



South
Lanarkshire
College

East Kilbride

FEEES POLICY 2025-26

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1	May 2024	Finance	Fee Policy
2	July 2025	Finance	Update to Fee Policy for 2025-26 session

Quick Links

We are inclusive and diverse, and this is one of our values.

We are committed to the FREDIE principles of Fairness, Respect, Equality, Diversity, Inclusion and Engagement.



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Introduction

This document details South Lanarkshire College's policy on fees and the methodology for setting fees.

All fees are payable in advance unless:

- Funded by the Student Awards Agency for Scotland (SAAS);
- Funded by Student Funding for National Certificate (NC) courses (England, Northern Ireland and Wales); or
- The Student is eligible for Fee Waiver.

The student is responsible for the payment and/or provides documentation in support of any funding they may be eligible for.

Equality Statement

In line with our Equality, Inclusion and Diversity policy, The College is committed to providing equal opportunities to ensure its students, staff, customers and visitors are treated equally regardless of gender reassignment, race, religion or belief; disability; age; marriage and civil partnerships; pregnancy and maternity; sexual orientation; sex.

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1. Purpose

The purpose of this policy is to set out College's approach to fee setting, determination of student fee status, concessionary fees, international fees, payment plans and refunds of fees.

2. Scope

A Tuition Fee is the price charged by the College, to a Student, in exchange for a place on a course of study. This policy covers Further Education (FE) and Higher Education (HE) fees.

The College must ensure that the policy for fees, including refunds, represents fair and reasonable consideration towards students and at the same time protects the College from financial loss.

The section on refunds does not apply to fees paid by SAAS, as these refunds are covered under SAAS specific terms and conditions.

3. Fees

- Fee Setting

The College will set fees annually taking account of inflation, Scottish Funding Council (SFC) and the Student Awards Agency for Scotland (SAA) fee rates, anticipated demand and other business imperatives.

Utilising guidance from the relevant bodies, the Head of Finance will set the fees for review and approval by the Senior Leadership Team. When setting fees, the College shall have the flexibility to declare any course not eligible for a fee waiver.

Curriculum and Alternative Funding staff are able to cost courses directly using the College course costing form. However all fees established through each costing exercise must be approved by the Head of Finance prior to any submission of bids or commencement of new curriculum programmes.

The Fee table for 2025-26 is attached in Appendix A.

- Fee Structure

The College fees structure is based on the notional fee levels indicated by the Scottish Government and Scottish Funding Council (SFC). The College will also take consideration of inflation, anticipated demand and other business imperatives.

The Alternative Funding team, in conjunction with Curriculum Management, has discretion to set prices for these types of activity based on a robust course costing mechanism currently in use. Normally, this activity will not contribute to the College funded teaching activity target but will be expected to generate a minimum contribution of 30% to the overhead costs of the College.

The College reserves the right to levy additional fees or charges for particular programmes of study which incur proportionally higher costs for materials, study trips or additional property charges.

The fee table for 2025-26 is attached in Appendix A.

- Fee Status and Determination

Tuition fees are charged at rates depending on student residency, nationality and immigration status. Determination of status is complex but students can check this by accessing the Scottish Government, Student Information Scotland (SIS) Portal at <https://www.studentinformation.gov.scot> along with a whole range of information for students on funding and finance.

Students will be charged fees based on status classifications with the following broad definitions:

Scottish (Home Rate)	Student who have been resident in Scotland for more than 1 year
Rest of UK (RUK)	Student whose main residence is in England, Wales or Northern Ireland
EU Settled/Pre-settled (EU)	Students who have applied to the UK Gov Home Office and been given a right to remain in the UK
International	Students who are resident in all other countries

The Home Rate is set by Scottish Funding Council (SFC) unlike the Rest of UK and International fee, which will be set by the College.

To qualify for home student status a potential student must meet the eligibility criteria given in the Education (Access Funds) (Scotland) Determination 2013. The College checks eligibility through the Student Enrolment form and the Fee Waiver Application form. Potential students who do not meet the residency criteria will be asked to finance their own study at the overseas rate.

The Education (Fees) (Scotland) Regulations 2011 applies to HE level fees (HNC and above). These regulations were designed to allow FE and HE institutions to charge fees to students from within the UK but out with Scotland (Rest of UK Students). The College will therefore charge such students a higher fee rate as such activity will not contribute to the student activity target.

- Funding

There are some funding criteria whereby a student may be eligible to have their fees covered in full or partially by external funding. These are summarised below:

Student Support Funding: Students studying full time NC equivalent courses may apply to have their fees funded by the College if they meet the eligibility criteria.

Fee Waiver: The SFC published a National Fee Waiver Policy annually. This provides the basis on which colleges are required to waive fees for certain groups of learners. Please refer to the Fee Waiver Policy 2025/26 for eligibility criteria and the supporting documentation required as set out in SFC guidelines.

SAAS: This is only available to full time HN/BA courses and the student must apply to SAAS. Note that funding will only be granted once at each level of study. If a student withdraws from a course after 1 December, he/she may not be eligible for future SAAS funding as the funds from the first application are then non-refundable. In these circumstances, students are advised to contact SAAS directly for help and assistance.

Part Time Fee Grant (PTFG): The student must apply to SAAS. Further information can be found here: <https://www.saas.gov.uk/part-time>. This may be available for some part time courses that meet the criteria. The maximum credits being achieved cannot exceed 14 (119 SCQF credits) in a single academic year.

Employer/Sponsor: A letter is required from the employer/sponsor on headed paper accepting liability for all fees for the student. The invoice will be processed and sent to the employer instead of the student.

Self financing: If a student or course is not eligible for any of the above funding, the student will be liable for all fees. Payment by instalments may be available. (See section 3.4)

International Students: Funding is provided for Scottish-domiciled or 'home fee' students, refugees and asylum seekers who have been properly enrolled, and whose learning is being supported and individual educational requirements are being met by the college. For international students with no funding, all fees must be paid in full prior to enrolment on the course. International students will not be permitted to pay their fees by instalments.

Funds will not be transferred from one year to next should a student decide to change courses during the year.

It should be noted that Individual Training Account (ITA) funding has been fully withdrawn for 2025/26.

A 20% staff discount is also available to any member of staff who undertakes a course at the College.

- Fee Payment and Collection

There are some funding criteria whereby a student may be eligible to have their fees covered in full or partially.

For self-financing students, fees are normally payable on enrolment via Paypal or other means (see 3.5) and students are normally expected to pay the full fee for any programme of study prior to the commencement of the programme.

In certain circumstances payment by instalment may be agreed by the College. Students should contact Finance @ studentfees@slc.ac.uk to set up an instalment plan.

The College also reserves the right to vary instalment methods and demand outstanding payments in full should circumstances dictate. Payment plans must be arranged within 2 weeks of the start date of the course. Students who subsequently withdraw or discontinue their

studies are required to honour their agreed payment plan until their tuition fee balance is cleared.

Commercial and evening class fees will normally be paid for in advance of enrolment.

- Method of Fee Payment

The College will accept the following:

- cash,
- credit/debit card;
- Paypal; or
- Cheques (less common).

The College will also invoice a sponsor where a student can provide a letter at enrolment indicating who will take responsibility for the fee and to whom the invoice should be sent.

However, in the event that the sponsor does not make payment in respect of tuition fees, the student will be personally liable for payment.

Where fees are not paid in accordance with this policy, the College will send a series of 2 reminder letters, failing which, the College reserves the right to initiate debt recovery action.

The College also reserves the right to withdraw a student from a class and/or to withhold Certificates and results for non-payment of fees by the end of the academic session.

Any student with tuition fees outstanding from a previous year will not be permitted to enrol or start studies for a subsequent year until the outstanding balance has been cleared or an arrangement to pay has been made. Any outstanding balance would have to be paid within 3 months of the new session starting. Failure to do so will result in the student being suspended until the matter is resolved via a payment being made.

- Fee Refunds

The refund of fees is granted where either:

- a) the College cancels the course; or
- b) a student withdraws from a course before the start, or within 3 weeks of commencement of the programme.

The College recognises that student circumstances can change and an initially selected programme may no longer be appropriate. However, it should be noted that a refund will not apply where a student has been advised by the Faculty that the programme of study is unlikely to be achievable and they have proceeded to enrol against the advice of the Faculty.

Refunds will not normally be offered in respect of evening class or commercial provision.

Course refunds will be paid by bank or Paypal transfer, mirroring the same payment method as the original payment received by the College. Refunds will only be repaid to the person or company who made the initial payment.

Any fee refund that does not fit with any of the aforementioned scenarios mentioned will be given at the discretion of the Curriculum Manager, in conjunction with the Associate Principal, for that area.

The following staff have delegated authority to approve the refund of fees:

- Vice Principal – Finance, Resources & Sustainability
- Vice Principal – Learning, Teaching & The Student Experience
- Head of Curriculum
- Head of Finance

The College reserves the right to deduct a £40 administration fee in respect of any refund that is processed. Additionally, any refunded amount will first be offset against any outstanding debt owed by the student for items such as laptops, library fines and bursary overpayments before the balance is refunded.

- Fee Complaints

In the event that a student/business disputes a fee that is payable or a decision that has been made regarding a refund, the individual must follow the College's internal complaints procedure, details of which are available on the College sharepoint: [Complaints Handling A Guide for Staff.docx \(sharepoint.com\)](#). This procedure is guided by the The Scottish Public Services Ombudsman Act 2002, which provides the legislative basis for the Scottish Public Services Ombudsman (SPSO) to publish The Model Complaints Handling Procedures (MCHPs) for all public bodies under the SPSO's jurisdiction, including Further Education <https://www.spsso.org.uk/the-model-complaints-handling-procedures>.

Payment of fees must be maintained pending the outcome of the complaint. Any decision to waive or refund fees will be actioned as soon as is practicable after completion of the complaints process.

4. Responsibilities

All staff with a remit to provide advice to students and prospective students have a responsibility for the issue of proper guidance under this Policy.

All enquiries regarding the application of this Policy can in the first instance be directed to the Head of Finance.

5. Appendix A : Fee Table 2025-26

<u>SOUTH LANARKSHIRE COLLEGE - FEES AND CHARGES 2025/26</u>			
	Session 2025/26		
TYPE OF FEE	Charge incl. SQA element		Memo only 2024/25
<u>FULL TIME</u>			
Full time advanced	£ 1,285.00		£ 1,285.00
Full time - non advanced	£ 1,008.00		£ 1,008.00
<u>OVERSEAS</u>			
Overseas - Pre Masters (one year)	£ 6,500.00		£ 6,500.00
Overseas - HND Intensive (one year)	£ 6,500.00		£ 6,500.00
Overseas - HND (two year) Year 1	£ 6,500.00		£ 6,500.00
Year 2	£ 6,500.00		£ 6,500.00
Overseas - HNC	£ 6,500.00		£ 6,500.00
Overseas - Non advanced	£ 6,500.00		£ 6,500.00
Overseas - Summer school	TBC		TBC
Overseas - indiv. HN credits	£ 395.00		£ 395.00
<u>MANAGING AGENTS</u> per hour	£ -	incl. of SQA element *	£ -
<u>Courses costed on hourly rate rather than by Credit</u>			
Hourly rate: vocational	£ 3.30	incl. of SQA element *	£ 3.20
Hourly rate: non-vocational	£ 5.30	incl. of SQA element *	£ 5.20
CITB - refer to CITB contract			
SNIPeF - refer to SNIPeF contract			
ESOL Courses - cost per credit (1/12)	£ 85.00		£ 85.00
<u>HIGHER GRADE / NATIONAL 5</u>			
Tuition and exam fee	£ 440.00		£ 440.00
<u>EVENING CLASSES</u>			
Vocational - NQ	£ 125.00		£ 122.00
Non vocational / leisure class ~ now costed as commercial courses			
Notes: Some classes may have additional charges for consumable materials			
Per single HN credit when not part of a group award	£ 125.00		£ 122.00
HN credit as part of group award	£ 125.00		£ 122.00
Group Award Fee	£ 40.00		£ 40.00
<u>Miscellaneous course fees & charges</u>			
<u>Tuition support</u>			
Per lecturing hour	£ 80.13		£ 77.00
<u>Commercial courses, where the College does not receive credits</u>			
Refer to Full Cost Recovery (FCR) Course Costing Form			



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