

## Payments and Donations



### This page tells you about refundable deposits, voluntary contributions, course charges and other charges

These apply to all students who are studying daytime courses at the College. It does not apply to students taking course in the evening. Evening class charges are set out in the evening class brochure.

These costs may change year on year. These are the costs for the academic year - 2018/19.

- **£30.00 Refundable College Deposit.**  
This deposit covers the cost of providing text books and equipment for loan and to cover any damages to College property. This is refundable at the end of the course if there are no outstanding debts. If there is outstanding debts the College will deduct these from any monies owed to you, such as the return of the College deposit, at the end of your son/daughters courses.
- **£10.00 Non-refundable postage charge**  
This covers the cost of a sturdy envelope and postage by recorded delivery of all qualification certificates gained by the students whilst studying at College.
- **£20.00 Non-refundable College Fund.**  
Every year parents and carers contribute by donating funds to the College. This is a one off voluntary payment requested on entry to College to cover the cost of student extracurricular activities, welfare services and social facilities not covered by public funding. This is eligible for gift aid so if you are a tax payer, please complete the form enclosed and return this to the College at enrolment.

A form for gift aid is provided with the enrolment details.

These charges are payable prior to the enrolment appointment through an online portal. The link will be sent to you at enrolment.

- **Low attendance charge**  
Normally, students whose attendance falls below 95% by May 15<sup>th</sup> each year where there is no justifiable reason such as long term medical illness, will be required to make a contribution of £30 towards their exam and assessment fees.
- **Course charges**  
Some courses have specific costs associated with them for items such as uniform, specialist equipment or charges for trips and visits. This information is provided at enrolment or during the academic year as appropriate as trips and visits are organised.

## **Refunds**

When students leave the College, their deposit is refunded if they do not owe for any materials, books, exam fees or other costs. Students must collect this on leavers day which is published to students each year. Any uncollected deposits by this date are treated as a donation to the College.

The postage charge is non-refundable regardless of when the student leaves the College and covers the administrative costs associated with the early leaving process and deposit return. In addition, many students do achieve qualifications and will receive certificates regardless of leaving early.

The voluntary contribution is a charitable donation and is therefore non-refundable.

All refunds are made in the same way as the payment was made.