

POLICY TITLE: Charging and Remissions

STATUS: Statutory

DATE of REVIEW: April 2018



The Latimer Arts College strives to provide the highest quality of provision for our students and we allocate resources appropriately and within guidelines to ensure that good value for money is achieved.

The policy covers the following areas:

Voluntary contributions	College trips and visits	Examination entries
Materials and text books	Music tuition	Remissions
Damage and loss of property	Other charges	

Basic Principles

No charge can be made for education during college hours. The definition of 'education' includes materials, equipment and transport provided in college hours by The Latimer Arts College to carry students between the college and the activity. 'College hours' are those when the college is actually in session, and do not include the break in the middle of the day.

College trips, visits and practical activities enhance the students' learning and broaden their knowledge and experience. These are undertaken with the voluntary contributions of parents and carers. No student will be excluded from an activity because his or her parent or carer cannot or will not make a voluntary contribution. The opportunity to pay in instalments will be offered to parents and carers who wish to pay in this way. At the end of an activity all unused funds in excess of £5 per paying student will be refunded to parents and carers.

Should a student be removed from an activity due to poor behaviour then a refund will be given minus any expense that the college cannot recover from other sources.

Voluntary Contributions

There is an exception to the rule about not charging for activities in college hours. Parents and carers may be invited to make voluntary contributions to extend the value of college funds.

If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. If a planned activity has to be cancelled, any monies received will be returned.

Contributions will not exceed the actual cost.

Residential trips – Essential:

For residential trips that are essential to the programme of study a charge will be levied for board and lodging, not to exceed the costs, travel, entrance and activity fees, insurance costs and specialist tuition.

Residential trips – Non-essential:

- a) If the amount of college time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip:
- b) If the amount of college time on the trip is more or half of the total time of the trip, a charge will be levied for board and lodging

(Note: to extend college funds, parents and carers may be asked for voluntary contributions at the planning stage)

Examinations

A charge will be levied in respect of examination entries for students where the college has not prepared the student for the examination.

A charge may be levied for students re-sitting an examination.

A charge may be levied where a student fails without good reason to complete the requirements of any public examination where the college has paid or agreed to pay the entry fee.

Materials and textbooks

Where a student or parent or carer wishes to retain items produced as a result of art, technology and food activities a charge may be levied for the cost of the materials provided; including circumstances where a student forgets their materials/ingredients.

Textbooks for use in college are provided free of charge. Charges are levied for copies that the student wishes to annotate and for additional study and revision guides.

Music tuition

Charges are levied in respect of individual and group tuition if the teaching is not an essential part of a programme of study. The peripatetic instruction charges are explained and agreed in advance by the Music department.

Damage/loss to property

A charge will be levied in respect of wilful damage, neglect or loss of college property (including premises, furniture, equipment, books or materials) the charge will be the cost of replacement or repair. The Principal may agree a lower cost after considering the circumstances.

Lettings

A charge will be levied for the use of college property to at least the cost of providing and maintaining those facilities. Charges will be approved annually by the Finance, Personnel and Premises Committee.

Other charges

The college may offer additional non-educational services e.g., photocopying revision texts for student's personal use; the scale of charges will be approved by the Business Manager.

Remissions

The Principal may decide not to levy charges in respect of a particular activity if it is felt reasonable in the circumstances. Complete remission of any charges for board and lodging for a residential trip may be made if:

- a) The education provided on that trip cannot be charged for: and
- b) The students' parents/carers are in receipt of Income Support; Child Tax Credit (provided that they are not receiving working tax credit); The guaranteed element of State Pension Credit and Income related to employment and job seekers allowance; the proscribed element of Universal Credit; part 6 of the Immigration and Asylum Act 1999

Other remissions

Sixth form students may apply for a discretionary grant from the 16-19 Bursary Fund.