



# **ANNUAL SCHEDULE OF FEES AND CHARGES**

**2024-25**

**Issue 019**

**(Including concessionary rates)**

## 1. FURTHER AND HIGHER EDUCATION STUDENTS

In this schedule the following definitions apply:

### (a) Accredited Courses

Those courses as defined on the OFQUAL Register of Regulated Qualifications and the Qualifications and Credit Framework (QCF) and the Prescribed List of Accredited Qualifications (PLAQ) as defined by the Department for the Economy (DFE), or other courses approved by DFE including university validated courses. It may be a course that:

- enables a student to progress directly into further study after successful completion of such a course.
- assists a student in his/her work; or
- it may include Higher Education programmes which are assessed at Level 4 or above.

### (b) Other

Any course not meeting the definition of (a) above and may include recreational courses.

### (c) Home Student

A home student is one complying with the residency criteria laid down by the Department for the Economy and as such the standard tuition fee shall apply. Essentially there shall be three categories of such students:

- those born and living in the UK;
- those who have been granted settled status under EUSS;
- Irish citizens are automatically treated as settled;
- returning students who were eligible for home fee status at the start of their course will remain eligible for home fee status the duration of their course.

The DfE guidance on residence requirements is outlined in

### (d) International Student

An international student is a student who does not satisfy the conditions for consideration as a home student as defined at [FE Circular 05/22 - Further Education Residency and Funding Requirements \(economy-ni.gov.uk\)](https://www.economy-ni.gov.uk/fe-circular-05/22-further-education-residency-and-funding-requirements).

International students cannot be subsidised by the College's delegated budget and therefore they should be charged the estimated full cost. Overseas students who do not currently have the right to remain in the country will be liable to pay a deposit equal to one third of the tuition fee before an official letter of acceptance is sent to the student in their home country. This letter is required by the UK VISA and Immigration for consideration in the student visa application. Students who are refused a VISA for entry to the UK to study at SRC must submit appropriate evidence before a refund will be considered. Deposits shall not be refunded should the applicant decide not to remain on his/her chosen programme of study.

Any examination/registration fee shall be paid separately.

Part-time fees for international students will be calculated on a pro rata basis.

### (e) Hourly Rate

All courses and programmes will, unless otherwise stated, be charged for at an appropriate hourly rate.

### (f) Self-Financing Courses (Including Cost Recovery)

Self-financing courses shall normally meet the following criteria:

- they shall not conflict with any statutory or general responsibility of this College to provide further education within the statutory provisions under the direction of DFE.
- they shall not result in any reduction in existing College provision.
- the target student group shall be restricted and defined by the commissioning body within the arrangements agreed with the client; and
- the course shall be one commissioned by an employer or group of employers or other agency.

### (g) Additional or Other Costs Not Included in This Schedule

This schedule of fees and charges does not apply to the following:

- examination and or other external fees as charged by Awarding Bodies.
- those tuition fees established by external bodies, such as a university, including any validation fees associated with a course of study.
- a pro rata rate will be applied for students repeating individual modules.

## 2. TUITION FEES – PROFESSIONAL/TECHNICAL COURSES

### Accredited Courses

The minimum scales of tuition fees for accredited courses excluding those provided as specified under paragraph 8 shall be as follows:

Full Time Higher Education Courses	% Fee Chargeable	Home Students (incl EU)	International Students
<b>Specified courses* of Higher Education (Year 1)</b>			
fee chargeable if withdrawn on or by 20 September 2024	0%	£0	£0
fee chargeable if withdrawn on or by 22 December 2024	25%	£725	£2,000
fee chargeable if withdrawn on or by 11 April 2025	50%	£1,450	£4,000
attend on or after 21 April 2025	100%	£2,900	£8,000
<b>Specified courses* of Higher Education (Year 2)</b>			
fee chargeable if withdrawn on or by 20 September 2024	0%	£0	£0
fee chargeable if withdrawn on or by 22 December 2024	25%	£675	£1,863
fee chargeable if withdrawn on or by 11 April 2025	50%	£1,350	£3,725
attend on or after 21 April 2025	100%	£2,700	£7,450

Full Time Higher Education Courses	% Fee Chargeable	Home Students (incl EU)	International Students
<b>Specified courses* of Higher Education (Year 3 or above)</b>			
fee chargeable if withdrawn on or by 20 September 2024	0%	£0	£0
fee chargeable if withdrawn on or by 22 December 2024	25%	£625	£1,725
fee chargeable if withdrawn on or by 11 April 2025	50%	£1,250	£3,450
attend on or after 21 April 2025	100%	£2,500	£6,895
Placement Year (HND only)	100%	£940	£2,500

*\*As specified by the Department for the Economy.*

Full Time Higher Education Fees will not be increased for year 1 students progressing to year 2 or year 2 students progressing to year 3 in 2025-26.

Where HE loans do not cover the entirety of the fee, the student will be liable for the outstanding balance. If the student withdraws from the course resulting in a recall of amounts previously paid by the Student Loans Company, the student will be liable for any recalled amount in addition to any outstanding fees.

Full Time Further Education Courses	Home Students (incl EU)	International Students
Further Education Course	£0	£5,400
Further Education Course Advanced	£0	£6,000
Full time Further Education Courses	Home Students % Course Fee Chargeable	International Students % Course Fee Chargeable
Full Time Further Education (year 1)		
• course fee chargeable if withdrawn on or by 20 September 2025	0%	0%
• course fee chargeable if withdrawn on or by 17 October 2025	0%	25%
• course fee chargeable if withdrawn on or by 21 November 2025	0%	50%
• course fee chargeable if attend on or after 24 November 2025	0%	100%
Full Time Further Education (year 2 or above)	0%	100%

## Part-time Courses

Course fees for part time courses are based on an hourly rate applicable for part time courses plus any examination, registration, accreditation and material fees. The hourly rate applicable for part time courses offered in 2024-25.

Part Time Higher Education Courses	Rate per hour	Comment
Higher Education Courses (year 1)	£2.50	
Higher Education Courses (year 2 or above)	£2.30	

Part Time Higher Education Courses	% Course Fee Chargeable
• fee chargeable if withdrawn on or by 20 September 2024	0%
• fee chargeable if withdrawn on or by 22 December 2024	25%
• fee chargeable if withdrawn on or by 11 April 2025	50%
• attend on or after 21 April 2025	100%

The hourly rate of Part Time Higher Education Fees will not be increased for year 1 students progressing to year 2 or year 2 students progressing to year 3 in 2025-26. Fees in respect of examination, accreditation or registration may vary in line with the awarding body prices and will be chargeable on the basis of awarding body charge to the College for the course.

Where HE loans or HE means tested grants do not cover the entirety of the course fee, the student will be liable for the outstanding balance. If the student withdraws from the course resulting in a recall of amounts previously paid by the Student Loans Company, the student will be liable for any recalled amount in addition to any outstanding fees.

<b>Substantial Part Time Courses</b>	<b>Rate per hour</b>	<b>Comment</b>
Further Education Courses of 120 hours or more (year 1)	£2.40	
Further Education Courses of 120 hours or more (year 2 or above)	£2.20	

*No fee is chargeable if a student cancels their substantial part time course within 14 calendar days of the start of the course.*

<b>Part Time Further Education &amp; Other Courses</b>	<b>Rate per hour</b>	<b>Comment</b>
Further Education Courses less than 120 hours	£2.40	
Open Learning Courses (including flexi study courses), E-Learning and Blended Learning courses		These will be costed separately.
Essential Skills for Living	£0	In accordance with DFE guidelines which stipulate that such courses shall be offered free of charge.
ESOL (English as a second language)	n/a	£55 for each course, plus examination / registration fees. Courses are priced on the basis of a maximum of 60 hours and fees for courses exceeding this number of hours will be priced on a pro rata basis.
Non-Accredited Courses (including recreational)	£4.00	courses restricted to a maximum of 30 hours
Non-Accredited Courses including recreational for students with Learning Difficulties and/or Disabilities (SLDD)	£1.90	(This shall apply only to programmes coded SLDD03 – discrete provision and SLDD04 – day care provision).

Examination, registration, accreditation and material costs may also be payable on part time courses and will be chargeable on the basis of awarding body charge to the College for the course.

Where FE awards or any other support do not cover the entirety of the fee, the student will be liable for the outstanding balance.

### 3. TUITION FEES: CONCESSIONS

Fee concessions are only applicable to tuition fees on part time accredited courses. Concessions are not applicable to examination or other costs included in the overall course fee, non-accredited courses will not qualify for concessions, HE courses will not qualify for concessions, international students will not qualify for concession unless they meet the asylum seeker criteria.

A minimum fee of £40, plus examination, registration fees and/or course related fees where appropriate, will apply to all courses irrespective of concessions and/or other support provided.

Category of Tuition Fee Concessions for accredited courses	Concession applicable (tuition fee reduction)
<p>Any part time student on an accredited course in receipt of or dependant on spouse / partner / parent / guardian in receipt of:</p> <ul style="list-style-type: none"> <li>• Universal Credit;</li> <li>• Income Support;</li> <li>• Jobseekers Allowance (Income Based) and whose income falls below the current threshold;</li> <li>• income based NHS Exemption Certificate;</li> <li>• Working Tax Credit or Child Tax Credit (with an annual taxable income below the qualifying threshold as updated by HMRC) (Figure as at publication);</li> <li>• Guaranteed Pension Credit;</li> <li>• Housing Benefit (Rate Relief) or Rate Rebate;</li> <li>• a Republic of Ireland means tested benefit deemed to be acceptable to the College;</li> <li>• Income Related Employment and Support Allowance.</li> </ul>	50%
<p>Any full-time student, who enrolls on a part time course shall pay standard tuition and examination fees except where that programme constitutes part of the agreed full-time studies.</p>	
<p>Any Southern Regional College full time students attending repeat GCSE day classes will be required to pay examination and registration fees.</p>	
<p>Any student undertaking a full-time further education course or registered on Training for Success who is also registered for essential skills will be exempt from paying examination and resit fees.</p> <p>All other essential skills students (part time and community) will be exempt from paying for the initial examination fee and one further resit opportunity. Further examination resit costs must be met by the student.</p>	
<p>A minimum fee will be charged for any part-time level one to level three accredited course in respect of any home student who is of school leaving age and engaged in full-time education at levels one to three and who has reached a standard of education acceptable to the College.</p>	
<p>Any Asylum Seeker who meets either of the following:</p> <ul style="list-style-type: none"> <li>• has been granted refugee status.</li> <li>• has been granted exceptional leave to remain and has lived in the UK for at least three years for purposes other than receiving full time education shall be treated for the purposes of this circular as a home student or as defined by the UK Visas and Immigration.</li> </ul>	50%
<p>Any part time student who is being sponsored by a Charitable or Community organisation where the student would have been eligible for a concession without the charity support, (e.g., Victims &amp; Survivors Commission, Chrysalis Women's Centre)</p>	50%

The College will, where appropriate, remind a student of his/her liability for payment of fees after this exemption has ceased.

#### 4. FEES FOR SELF-FINANCING COURSES – PART-TIME

- (a) The rate for a self-financing part-time course shall normally be £140 per course hour on College's premises, plus the cost of class materials, examination and registration fees where appropriate.
- (b) The rate for self-financing courses delivered off campus including provision for the community and voluntary sectors shall be £100 per course hour plus materials costs, examination, registration fee and travel expenses where appropriate.
- (c) The rate for programmes delivered as part of a Schools Partnership arrangement shall be £80 per course hour for provision supported by the Department of Education or the Department for the Economy. This rate will be reviewed annually. In addition, schools will be invoiced for examination or other registration fees, Personal Protective Equipment supplied by the College for students to be worn on site, and material costs.
- (d) Consultancy work shall be priced on an individual project by project basis.
- (e) Employer College Partnership Agreement.

#### Partnership Rates

Where firms sign up to this agreement, they shall be able to avail of preferential rates for training programmes:

- Fully customised training courses

Courses set up exclusively for the client and not attended by persons from any other company will be charged at £90 per hour whether delivered on-site or on College premises.

This rate excludes examination/assessment/awarding body fees, course material fees and travel fees if applicable.

- Open course/general provision at SRC

Open courses refer to courses that are scheduled to run at the College on a non-client specific basis. These types of courses may be booked by persons from a number of different companies/businesses. Places are secured on a first come, first served basis. These courses will be charged at the normal College rates applying with a 10% reduction on all tuition fees\* for companies / businesses who have signed up to the Employer College Partnership Agreement.

*\*This reduction refers only to the tuition element of the course (examination/assessment/awarding body fees, material fees, other fees are not eligible for this reduction).*

*\* Based on EF1 sponsorship forms signed and dated by client.*

*\* Open/general courses run subject to sufficient enrolments, SRC reserves the right to cancel, postpone any open/general College based courses that do not attract sufficient enrolments.*

Where a course is developed by the College for a third-party organisation an upfront fee equivalent to 40% of the total course cost may be payable and should the course not proceed this fee may not be recoverable.

## 5. FEES FOR INFILL

- (a) Where trainees infill into existing courses the minimum rates shall be as follows:

	Rate / Hour
Level 1 & 2	<b>£7.60</b>
Level 3 or above	<b>£8.75</b>

These fees are payable monthly, the amount charged depending on the potential number of attendances during the preceding month. These fees are for tuition only and additional costs will be payable where appropriate e.g., registration fees to awarding body, examination fees, assessment fees and monitoring costs.

- (b) Where the College has to provide an additional class or establish a special course the charges including VAT are:

	Fee per class contact hour
Level 1 & 2	<b>£120</b>
Level 3 or above	<b>£130</b>

- (c) The College reserves the right to set rates for work undertaken through sub-contracted arrangements with other training providers or contracting agents e.g., Apprenticeships .

## 6. CHARGES FOR PUBLIC SECTOR APPRENTICESHIPS

Public Sector bodies will be charged the equivalent annual rate the College would receive from DfE for non-public sector apprenticeships.

The public sector body will remain liable for 100% of the annual fee if the apprentice leaves the apprenticeship after 1 term, the annual fee will be reduced by 50% if the apprentice leaves during the first term.

## 7. CHARGES FOR COURSE MATERIALS

- (a) A charge may be made to a student for course materials and /or other costs associated with a course.
- (b) A charge shall be made to a student to meet the full cost of course materials provided for him/her on a non-accredited course.



## 8. EARLY BIRD DISCOUNT

An early bird discount is available to any students enrolling for a 24-25 part time FE accredited and non-accredited course provided they are not availing of any College concessions or financial support. Enrolment and full payment of fees would be required by 9 August 2025 for courses starting in the first semester and by 6 December 2024 for any students starting in the second semester. The discount available will be according to the table below

Course tuition fee > £50 < £100	£10
Course tuition fee > £101 < £200	£20
Course tuition fee > £201	£30

The early bird discount is not applicable to any examination or material fees. The early bird discount cannot reduce the fee payable below the minimum chargeable fee of £40.

## 9. PERSONAL DEVELOPMENT PROGRAMME

The College will provide opportunities for all staff to avail of a current programme of study or recreational course within the College under the Personal Development programme. The initiative is subject to the following conditions:

- eligible staff can avail of any recreational or accredited Level 0 - 3 course;
- 1 application per staff member per academic year;
- tuition fee only will be paid by the College;
- all additional costs including exam fees, course materials, equipment and travel must be paid by the member of staff;
- no more than 3 staff members can avail of the same course;
- the course must run outside of the staff members normal working hours;
- all courses will be subject to sufficient enrolment numbers and normal College policy regarding course cancellation;
- once the application has been approved the staff member will be required to commit to the course for the full duration.

## 10. OTHER MISCELLANEOUS FEES

### Fee

#### **Examination resits for students registered on Apprenticeships NI (Level2 & 3)**

All apprentices will be provided with the opportunity to undertake exams linked to their main programme of study free of charge.

As per  
Awarding  
Body

Apprentices will be provided with the opportunity to take one further resit free of charge after which the apprentice will be liable for the full resit fee for all additional resits undertaken.

## Examination resits for students registered on Higher level Apprenticeships

All apprentices will be provided with the opportunity to undertake exams linked to their main programme of study free of charge.

Apprentices registered on university validated courses will be charged an administration fee for all additional examination resits. £30

Apprentices registered on non-university validated courses will be liable for the cost of all resits undertaken with the awarding body. As per Awarding Body

## Examination resits for higher education students

Any administration fee will be charged for any higher education student resitting an examination with an external examining body or university. £30

This will be in addition to any fee due to the examining body or university.

## Examination resits for full time further education students

All full-time further education students, including those on a Traineeship programme, will be provided with one opportunity to undertake exams linked to their main programme of study free of charge. As per Awarding Body

Students will be liable for the full resit fee for all additional resits undertaken.

## Essential Skills

Any student undertaking a full-time further education course or registered on Apprenticeships NI who is also registered for essential skills will be exempt from paying examination and resit fees. As per Awarding Body

All other essential skills students (part time and community) will be exempt from paying for the initial examination fee and one further resit opportunity. Further examination resit costs must be met by the student.

## Other

Students registered on all other courses will be liable for their own examination and resit cost. As per Awarding Body

**External candidate examination fee** – for any student not enrolled on a course with Southern Regional College. This fee will apply per candidate, per subject. £110

**Administration fee** – will apply when processing refunds for students who do not attend a course and do not give the College a minimum of 5 working days' notice before the commencement of the programme. £30

**Late payment fee** – an additional fee that may be applied to students who fail to pay examination and registration fees on time. £30



**ANNUAL SCHEDULE OF CHARGES FOR THE  
HIRE OF COLLEGE FACILITIES  
2024-25**

## HIRE OF COLLEGE FACILITIES

**Note: The rates quoted below are inclusive of VAT where applicable\***

Room Description:	Price Per Hour:	Half Day Rate:	Daily Rate:	Weekly Rate:
<b>ALL CAMPUSES</b>				
Computer Room (all campuses)	£30		£150	£600
General Classroom	£20		£100	£400
Board Room	£50		£250	£1,000
Seminar / Conference Room (cost per room)	£30		£150	£600
Seminar / Conference Suite	£60		£300	£1,200
Meeting Room	£30		£150	£600
Lecture Theatre	£30		£150	£600
Exams Hall / Sports Hall / Assembly Hall	£50		£250	£1,000
Training Kitchen / Workshop / Laboratory / Salon	£50		£250	£1,000
<b>Monthly Charge</b>				
Office Space (per office)	£250			
Shared Office space (per office)	£190			
<b>NEWRY CAMPUS</b>				
Foyer (West Campus)	£40		£250	£750
Graduate Restaurant (East Campus)	£40		£250	£750
<b>BANBRIDGE CAMPUS</b>				
Sports field	£20	£60	£100	£400
TV Studio including technician*	N/A	£170	£340	£1,530
Photography Studio	N/A	£85	£170	£710
<b>ARMAGH CAMPUS</b>				
Dance Studio	£20	£60	£100	£400
Photography Studio	N/A	£85	£170	£710
Music Studio including technician *	N/A	£170	£340	£1,530
Ceramics Studio including technician *	N/A	£170	£340	£1,530

## CATERING FACILITIES – 2024-25

Dinner in the Graduate Restaurant 5 courses and Tea/ Coffee	East Campus, Newry	£20.00	per person
Lunch in the Graduate Rest. 4 courses and Tea/ Coffee	East Campus, Newry	£10.00	per person
Lunch in the Arches 2 courses and Tea/ Coffee	East Campus, Newry	£6.50	per person
Lunch in the Bistro 2 courses and Tea/ Coffee	Portadown Campus	£6.50	per person
Lunch in the Oracle Restaurant 3 courses and Tea/ Coffee	Portadown Campus	£8.00	per person
Tea/ Coffee and Scones/ Butter and Jam		£3.50	per person
Tea/ Coffee and Tinned Biscuits		£1.50	per person
Tea/ Coffee and Tray bakes		£2.50	per person
Tea/ Coffee and Sandwiches		£4.00	per person
Tea/ Coffee/ Sandwiches and Tray bakes		£5.00	per person
Tea/ Coffee/ Sandwiches and Tinned Biscuits		£4.20	per person
Finger Buffet		£8.00	per person
Fork Buffet		£9.00	per person

**Finger Buffet:**

£8.00 per person: Choice of 3 finger foods, e.g. cocktail sausage rolls, spring rolls, cocktail sausages, chicken goujons etc. with dips, sandwiches, tray bakes, tea and coffee.

**Fork Buffet:**

£9.00 per person: Choice of 2 main courses with vegetarian option if required, served with rice, baked potato, wheaten bread, choice of 2 salads, dessert, tea and Coffee.

**Continental Breakfast:**

£5.50 per person: Selection of cereals, fruit juices, fresh fruits, yoghurt, croissants, butter and preserves, tea and coffee.

**SPECIAL MENUS CAN BE ARRANGED**

**Wine:** per mini bottle £4.50  
other bottles as per wine list

**Soft Drinks:** £1.50

**Bottled water:** per bottle £1.50