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| **Name of Policy:****Exam Entry Fees Policy** |
| **Person responsible for review:** | JDT |
| **Approval from:** | MK |
| **Last approved:** | March 2019 for academic year 2019/20 |
| **Review Frequency:** | 3 years |
| **Next Review Date:** | March 2022 |
| **Must be stored on website:** | Yes/No |
| **Summary of changes:**Removal of section B Part-time Students 19+ as this no longer applies. |

# Full-time (day-time) Students and 16-19 part-time students

* 1. All procedures and requirements of the funding bodies will be adhered to. Specifically, one entry fee will be paid for by the college in each subject/course for which a funded student is enrolled.
	2. Costs of re-sits will usually be borne by the student.
* Exceptions to this may be made if the re-sit is the result of an unavoidable absence, e.g. hospitalisation, illness. In such cases evidence should be provided. Decisions will be at the discretion of the Director of MIS & Exams, or a member of the Senior Management Team.
* Subject capitations should not be used to fund re-sits. In rare and exceptional circumstance this may occur only with the approval of the Deputy Principal.
* Fees for re-sits will be set by the Director of MIS & Exams and will be calculated to reflect the average cost of an entry.
* From time to time the costs of re-sits may be borne by the college for reasons not stated above. This can only be done with the approval of the Deputy Principal.
* Refunds may be available if a student withdraws from a re-sit entry in advance of any deadlines imposed by the examining body or the College.
	1. Students will be liable for the costs of entry to any University Entrance Exams administered by the Admissions Testing Service or directly by the University.
	2. Students may be able to claim financial assistance to assist with the costs of any entries for which they are liable.

# Candidates not studying at BSFC

* 1. The college may allow private candidates to sit their exams at the College at the discretion of the Director of MIS & Exams.
	2. Fees for private candidates’ entries will be set by the Director of MIS & Exams in agreement with the Deputy Principal, and will be calculated to reflect an average cost of an entry including costs for invigilation and rooming.
	3. Additional charges for separate/small room accommodation, increased invigilation costs, use of specialist equipment or staff may apply. A list of these charges is available at the time of application, and will be agreed on a case by case basis.
	4. All fees are non-refundable.
	5. In exceptional circumstance the College reserves the right to refuse or cancel an entry.