

BSFC Exam Entry Fees Policy

A 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 student is enrolled.
2. Costs of re-sits will usually be borne by the student.
3. Exceptions to this will be made if the re-sit is the result of an unavoidable absence, e.g. certified illness. Such decisions will be at the discretion of the Exams Manager.
4. 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.
5. Students may be able to claim financial assistance to assist with the costs of any entries for which they are liable.
6. 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.
7. Subject capitations cannot be used to fund re-sits.
8. Fees for re-sits will be set by the Exams Manager and will be calculated to reflect the average cost of an entry.
9. 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.

B Part-time Students 19+

1. All 19+ students who pay course fees are liable for their exam fees.
2. 19+ students who are exempt from course fees are also exempt from exam fees. However, rules for payment for re-sits will be as those described in Section A.
3. Students will be exempt from exam fees if this is a requirement of a particular funding body initiative.
4. Where exam fees are applicable they must be paid at the start of a course when course fees are payable.
5. Students are expected to sit exams as directed by the class teacher.
6. Refunds may be available if a student withdraws or is withdrawn from a course providing this is in advance of any deadlines imposed by the examining body or the College.
7. The college reserves the right to refuse or cancel an entry.

C Candidates not studying at BSFC

1. The college may allow external candidates to sit their exams at the college at the discretion of the Exams Manager.
2. Fees for such entries will be set by the Exams Manager and will be calculated to reflect an average cost of an entry.
3. There will be a standard administration charge each exam session to cover the costs of admin, invigilation and rooming. This charge will be determined by the Deputy Principal.
4. Refunds may be available if a student withdraws their entry providing this is in advance of any deadlines imposed by the examining body or the College. A proportion of the administration fee (minimum £50) will be non-refundable to cover all costs incurred by the college.