



CONNELL
CO-OP COLLEGE

CHARGING AND REMISSION FOR COLLEGE ACTIVITIES

Purpose of this policy is to demonstrate that:

- Charges are not made for admission to Connell Co-op College for activities that take place during college hours.

Including: -

- Examination entry fees for public examinations for which registered students are being prepared at the college
- The provision of books, equipment, materials or transport in relation to any activity that cannot itself be charged for. However, parents/carers may be asked to contribute voluntarily towards the costs of materials where the finished product will then be owned by the student.
- The cost of travelling to and from home when students are on work experience is met by the parent/carer/carers or paid out of the student's bursary.
- In many subjects it is desirable, or even essential, that learning takes place outside the classroom. If a trip or visit is essential to the course, and by definition all students need to participate, then these trips and visits will be free or **subsidised by the College**.
- Non-essential trips and visits will be costed as effectively as possible and students will opt-in on a voluntary basis, subject to paying the necessary costs

Activities for which charges are made

Charges are made for: -

- Certain Fees associated with Public Examinations
- Photocopying for Private Use
- Cost of Damages
- Lost student ID badges (£5.00 per badge)
- Locker deposit (£5.00)

Public Examinations

As mentioned in section 2 above, all normal costs associated with prescribed public examinations are borne by the College. This includes any costs associated with re-marks and re-sits where the College has requested that these take place.

However, if a parent/carer requests a re-mark, re-sit or a copy of an examination script, an amount will be charged to the parent/carer to cover costs. This amount shall correspond to any relevant fee levied to the College by the examining body plus a £5 administration fee for each request.

There may be occasions when a request comes from another College to sit one or more of their students for an examination at Connell Sixth form College. In this eventuality, and where this request is accepted, all costs associated with the examination plus a £5 administration will be charged to the parent/carer of those students.

Private Photocopying

All photocopying costs associated with provision of the curriculum are borne by the College. Private photocopying facilities are available but there will be a charge attached to this. Details of the charges made for this are available in the College office.

Cost of Damages

These include any damages to the fabric of the College premises (such as a broken window) and the defacing, loss or breakage of books or classroom equipment. In such cases, especially where the damage is due to unacceptable behaviour on the part of the student, parent/carer will be asked to pay the cost of repair or replacement. Such charges may be reduced or waived on an individual basis if this is deemed to be appropriate on educational grounds, for example, in certain circumstances where a student has owned up to a misdemeanour.

RESPONSIBILITY

Responsible Staff	Jane Hopcroft
Policy administrator	Christine Butterfield.
Approving body	Governors
Review date	December 2021
<i>All policies are available to stakeholders either on the College website or upon request from the College Office.</i>	