ensure that the information concerning fees and other matters set out in this booklet was correct at the time of printing. The right is reserved to amend fees at any time.

Further copies of this booklet are available from the Registry.

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I. TUITION FEES

I.1 FULL-TIME UK AND EU STUDENTS

		Per Year
I.1.1. UK and EU Students (Students commencing studies 2010)	BSc Degrees	£3,375
	Foundation Degrees	£3,375
Industrial Placement Year Students	BSc Degrees	£1,680
	Foundation Degrees	£1,680

For those students commencing Degree and Foundation Degree courses on a full-time basis in the 2011-2012 academic year, the Government's financial arrangements to support students are as follows.

The arrangements have been designed to ensure that full time undergraduate students will not have to find the cost of their fees before or whilst they are studying. This is because new government loans to cover fees will be available. Whatever the course costs, you will only need to start repaying the loans after you have left higher education and started earning.

There is also extra help to meet the costs of going to university or college for students from lower income households. This could be worth up to £2,906 and it does not have to be paid back. The Student Loans for Maintenance help to pay for living expenses such as accommodation, food and course materials. These are in addition to the student loans for fees to cover the cost of tuition. Neither of the loans available are aimed to make a profit and the interest rate charged is linked to inflation. It is likely to be the cheapest form of borrowing you will ever get.

Full information relating to Grants, Loans and Fees in Higher Education is set out in the Guide published by the BIS Dept for Business Innovation & Skills. Telephone Number 0800 731 9133, website www.direct.gov.uk/studentfinance.

I.1.2 **Equivalent or Lower Qualifications (ELQs)**

BSC Degrees £5,062

The Government has agreed a number of exemptions to the higher fee rates. These include students studying Foundation Degrees and those in receipt of Disability Support Allowance (DSA).

For further details and a list of exemptions visit www.hefce.ac.uk/learning/funding/elq.

I.1.3 **UK and Other EU Students - Postgraduate**

Postgraduate Degree (MSc) (Ma) – 180 credits	£3,970
Postgraduate Diploma – 120 credits	£2,645
Postgraduate Certificate – 60 credits	£1,320

I.1.4 **Fees for industrial placement periods**

A charge of £1,680 will be made for an academic year in which there are no periods of full-time study. If an academic year in a course contains a period of at least 10 weeks full-time study, the full rate will be payable.

I.1.5 **Full-time Students taking extra modules/competencies**

There will be a charge for HE students taking extra HE modules but the College reserves the right to limit extra modules to the number considered practicable for the individual student and to limit the right of entry to a particular module.

HE students taking extra HE modules:

'New System' students	£422 - 15 credit degree module
'New System' students	£844 - 30 credit degree module

HE students taking extra FE modules £290 - standard module

Individuals wishing to undertake additional competencies, eg chain saw operation, FEPA training and testing, fork lift truck certification, will be subject to separate charges.

I.1.6 **Other fees and charges** (See Section 2)

For further information please contact: The Registry

1.2. PART-TIME UK AND EU STUDENTS

BSc Degree Modules – 15 credit module	£422
BSc Degree Modules - 30 credit module	£844
Foundation Degree Modules – 15 credit module	£422
Foundation Degree Modules – 30 credit module	£844
Postgraduate Degrees (MSc) (Ma) – 90 credits per yr	£2,545
Postgraduate Diploma – 60 credits per yr	£1,695
Postgraduate Certificate – 30 credits per yr	£845
Postgraduate Individual Modules – pro rata dependent on number of credits	
Higher Certificate (per 15 credit module)	£422
Higher Certificate (per 30 credit module)	£844
Certificate in Management Studies	£2,370
Diploma in Management Studies	£2,230
MBA Students Progressing from DMS	£3,700

1.3. OVERSEAS STUDENTS

The notes below are for the guidance of applicants in determining whether they are likely to be regarded as home or overseas students for fee purposes. They are based on the Education (Fees and Awards) Regulation 1997 but are not intended to replace them.

Under the Regulations students are liable for payment of tuition fees at the higher overseas rate unless:

- (a) they meet the **residence** requirements (as set out below) and
 - (b) they are **settled** in the United Kingdom within the meaning of the Immigration Act 1971
- or
- (c) they are regarded as **‘excepted students’**

Residence Conditions

You must have been ordinarily resident in the United Kingdom and Islands throughout the three-year period before the first term of your course. This residence period is calculated from 1 September, 1 January or 1 April whichever is the nearest preceding date to the start of your course. You must not have been resident for any part of that three-year period wholly or mainly for the purpose of receiving full-time education.

Settled Status

A person is ‘settled’ for the purposes of the 1971 Immigration Act if they are ordinarily resident in the United Kingdom and their immigration status is one of the following.

- (a) Indefinite Leave to Remain may be granted to people who are not British citizens and all restrictions on their stay in the United Kingdom are removed. This status is often given, for example, to someone who has married a British citizen or to someone who has been in employment in the United Kingdom for a number of years.
- (b) **Right of Abode** means that the person is free of United Kingdom immigration control and can enter the United Kingdom freely at any time. The following people have right of abode in the United Kingdom.
 - i. British citizens (not British Dependant Territories citizens nor British Citizen) and
 - ii. Certain Commonwealth citizens

Excepted Students

Excepted students fall into the following categories:

1. A person who is a national* of a member of a State of the European Union, or who is the child of such a national, who meets the residence conditions referred to in paragraph 7 below.
2. A person who is a European Economic Area migrant worker (falling into certain categories) who meets the residence conditions referred to in paragraph 7 below.
3. A person who is the spouse of a European Economic Area migrant worker (falling into certain categories) who (a) is installed in the United Kingdom with his/her spouse and (b) meets the residence conditions referred to in paragraph 7 below.
4. A person who is the child of a European Economic Area migrant worker (falling into certain categories) who meets the residence conditions referred to in paragraph 7 below. (For this purpose 'parent' includes a guardian or any other person having parental responsibility for a child.)
5. A person who has been informed in writing that although not considered to qualify for recognition as a refugee, has been allowed to enter or remain in the United Kingdom and has been ordinarily resident in the United Kingdom throughout the period since being granted leave to enter or remain or who is the spouse or child of such a person. (For this purpose 'child' includes someone adopted or a step-child).
6. A person who was admitted to a course under arrangements with an institution outside the United Kingdom for the exchange of students on a full reciprocal basis.
7. The residence conditions referred to above are that
 - (a) the person has been ordinarily resident throughout the three year period preceding the relevant date, either in the United Kingdom or, in the case of a person mentioned in paragraphs 1 to 4, in the European Economic Area and
 - (b) his or her residence in the United Kingdom or in the European Area has not during any part of the period been wholly or mainly for the purpose of receiving full-time education.

*A national of a member of state of the European Union means a person who is a national for the purpose of the Community Treaties of any member state of the European Union as constituted from time to time.

If you are in any doubt as to your position, you should send full details together with supporting documentation to the Head of Registry and Admissions.

Overseas Student Tuition Fees

1.3.1	Postgraduate Degree	£8,745
	- Landscape Architecture & Garden Design students additional £330 to cover study trips etc.	£330
1.3.2.	First Degree/Foundation Degree	£8,230
1.3.3.	Industrial Placement	£2,700
	Full time students taking additional HE modules – per 15 credit module	£422
	Full time students taking additional HE modules – per 30 credit module	£844
1.3.4.	Joint Masters Programme in Management	£8,745
1.3.5.	Other fees and charges (See Section 2)	

**For further information please contact:
The Registry**

1.4. **STUDENTS UPGRADING**

Pass Degree to Honours Degree – The fee charged to end-on students wishing to upgrade from a pass degree to an Honours degree will depend upon the individual programme undertaken by the student.

In some cases, the Student Loan Company (SLC) may be prepared to provide support with topping up to honours and students are advised to approach the SLC as soon as their programme of study has been agreed.

Where the processes of AP(E)L are involved, modules will be charged at the normal College rate.

1.5. **SHORT COURSES**

The College offers a range of short courses throughout the year.

The courses are advertised 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:
Writtle College Training Group**

2. **OTHER FEES AND CHARGES**

2.1. **Study Tours and Field Trips (All Full-time Students)**

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 and ranges between £30 and £350. Part time students pay on a pro-rata basis.

2.2. **Lockers (All Full-time Students)**

A number of lockers are available for personal use by non-resident students for storage of books, clothing, etc. A charge of £10 for the year plus a £10 key deposit is required. This deposit is refunded when the key is returned.

2.3. **Vehicles (All students)**

There is no charge for keeping a motor vehicle at the College. However, all student vehicles **MUST** be registered. Students must observe the vehicle regulations concerning parking and safe driving. Failure to comply with the regulations could result in the imposition of a fine or wheel clamping or withdrawal of permission to park at the College.

2.4. **Student Identification Card (All students)**

These cards are issued free, but a charge of £5 is made in the event of the replacement of a student's identification card. The card carries a video picture, bar codes and other personal identification data.

2.5. **Student Union and Recreation Centre Club Memberships (All students)**

No charge is made for membership. However, a user fee is charged for the use of certain facilities eg snooker, fitness training or a match fee for involvement in team sports.

2.6. **Re-sits of Examinations (Full-time and part-time students) (Home/EU Students)**

(ie repeat of whole module, including study and assessment)

For students joining an existing class;

FE	£275 per standard module
HE Degree	£422 per 15 credit module £844 per 30 credit module
For one-to-one tuition:	£35 per contact hour

2.7. Re-sits of examinations/studying individual modules (International Students)

For students attending on a part-time basis who are joining an existing class:

HE £1,025 per 15 credit module
£2,050 per 30 credit module

For students attending courses on a full-time basis taking additional modules/re-sits joining an existing class:

HE £422 per 15 credit module
£844 per 30 credit module

The above charges include payment for associated directed study, relevant study facilities, and assessment.

3. FEES FOR ACCOMMODATION IN COLLEGE HALLS OF RESIDENCE

3.1

Room type	Hall	Total fees for session	Termly fees payable	
Large single en-suite	Tabor 2	£4,741	1 st Instalment	£1,905
			2 nd Instalment	£1,729
			3 rd Instalment	£1,107
Single en-suite	Hamilton Maddison Tabor 1, 3	£4,371	1 st Instalment	£1,755
			2 nd Instalment	£1,599
			3 rd Instalment	£1,017
Single with basin or Large single(no basin)	Harvey Dent Strutt	£3,964	1 st Instalment	£1,590
			2 nd Instalment	£1,456
			3 rd Instalment	£918
Small single basic or Shared en-suite	Gill Strutt Tabor 2	£3,520	1 st Instalment	£1,410
			2 nd Instalment	£1,300
			3 rd Instalment	£810

An “Accommodation” guide is published and copies are available on the website, Moodle or from the Accommodation Office.

3.2. Contractual agreement

Students accepting the offer of a room in the halls of residence are required to enter into a contractual agreement with the College.

3.3. Tariff of Charges

The College reserves the right to make charges for breaches in regulations or for any excessive cleaning or wardening that maybe required.

Persistent misdemeanours or breaches in College Regulations will be subject to the following charges.

Lock out from room (repeated or calls after midnight)	£10
Key Replacement	£20
Lock Replacement	£50
Excessive Cleaning	£25
Breach of Vehicle Regulations	£25 per offence
Other Breaches	£25
Tampering with Fire Equipment	£100 plus cost of recommissioning any fire equipment
Damage to Halls including Communal Areas	£25 admin costs plus costs of damages/ replacements & Labour
Labour Costs	£25 per hour (minimum charge 1 hour)
Smoking in Buildings	£50
Non Payment of Hall Fees	Current Bank of England base rate + 2% on the amount owed
Administration Charges	£25 Excessive/Repeated Administration/Workload

Administration Charges will be added for repeat offences or non-payment of charge.

The college has an appeals procedure. Full details can be found in the College Student Hand Books.

4. FINANCIAL REGULATIONS

4.1. Payment of Fees (All Students)

- 4.1.1. Students are responsible for paying their own fees unless they provide the College 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.
- 4.1.2. Students are expected to pay fees promptly, no later than the due date on the invoice. The College reserves the right to levy a surcharge based on an interest rate of 2% above the prevailing Barclays Bank base rate which will be applied when invoices are not paid within 14 days of invoice date.

NOTE:

Application forms to enable EU students to apply for fee remission are sent to students when they apply for a course at the College. European Union students satisfying the following eligibility conditions would normally be eligible to apply for support with tuition fees (see Section 1.1.).

- i. Are EU Nationals or the children of an EU National, and
- ii. Are enrolled on a course designated for Mandatory awards purposes, and
- iii. Meet the requirement in respect of residence within the community.

4.2. Sponsored Students (All Courses)

- 4.2.1. 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 and Admissions, **prior** to registration confirming that they are sponsoring the student and will meet full fees.
- 4.2.2. 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).

4.3. Self-Paying UK and EU Students (Full-Time Courses)

- 4.3.1. Tuition 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
- 4.3.2. An application for payment by instalments is subject to Regulation 4.7.

4.4. Home/EU Students (Full-Time Courses)

- 4.4.1. A student receiving SLC Financial Support award should send the financial assessment letter, received from the SLC, to the Registry section at the College as soon as possible.
- 4.4.2. If after 50 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 tuition fees.

4.5. Overseas Students (All Courses)

- 4.5.1. Tuition fees are payable in full at or before Registration. Students will be registered only if the full fee is paid.
- 4.5.2. 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 **prior** to the date of registration.
- 4.5.3. Special arrangements apply to students from Norway who are in receipt of State Educational Loan Funds. Apply to the Finance Office for further information.

4.6. EU Students Tuition Fees (All Courses)

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

4.7. **Payment By Instalments (Home/EU Students only)**

- 4.7.1. 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.
- 4.7.2. In exceptional cases, where the tuition fee is for a special category course, then the instalment terms may be varied.
- 4.7.3. 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 Finance Office Manager.
- 4.7.4. Where a payment is not received on the due date as determined under sections 4.7.1 or 4.7.3 the total debt becomes immediately due for payment. A surcharge based on an interest rate of 2% above the prevailing Barclays Bank interest rate may be made if invoices are not paid by the date specified on the invoice.

4.8. **Payment Default (All Students)**

If payment is not made within seven days of the date of the final reminder letter, College facilities will be withdrawn.

A student with outstanding fees, fines or other charges may be barred from classes and/or from having an award conferred.

No student shall be permitted to resume studies, or be recommended to a validating body for an award, if they are in debt to the College or in breach of any College regulations.

In the case of a student following a course validated by the University of Essex, that University will withhold the award until the debt has been discharged or the regulations obeyed.

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

4.9. **Tuition Fee Refunds (All Students)**

4.9.1. Refund of fees will only be **considered** in the following circumstances:

- (a) 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).
- (b) Cancellation of the course by the College. (A refund of tuition fees in full).

4.9.2. Refunds will not be made of elements of the total fee which are non-recoverable, except where 4.9.1.(b) applies.

4.9.3. Refunds to Student Loan Company for Mandatory Award students will be made in accordance with the regulations for such students.

4.9.4. Any application for a refund should be made, in writing to the Finance Office. Writtle College reserves the right to make an administration charge of up to £250.

4.9.5 **Home/EU Students only;**

If for any reason a student withdraws from their course before 31 October 2011, no tuition fees are payable. A refund will be made if the fees have already been paid, requests should be made in writing to the Finance Office. After 31 October, the student is liable for the tuition fee for any term (whole or part) for which he/she has been registered.

5. GENERAL ADVICE AND GUIDANCE

5.1. Financial Help From Student Finance England (SFE)

The following is extracted from the BIS Booklet “Student Finance in 3 Easy Steps”.

The Government makes financial help available to students. This help comes from the following main sources:

Loans towards tuition fees.

Loans towards your living costs.

Grants for certain students towards living costs which you are eligible for because of your particular circumstances.

Access to Learning funds towards your living costs if you get into, or are likely to get into, serious financial difficulty as a student.

These types of help are explained in more detail below. You should apply to the Student Finance England (SFE) for help towards tuition fees, loans and grants. You should apply to your university or college for Access to Learning Funds once enrolled on course. For more information visit www.direct.gov.uk/studentfinance.

Student Loans

Student Loans are available to students to help meet their tuition fees and living costs while they are studying. Interest on these loans is linked to inflation. Students should apply to the SLC for a loan at the same time they apply for maintenance support.

The SLC will assess the amount of loan you are entitled to and will invite you to say how much of it you would like.

The SLC will process your loan application and you will usually receive the living cost loan you have asked for in three instalments. Your instalments will normally be paid directly into your bank or building society account. Tuition Fee loans will be paid direct to the College.

Supplementary Grants

Some students will be able to apply for extra help depending on their circumstances. These include disabled students and those with dependents, including lone parents. When you apply to the SLC for support, you will also be able to apply for this extra help.

Access to Learning Fund (ALF)

This fund is for students who are experiencing serious financial hardship.

The Access to Learning Fund (ALF) is available to full-time or part-time HE students who have been resident in the UK for over 3 years and in receipt of a Student Loan. The amount of grant is dependant upon personal income. Evidence of hardship is required with this fund.

Students must be in receipt of their Student Loan before applying to the Access to Learning Fund. Application forms are available from October from Student Support, Main Building. Contact Wendy Bayfield on ext.25752 or e-mail Wendy.Bayfield@writtle.ac.uk or studentsupport@writtle.ac.uk

Special Support Fund

The Special Support Fund is a very limited fund for Overseas students or any students **not** eligible for Student Loans or the Access to Learning Fund. Application forms are available from October from Student Support, Main Building. Contact Wendy Bayfield on ext.25752 or e-mail Wendy.Bayfield@writtle.ac.uk or studentsupport@writtle.ac.uk

Bursaries (Home students)

Students who are paying variable tuition fees and meet the following criteria will be able to apply for bursaries.

Full Time Students

- Students in receipt of the full non-repayable Maintenance Grant or full Special Support Grant will receive £329 Mandatory Bursary plus £200 Discretionary Bursary. Students on household incomes up to £30,000 will receive £200 Discretionary Bursary and those on household incomes of £30,001 to £40,000 will receive £150 Discretionary Bursary.

Part Time Students

May be entitled to a £50 per module bursary if they are studying at least 50% of the Full Time Equivalent and are in receipt of specified means tested benefits.

Contact Wendy Bayfield on ext. 25752 or email Wendy.Bayfield@writtle.ac.uk or studentsupport@writtle.ac.uk

Other Financial Assistance

For information on financial assistance to support your learning please visit www.direct.gov.uk/adultlearning or contact 0800 100 900.

5.2. **Trusts and Charities**

For up-to-date information, contact your Local Authority or your local library. Details of trusts and charities are also held in our Student Support Office.

5.3. **Insurance**

You are strongly advised to insure your personal effects against loss or damage.

First of all check whether your family household contents insurance policy covers any items you bring with you to College. This may be the case under "All Risks" provision. If this is not the case, you will need to take out an additional policy.

Students attending Equine courses will be aware that riding can present risks and that whilst the College endeavours to provide suitable and safe horses it is strongly recommended that you take out your own personal accident insurance policy. BHS membership does provide third party public liability. It is also strongly recommended that students partaking in sports activities or sport related courses, should take out their own personal accident insurance policy including adequate cover in the case of an accident that leads to permanent disability.

Information and leaflets from various Insurance Companies are available from the Accommodation Office, Room L24.

5.4. **Travel**

It is well worth applying for a YOUNG PERSONS RAILCARD. Even 'older' people can apply as long as they are full-time students. It costs £26 and gives you about one-third off most fares.

For just £10 you can apply for a one year National Express Coach NX2 Card (£25 for three year card). This saves you about one-third of the fares on all long distance journeys.

If you want to travel the world, then the international student identity card is for you. The £11 membership fee entitles you to travel discounts world-wide.

Application forms for the above are available from the Students' Union office in the Main Building.

5.5. **Minibus Service from Chelmsford Station to College and return**

A free minibus service is available at peak periods on a first-come first-served basis operating from 08.20 to 09.00 / 16.15 to 17.30.

Contact the Transport Department for further information.