

## UCM Fee Policy

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## 1. General Principles

The following Fees Policy direct the University College's approach to how it charges for its courses, who is in scope for charges and who may be eligible for remission from those charges.

Fees are published annually on the UCM website, against the specific course for each academic year.

Applicants will only be permitted to complete enrolment for courses if the appropriate fees have been paid, or if the student is exempt from paying course fees.

There are two exceptions to this:

- a) Where the employer has agreed to pay the fees
- b) Where an installment plan has been approved

Once an applicant is enrolled, a learning agreement for the course will be in place between them and UCM for the services provided. Upon this being in place they become a student at UCM.

Fees will generally include the costs of tuition, exam costs, assessments and a charge for materials consumed. If required, any additional awarding body registration, equipment (e.g. Personal Protective Equipment) and consumables may be charged for some programs. These will be identified on the website against the specific course for each academic year.

The following status of applicants over the age of 18 apply for purpose of this policy:

- **Resident student**, aged 18 or over, who has been ordinary resident on the Island for a period of at least 4 years prior to the start of the course.
- **Non-resident student**, aged 18 or over, who **lives on Island** but has not been present for a four year period for eligibility of resident fees (please note a Tier 4 (General) or Tier 4 (Child) study visa may be required).
- **Non-resident student**, aged 18 or over, who does not live on the Island but **wishes to locate to study** at UCM (please note a Tier 4 (General) or Tier 4 (Child) study visa may be required).

## 2. Students UNDER 18 years old

Students who are under 18 years old on the 1<sup>st</sup> of September preceding the start of a study programme.

### 2.1. Full time courses

Students who are under the age of 18 on 1<sup>st</sup> of September preceding the start of a full-time course, will be funded by the Department of Education, Sport & Culture (DESC) and will not be charged fees.

DESC will also fund Maths & English repeat courses which have been taken alongside the full time course.

### 2.2. Part time & Short Courses, Service 2 Business (S2B)

Full fees will be charged for Part Time Courses, Short Courses, S2B and where this is not already included within the main study programme. If the student is undertaking any other REPEAT or REVISION course, full fees will apply (with the exception of Maths & English as per paragraph 2.1 above).

Students who change from a full time to a part time programme, may be required to pay the balance of fees due from when they became part time. In such circumstances UCM will provide advice and confirmation.

If students require a Tier 4 Visa, a condition of the application will be to demonstrate they meet the course entry requirements and required levels of English for the program they are applying to. Any relevant course fees for the first year must be paid in advance. All international students who require a Tier 4 Visa, must satisfy UCM`s International Students` Policy and are advised to speak to Student Services in the first instance.

### 3. Students aged 18 years and over

Students who are 18 years or older on the 1<sup>st</sup> of September preceding the start of a study program.

#### 3.1. Resident Students – Full time courses

Course fees are charged for all students aged 18 and over for each year of their study programme, unless they qualify for a grant from DESC Student Awards Scheme, or are in receipt of specific DHSC benefits on the respective annual enrolment date/s.

Students who are in receipt of Income Support, Income-Based Job Seekers' Allowance, Employed Persons Allowance (but not Severe Disablement Allowance, which is not subject to means-testing), on the date that they enrol (or who are dependents of persons who are in receipt of such benefits), shall be exempt from the course fee for **one** course only and on only **one** occasion. Any subsequent enrolment for the same course will attract full fees.

#### 3.2. Residents Students – Part time course

Part time course fees are priced as follows:

- a) **Further Education** courses – pricing is based on a proportion of the equivalent full time study programme.
- b) **Higher Education** courses – pricing is based on the number of module credits.
- c) Where there is no equivalent full time study programme – pricing is based on the course delivery costs to UCM.
- d) Services 2 Business – courses are priced individually based on their complexity and the costs to UCM.

#### 3.3. Non-resident Students - Full time course

The non-resident rate for fees is charged where the student doesn't meet the qualification of being ordinarily resident on the Isle of Man for 4 years immediately prior to the beginning of the first year of the course.

A student who has been resident for less than 4 years immediately prior to the start of the course **may** qualify under some DESC awards by having a total of 10 years residency throughout their life, providing at least 2 of those years fall immediately prior to the start of the course. It is recommended that they contact the UCM Student Services team for funding advice.

If students require a Tier 4 Visa, a condition of the application will be to demonstrate they meet the course entry requirements and required levels of English for the programme they are applying to. Course fees for the first year must be paid in advance.

All international students who require a Tier 4 Visa, must satisfy UCM's International Students' Policy and are advised to speak to Student Services in the first instance. The student is liable to pay the Application fees which covers the cost of CAS and administration. The fee is payable at the time of application.

### 3.4. **Non-resident Students - Part time courses**

Part time course fees are priced as follows:

- a) **Further Education** courses – pricing is based on a proportion of the equivalent full time study programme.
- b) **Higher Education** courses – pricing is based on the number of module credits.
- c) Where there is no equivalent full time study programme – pricing is based on the course delivery costs to UCM.
- d) Services 2 Business – bespoke pricing based on the running costs of the course.

## 4. **Apprenticeships**

Isle of Man Worker (as defined by the Control of Employment Act 2014) or a person who holds a valid and current Work Permit, under and over 18 years old on the 1<sup>st</sup> of September preceding the start of an apprenticeship programme.

As a general rule, an apprentice must be employed and an apprenticeship programme is a PART TIME programme (with day or block release at UCM and the other element of the apprenticeship undertaken in the work place). Apprenticeships are chargeable for both those under 18 and those over 18 years of age.

Apprenticeships are funded in one of three ways and an applicant is required to identify and evidence the source of funding when applying for the programme.

The funding options are:

- a) DESC - where they have provided written confirmation that they will fund the apprenticeship.
- b) The Employer - where they have provided written confirmation that they will fund the apprenticeship.
- c) The applicant themselves - where applicant confirms they are self-funding.

If the funding for an apprentice is withheld or withdrawn by an employer or an individual, the apprentice will be withdrawn from the programme.

Upon enrolment to the Apprenticeship programme, an invoice will be raised to the source of funding as in a, b or c above.

## 5. **IOM Government benefits and Pension**

Some exemptions to course fees will apply to those aged 18 and over on the 1<sup>st</sup> of September preceding the start of a course who are in receipt of IOM Government benefits. Appropriate evidence must be provided upon enrolment.

### 5.1. **Income Support, Employed Persons` Allowance** (but not Severe Disablement Allowance, which is not subject to means-testing)

IOM Residents in receipt of the above benefits on the day that they enrol shall be exempt from **one part-time** course fee. This exemption is designed to support those gaining the appropriate skills to return to work and will apply to **ONE** course and on **ONE** occasion only per academic year. Any subsequent enrolment will attract full fees.

This exemption does **NOT** include Higher Education programmes (Level 4 and above), ACE or S2B programmes.

## 5.2. Benefits relating to Special Educational Needs and/or Disability

Students in receipt of Disability Living Allowance, Incapacity Benefit, Incapacity Benefit (youth) will be exempt from fees for the **full-time** general studies/life skills programme or other courses where UCM is assured that significant educational objectives can be achieved.

Part-time students who are in receipt of Long Term Incapacity Benefit, Industrial Injuries Disablement Benefit, Severe Disablement Allowance and/or Disability Living Allowance, shall pay 50% of the direct teaching cost of **one** ACE (Adult and Community Education) leisure course, which excludes material costs.

## 5.3. IOM Government Retirement Pension

Students claiming an Isle of Man state pension on the 1st September preceding the start of a part time Adult Continuing Education (ACE) leisure course, will receive a 50% discount off the direct teaching costs. This discount does not apply to consumables or other relevant materials costs. This discount is designed to promote community wellbeing and social cohesion through learning together and applies to a maximum of **two** leisure courses per academic year. Appropriate evidence must be provided upon enrolment. Such reductions only apply to the **first two** courses that an individual enrolls on within one academic year and are not transferable. Subsequent enrolments will attract a full course fee, irrespective of any refunds unless UCM is responsible for cancelling the course.

## 6. Resit Fees

6.1 Where UCM students registered on University of Chester programmes have to re-sit a complete module in a subsequent academic year, they will be charged fees for the module.

If the module that is required for the re-sit is not being taught, the student has 2 options:

- a) Access UCM for examination only as an external candidate and pay appropriate entry and assessment fees as per UCM Exam Fee Policy. This option does NOT give the student access to staff or resources.
- b) Enrol for a bespoke module and access staff time and resources as per the Work Based Integrated Studies (WBIS) programme.

By paying module fees, the student is able to access all learning materials, use UCM resources, attend lectures and receive support from staff.

*All students on University of Chester programmes are allowed to **re-submit** their course work up to 3 times without incurring an additional fee.*

## 6.2. Partner Awarding Body

When a UCM student re-sits any of our partner awarding body exams, they may be charged additional fees. Please refer to UCM Exam Fee Policy for full information.

## 7. Other Charges

Examination fees for private candidates who are sitting an exam for a professional Awarding Organisation, e.g. ACCA, CIMA, AAT or CIPD will be charged for the full cost of UCM providing this exam, including invigilation costs, this may also include a charge for a reader or a scribe if required. (See separate Exam Fees Policy).

Examination Fees for UCM students on FULL and PART TIME programmes will have their exam fees included in their overall course fee and will not be charged extra.

Fees may be charged for students taking some examination resits, where these are not already identified as exempt previously in this document.

Where students cancel fee paying courses there will be a charge of £30 to cover administration costs.

An administration charge of £30 will be applied in addition to the current charges for late or non-returned items from the College Library if requests for the return of the loaned items are not responded to by the deadlines specified by the Library.

Services to Business (S2B) courses are operated at full cost (including VAT) and fee information can either be sourced via the S2B prospectus/website or through a bespoke quotation if the course requested is non-standard.

## 8. Payment by Instalments & Course Transfers

An application form for instalments will need to be submitted to the UCM Finance Department for approval and is subject to a £30 administration fee. Once an instalment plan has been agreed, the first instalment will be due prior to the commencement of the course, followed by a further 3 equal instalments with the final payment due before the completion of the course. UCM will not spread this cost over more than 3 instalment payments (plus the first instalment).

If, following an instalment plan/agreement, the appropriate fee is not paid, a student will be asked to leave the course and may be prevented from enrolling on subsequent courses or in taking examinations at UCM. Debt recovery may be instigated. Any outstanding debts must be paid prior to commencement on any new subsequent course.

Whether a student pays by instalments or not, there remains a commitment to pay for the full cost of the course even where the student subsequently leaves the course after a set period.

Please see full details in UCM Refund and Withdrawal Policy.

Transfers from courses are permissible on the recommendation of the academic manager before the course commences or within the first 6 weeks of the commencement of the course. A pro-rata calculation will be made and any difference in fees will be refunded or collected. Typically no

transfers will be considered after the end of term one following the commencement of the course unless there are exceptional circumstances approved by relevant awarding body.

## 9. Schemes Available for Fee Support

UCM provides a significant amount of expertise in order to support applicants including advice on fees and funding. The Department of Education, Sport and Culture offers funding awards for students over the age of 18 for both Further and Higher Education courses and these awards are available by application. Enquiries and requests for further information should be directed to Student Services.

If the student does not qualify for funding from DESC, in exceptional circumstances the Principal of UCM can decide the fee support at his/her discretion. All applications are viewed on an individual basis.

Residency status/Fee reductions that apply in the first year of a course will normally continue for the remaining years of the same course, except for:

- a) Reductions based on specified Treasury benefit claims where the benefit is no longer paid.
- b) Where support from DESC is withdrawn or no longer available (a pro-rated course fee will be charged from the date support ceases).
- c) A student is choosing to repeat the course.
- d) Where any subsequent enrolment is not continuous, i.e. there has been a break during the year.

## 10. Refunds

Claims for refunds for any course or examination fee will be in accordance with UCM Refund and Withdrawal Policy. The current refund administration fee is £30 per student enrolment.

Where a course enrolment/payment is received by UCM and there are insufficient numbers or other circumstances preventing the course from running, a full refund will be given without a deduction of the standard administration fee.

UCM reserves the right to terminate/refuse enrolments from individuals who do not fully evidence they meet the entry criteria, or provide false or inaccurate declarations for the purpose of enrolment and /or student award/fee determination.

## 11. Notes

UCM reserves the right to cancel or postpone courses prior to the point of enrolment; or in exceptional circumstances post enrolment where full refunds will be given.

The Department of Education, Sport and Culture reserves the right to amend this Fee Policy from time to time.