



Charging and Remissions Policy

(Extract from Financial Regulations Policy)

Responsible Officer:	Business Services Director
Date:	May, 2016 (pending governor approval)
Review Date:	September 2018 (unless preceded by legislation)
Available:	VLE/Reception/Learning Centre
Authorised by:	Governing Body

FEES POLICY INCLUDING CHARGING FOR AND REMISSIONS FOR EDUCATIONAL ACTIVITIES

9.1 The policy identifies activities for which:

- Charges will not be made
- Charges will be made
- Charges may be viewed

9.2 Voluntary Contributions

9.2.1 Separately from the matter of charging, Buckinghamshire UTC may always seek voluntary contributions in order to offer a wide variety of experience to students. All requests for voluntary contributions will emphasise their voluntary nature and the fact that students of parents who do not make such contributions will be treated no differently from those who have.

9.2.2 The Law says:-

“If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.

No student will be excluded from an activity because parents are unable to pay.

If sufficient contributions are raised, the trip or activity may have to be cancelled.

If a parent is unwilling or unable to pay the student will be given an equal chance to go on the visit.”

9.3 No Charges will be made for:

9.3.1 Education provided during school hours (including the supply of any materials, books, or other equipment)

9.3.2 Education provided outside college hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the Buckinghamshire UTC.

9.3.3 Tuition for students if it is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the Bucks UTC.

9.3.4 Examination re-sits (if a student fails, without good reason, to meet any examination requirement for a syllabus a charge will be made).

9.3.5 Education provided on any trip that takes place during college hours.

9.3.6 Education provided on any trip that takes place outside college hours

- a) if it is part of the National Curriculum, or
- b) part of a syllabus for a prescribed public examination that the student is being prepared for at the Bucks UTC, or
- c) part of the Bucks UTC's basic curriculum

9.3.7 Transport provided in connection with an education trip.

9.4. Activities for which charges may be made:-

9.4.1 Activities outside College hours

Non-residential activities (other than those listed in 9.3.3) which take place outside college hours but only if the majority of the time spent on that activity takes place outside college hours (time spent on travel counts in this calculation if the travel itself occurs during college hours).

9.4.2 Residential activities:

Board and lodging costs (but only these costs) of residential trips deemed to take place during college hours. However students whose parents/carers are in receipt of certain benefits (see remissions policy below) may not be charged for board and lodging costs.

9.4.3 Residential trips deemed to take place outside college hours other than for those activities listed in 9.3.3).

9.4.4 Trips

When any trip is arranged parents/carers will be notified of the policy for allocating places.

9.4.5 Charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.

9.4.6 Activities which can be charged for (with exception of board and lodging for residential trips) are regarded as 'optional extras'. Charges will not exceed the actual cost (per student) of provision.

9.4.7 Charges will/may be made for any materials, books, tools or equipment, where a parent wishes their child to own them.

9.4.8 Charges will be made for the board and lodging component of residential trips. The charge will not exceed the actual cost. (Remission available for those in 9.6.2)

9.5 Remissions

9.5.1 In order to remove financial barriers from disadvantaged students, the Governing Body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents/carers in particular circumstances. Remissions are set out in 9.6.2 where circumstances in which charges will be waived.

9.6 Families qualifying for remission or help with charges

9.6.1 If remission or help is available in relation to a particular charge it is indicated in 9.4.8.

9.6.2 Criteria for qualification for remission are Parents/Carers in receipt of:

- Income Support
- Income-based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999

- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by the Inland Revenue) does not exceed those benchmarks set by HMRC.
- Guaranteed State Pension

9.6.3 At the discretion of the Buckinghamshire UTC Board and Principal parents/carers may be able to claim help with some costs by completing a Request for Financial Support Form.

9.7 Additional Considerations

9.7.1 The Buckinghamshire UTC Board recognises its responsibility to ensure that the offer of activities and education visits does not place an unnecessary burden on family finances.

9.7.2 Where possible Buckinghamshire UTC shall publish a list of visits (and their approximate cost) at the beginning of the academic year so that parents/carers can plan ahead.

9.7.3 Buckinghamshire UTC will establish a system for parents/carers to pay in instalments

9.7.4 When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip.

9.7.5 Buckinghamshire UTC acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against students from families on lower incomes and we will avoid that method of selection.