

## 1 GENERAL PRINCIPLES

The following Fees Policy directs the University College's approach to how it charges for its courses, who is in scope for charges and who is 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 the student is exempt from paying course fees. There are two exceptions to this; where the employer has agreed to pay the fees or where an installment plan has been approved.

Once an applicant is enrolled, a learning agreement for the course will be in place between the student 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** programmes. These will be identified on the website against the specific course for each academic year.

Generally, a full time Further Education study programme will consist of 540 Guided Learning Hours (GLH) annually and is usually delivered over a 30-36-week period.

Typically, a full time Higher Education study programme will consist of 120 credits consisting of 288 Guided Learning Hours (GLH) per academic year and is usually delivered over a 24-week period.

Part time programmes vary in Guided Learning Hours and delivery weeks.

As a general rule, course fees paid are not transferable.

The following status of applicants apply for purpose of this policy

- Full resident applicant, 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 applicant, 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 applicant, 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 ISLE OF MAN RESIDENTS UNDER 18 YEARS OLD ON THE 1<sup>ST</sup> SEPTEMBER PRECEDING THE START OF A STUDY PROGRAMME**

### **2.1 Full time**

Applicants who are under the age of 18 on 1<sup>st</sup> September preceding the start of a full-time course who have been habitually and normally resident on the Isle of Man for a 4 year period prior to the start of their course, will be funded by the Department of Education, Sport & Culture (DESC) and will not be charged fees. Where there is no entitlement gained by residency an applicant will be liable for fees as per the table in **section 11**. An applicant can gain an entitlement to fee remission if they have lived for 10 years on Island, 2 of which are immediately prior to the start of the course.

2.2 Applicants who are under the age of 18 on 1<sup>st</sup> September preceding the start of a full-time course who have been habitually and normally resident on the Isle of Man for a 4 year period prior to the start of their course, will also be funded by the Department of Education, Sport & Culture (DESC) to take Maths and English repeat courses alongside their full time course.

2.3 Applicants who are under the age of 18 on 1<sup>st</sup> September preceding the start of a full-time course who have been habitually and normally resident on the Isle of Man for a 4 year period prior to the start of their course, will be charged fees for Service to Business courses, ESOL and courses of short duration, where this is not already included within their main study programme. If they are undertaking any other repeat or revision course they will need to pay the full cost of the course (with Maths & English excepted per para 2.2 above).

### **2.4 Part Time**

Applicants who are under the age of 18 on 1<sup>st</sup> September preceding the start of a part-time course who have been habitually and normally resident on the Isle of Man for a 4 year period prior to the start of their course, will not be funded by DESC and will be required to pay fees. For apprenticeships, please see section 4 below.

2.5 Where Applicants who are under the age of 18 on 1<sup>st</sup> September preceding the start of a full-time course who have been habitually and normally resident on the Isle of Man for a 4 year period prior to the start of their course **change** from a full time to a part time programme, they 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.

## **3 ISLE OF MAN RESIDENTS OVER 18 YEARS OLD ON THE 1<sup>ST</sup> SEPTEMBER PRECEDING THE START OF A STUDY PROGRAMME**

### **3.1 Full time**

Course fees are charged for all applicants over 18 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.

Applicants 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), 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 **Part Time**

Part-time course fees will be priced based on a proportion of the equivalent full-time study programme where these are Further Education courses or based on the number of module credits where these are Higher Education courses.

3.3 Where part time programmes do not have an equivalent full-time study programme, the hourly rate used for the Adult Continuing Education Courses (ACE) will be used. This does not apply to Services to Business courses.

## 4 **ISLE OF MAN RESIDENTS UNDER and OVER 18 YEARS OLD ON THE 1<sup>ST</sup> SEPTEMBER PRECEDING THE START OF AN APPRENTICESHIP PROGRAMME**

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

4.2 Apprentices 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. These are:

- a. The Department of Education, Sport and Culture, 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 the applicant confirms they are self-funding.

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

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

## 5 **PERSONS OVER 18 YEARS IN RECEIPT OF IOM GOVERNMENT BENEFITS AND IOM GOVERNMENT PENSION**

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

5.2 Applicants who are in receipt of Income Support, Employed Persons' Allowance (but not Severe Disablement Allowance, which is not subject to means-testing), shall be exempt from one part-time course fee if they are in receipt of such benefit upon the date that they enrol. This exemption is designed to support those gaining the appropriate skills to return to work and will apply to **one** course only and on **one** occasion only. Any

subsequent enrolment will attract full fees. This exemption does not include Higher Education programmes (level 4 and above), ESOL, ACE (adult leisure classes) or Services to Business programmes.

### 5.3 **Benefits relating to Special Education Needs and or Disability**

Applicants 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, up to the permitted age within the current Education Act.

5.4 Part-time applicants 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) leisure course, which excludes material costs.

### 5.5 **IOM Government Retirement Pension**

Applicants claiming an Isle of Man state pension on the 1<sup>st</sup> September preceding the start of a part time Adult Continuing Education (ACE) leisure course, can **request** 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. Such reductions only apply to the **first** two courses that an individual enols on and are not transferable. Subsequent enrolments will attract a full course fee, irrespective of any refunds unless UCM is responsible for cancelling the course. This discount will not be automatically applied and requests will need to be accompanied by appropriate pension evidence.

## 6 **COURSE/MODULE 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, if they have not achieved the credits required to proceed to the next level, they will be charged fees for the module.

6.2 By paying module fees the student has the ability to access all learning materials, attend lectures and receive support from staff; this will give the best possible opportunity for success.

6.3 If the module that is required for the re-sit is not being taught, then there are two options:

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

## 7 OTHER CHARGES

- 7.1 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).
- 7.2 Examination Fees for UCM students on full time programmes will have their exam fees covered and will not be charged.
- 7.3 Examination Fees for UCM Students on part time programmes will have their exam fees included in their overall course fee.
- 7.4 Fees may be charged for students taking some examination resits, where these are not already identified as exempt previously in this document. (see separate Exams Fees Policy for details about specific charges).
- 7.5 Where students cancel fee paying courses there will be a charge of £20 to cover administration costs. This will still be applicable, if the original fee attracted a concessionary rate.
- 7.6 An administration charge of £20 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.
- 7.7 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 AND COURSE TRANSFERS

- 8.1 An application form for instalments will need to be submitted to the UCM Finance Department for approval and is subject to a £20 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 installment).**
- 8.2 If, following an instalment plan/agreement, the appropriate fee is not paid, an applicant 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.
- 8.3 Whether an applicant 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 refer to the terms of the refund/withdrawal policy.
- 8.4 Transfers from courses are permissible on the recommendation of the academic manager before the course commences or before the end of the first term following the commencement of the course. A pro-rata calculation will be made and any difference in fees will be refunded or collected. No transfers will be considered after the end of term one following the commencement of the course unless there are exceptional circumstances.

## 9 SCHEMES AVAILABLE FOR FEE SUPPORT

- 9.1 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 applicants 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.
- 9.2 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:
- reductions based on specified Treasury benefit claims where the benefit is no longer paid.
  - where support from the Department of Education, Sport and Culture, DESC is withdrawn/no longer available, (a pro rata course fee will be charged from the date support ceases).
  - persons choosing to repeat a course
  - where any subsequent enrolment is not continuous i.e. there has been a break during the year.

## 10 REFUNDS

- 10.1 Claims for refunds for any course or examination fee will be in accordance with UCM Refund Policy. The current refund administration fee is £20 per student enrolment.
- 10.2 Where an ACE 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.
- 10.3 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 NON-RESIDENT STUDENT FEES

- 11.1 The non-resident rate for fees is charged where the applicant 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.
- 11.2 An applicant 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.

11.3 For applicants **under the age of 18 applying for full time study programme** their fee will be calculated according to the number of eligible years they have on Island on a graduated scale, (please refer to table below). When an applicant under the age of 18 is accompanying a parent/guardian to the Island, or joining a parent/guardian on Island, it is recommended that they contact the UCM Student Services team for funding advice.

<b>Applicant eligibility under 18 years</b>	<b>Remission</b>
No eligible residency	0%
1 Year eligible residency	50% on Residential Fee
2-3 years eligible residency	75% on Residential Fee
4 years or > residency	100% on Residential Fee

11.4 Non-resident applicants under the age of 18, applying for part time course, will not be funded by DESC and will be required to pay fees.

11.5 If applicants 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, together with their ability to pay the course fees for the first year of the course in advance. All international applicants 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.

**Notes:**

1. 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.
2. The Department of Education, Sport and Culture reserves the right to amend these Regulations from time to time.