

## CHARGING AND REMISSIONS POLICY

Charging For Activities (1988 Education Reform Act). The College has always organised many activities which fall within the scope of this Act. For trips and visits which fall within this Act, parents will be provided with a planned itinerary, including details of all travel, tuition fees and an anticipated average cost. Should insufficient voluntary contributions be received, such visits may not necessarily take place. In case of need, financial assistance may be available for residential and other trips organised by the College, which take place in the UK.

For all educational visits there is a scheme to assist parents/carers who are in receipt of income support or family credit. Further details are available from the College.

When materials or ingredients are required for certain areas such as Art and Design, Design and Technology, it is expected that they will normally be provided by the parents or carers. It is anticipated that these materials and ingredients will be used to make an end product, to be taken home or consumed by the student at college. In cases where the ingredients or materials are provided, the college may ask for voluntary contributions.

In cases where the LEA/Governing Body has paid for entry to a public examination on behalf of a student who then fails to complete the requirements without good reason, the fee will be recovered from parents/carers. Failure to complete the examination requirements includes failure to complete coursework and/or failure to sit the final and modular examinations.

The College may charge to recover the costs of copying a document if a parent/carer wishes to have a copy.

Parents/carers will be asked to pay if a student loses or damages College property.

In general the Governors have agreed that the College may levy a charge to parents or carers for the following:

- Musical instrument tuition within College hours
- 'Finished products' (eg items made in technology subjects)
- Board and lodging relating to College trips
- Examinations that a student enters 'privately' that he/she has not been prepared for by the College
- Costs of remarking examinations
- Costs of examination entries against the advice of the College
- Additional activities outside or partly outside College hours
- Costs arising from damage and replacements