Glasgow Kelvin College

Fees Policy 2026-27

Document Control Information	
Approved by the Finance and Resources Committee:	**26 November 2025**
Date of Next Review:	**25 November 2026**

The Board of Management (or any person/group with delegated authority from the Board) reserves the right to amend this document at any time should the need arise following consultation with employee representatives. **This Policy has been subject to an Equality Impact Assessment this can be accessed on: https://www.glasgowkelvin.ac.uk/equality-diversity/**

1. Introduction

The Fees Policy sets out the fees and charges that will be applied during the academic year. This includes the scope and discretion that the College has to waive fees due for programmes of learning. The Finance and Resources Committee is required to approve the fee policy prior to the start of each academic year, unless there are material or substantial changes, when the Board of Management would be required to approve the Policy.

2. Fees Structure

The College fees structure is based on the notional fee levels indicated by the Scottish Government and Scottish Funding Council (SFC). It should be noted that, at the time of writing, the SFC have not published their Fee policy for session 2026/27. It is possible, although unlikely that the SFC will change the longstanding fee rates.

This report requests the Finance and Resources Committee to delegate authority to the Vice Principal Operations to re-align fees to the SFC rates in advance of the new term in the event that the fee rates or eligibility rules are changed by the SFC, Student Awards Agency Scotland (SAAS) or the Scottish Government.

A copy of the current session and 2025/26 fees structure is included as Annex 1 to this policy. The fee structure applies to all student activity that qualifies for funding by grant-in- aid from the SFC or is part-funded by European Structural funds.

The College reserves the right to levy additional fees/charges for particular programmes of study which generate disproportionate costs for materials, trips or additional property charges. The Vice Principal Operations has delegated authority to set fee rates for specific programmes, these will normally be based on the rates outlined in the fee policy.

Commercial, some international provision, and consultancy charges are not covered by the Fees Policy. The Vice Principal Operations has discretion to set prices for these types of activity. Normally, this activity will not contribute to the College funded teaching activity target but will be expected to generate a contribution to the overhead costs of the College.

3. Fee Waiver Policy

The SFC publishes a National Fee Waiver Policy annually. This provides the basis on which colleges are required to waive fees for certain groups of learners. Glasgow Kelvin College will comply with and operate the National Fee Waiver Policy.

The College will not accept Fee Waiver for commercial provision except where this activity is specifically funded by partner organisations.

It is the policy of the Board that the Principal retains discretion to waive fees for students who do not meet the national fee waiver scheme criteria. This is applied only when the student can demonstrate financial hardship and where waiving the fee is consistent with the College ethos.

It may also apply to some community-based provision which is delivered in partnership with local partners. Fees will not normally be waived for full time HE or commercial day or evening provision, unless in exceptional circumstances.

4. Approval of Non-Standard Fees

Non-standard Fees or deviations from approved rates will normally be referred to the Senior Leadership Team (SLT) for consultation prior to approval. These are likely to relate to Training Agencies, day release, block release and bespoke courses. Fee rates for such provision are formally approved by the Principal or a Vice Principal.

5. School Pupils

The College notes that the fee waiver policy applies to school pupils for programmes that they undertake in colleges as part of their school-based curriculum. The College will not seek to charge school pupils a fee for any activity they undertake at College.

6. Home, Rest of UK and Overseas Student Status

To qualify for home student status a potential student must meet the eligibility criteria given in the Education (Access Funds) (Scotland) Determination 2024. The College checks eligibility through the Student Enrolment form and the Fee Waiver Application form. Potential students who do not meet the residency criteria will be asked to finance their own study at the overseas rate.

The Education (Fees) (Scotland) Regulations 2011 applies to Higher Education (HE) level fees (Higher National Certificate (HNC) and above). These regulations were designed to allow Further Education (FE) and HE institutions to charge fees to students from within the UK but out with Scotland (Rest of UK Students). The College will therefore charge HE students a higher fee rate as such activity will not contribute to the student activity target. FE students are charged the home rate.

The College does not hold a Tier 4 license and therefore is unable to recruit international students, this now includes EU students residing outwith the UK.

7. Cancellation of Programmes and Classes

The College reserves the right to cancel any programme or class should there be insufficient numbers of students enrolled. Where the College cancels a programme or class, any fee paid in respect of the cancelled programme will be returned provided the student has paid the fees themselves or had fees paid by others on their behalf.

8. Payment of Fees

Fees are payable on enrolment and students are normally expected to pay the full fee for any programme of study prior to the commencement of the programme. In certain circumstances payment by instalment may be agreed by the College. The College reserves the right to vary instalment methods and demand outstanding payments in full should circumstances dictate. There is no minimum amount for a payment plan, and the college will use discretion with individual students depending on their circumstances.

However, any fee under £100 would be expected to be paid in full prior to the start date of the course.

Payment plans should be arranged within 2 weeks of the start date of the course and course fees must be paid in full by the end of the current academic session. Commercial and evening class fees will normally be paid for in advance of enrolment.

9. Complaints/Investigations

In the event that a student has submitted a complaint to the College, payment of fees must be maintained pending the outcome of the complaint. Any decision to waive or refund fees will be actioned as soon as is practicable after completion of the complaints process.

10. Refund of Fees

The College will not normally refund fees paid by a student to attend a programme of study at the College. Should a student withdraw from a programme before the start, or within three weeks of commencement, of the programme consideration will be given to refunding fees. This recognises that student circumstances change and that the programme selected may not always be an appropriate choice.

Should a student withdraw after three weeks of the commencement of any block the full fees for the block will be charged.

Refunds will only be considered on the basis of a written request with an explanation of the reasons for withdrawing from the programme. Any refund granted will be subject to the deduction of a £40.00 administration fee. Refunds will not normally be granted if the student has attended more than three weeks after the commencement of the programme or class. Refunds will be repaid to the person or company who made the initial payment and by the same payment method as the original payment. Refunds will not normally be offered in respect of evening class or commercial provision.

The College would not normally offer a fee reduction for requests related to Industrial Action and cancelled classes, where the College has committed to providing additional learning time to help students complete their qualification. However, cases will be considered on a case-by-case basis.

The following staff have delegated authority to approve the refund of fees:

- Vice Principal Operations
- Vice Principal Curriculum and Quality Enhancement
- Director of Faculty
- Director of Student Experience and Enterprise
- Head of Finance
- Finance and Student Funding Manager
- Accountant

11. Method of Payment of Fees

The College will accept cash, credit/debit card or cheque as payment of fees. The College will also invoice a sponsor where a student can provide a letter at enrolment indicating who will take responsibility for the fee and to whom the invoice should be sent. Dishonoured cheques and direct debit payments will be subject to £30.00 surcharge.

12. Non-Payment of Fees

The College is expected to collect a fee for every student enrolled, except in circumstances where the National Fee Waiver Policy applies. The College will pursue students who fail to pay the agreed fee. The College will not certificate students who do not pay the fee due. The College will also withdraw access to ICT facilities in cases where the terms of payment plans are not being met by the student and, with the exception of students who are under 18, the debt will be referred to the College Debt Collection Agency and legal action may be taken. The student may be removed from their course of study as a result of non-payment of fees.

13. Outstanding Debt

Students wishing to enrol who have previous outstanding debts to the college will be subject to the following conditions:

- Debts less than £100 – to be paid in full prior to enrolment;
- Debts more than £100 – 50% to be paid up-front with the balance to be paid by end of block 1. A direct debit payment plan will be arranged with individual students.

14. Fraud or Misrepresentation

Fraud is defined in this policy as "any act of willful dishonesty to gain individual or collective advantage." It is taken to include the alteration of financial or other records or any unauthorised act which results directly or indirectly in financial gain to the perpetrator or to any third party.

This may involve:

- Falsification or alteration of financial records or other documents; and
- False accounting and/or making fraudulent statements with a view to personal gain.

If fraud is suspected, then individuals should bring this to the attention of the Vice Principal – Operations – JEvans@glasgowkelvin.ac.uk or the Principal or Vice Principal Curriculum and Quality Enhancement.

If identified instances of fraud are investigated and proven, the college reserves the right to:

- request payment in full for any outstanding fees;
- withhold, stop or demand refunds for student support funding awards;
- remove a student from their course of study;
- report the individual to the appropriate authority.

15. Marginal Cost Pricing

The College may be requested to provide education or training which has not been included within its budgeted academic plan. The provision of education or training will incur additional costs. A Vice Principal will ensure that the College recovers the additional costs of such activity.

16. Further Information

For further information on this policy please contact: the Sales Team on 0141 630 5022 or email finance@glasgowkelvin.ac.uk.

Annex 1

Glasgow Kelvin College

Fees Structure 2026 / 2027

Type of Fee	Session 2025/26	Session 2026/27
Further Education - Full Time/Short Full Time		
Self-Financing Students	£1,008	£1,008
Overseas Students	£4,950/£2,500	£5,100/£2,550
Rest of UK (RUK) Students	£1,040/£520	£1,070/£535
Further Education – Part Time		
Self-Financing inc - SQA registration	£95 per unit (day) £135 per unit (evening)	£95 per unit (day) £135 per unit (evening)
Overseas - inc SQA registration	£320 per credit	£320 per credit
Highers	£350	£350
Higher Education - Full Time/Short Full Time		
Self-Financing Students	£1,285	£1,285
Degree Self-Financing Students	£1,820	£1,820
Overseas Students	£6,400/£3,200	£6,600/£3,300
Rest of UK (RUK) Students	£6,390/£3,195	£6,600/£3,300
Higher Education - Part Time		
Self-Financing - inc SQA registration	£100 per unit (day) £135 per unit (evening)	£100 per unit (day) £135 per unit (evening)
Overseas - inc SQA registration	£410 per credit	£410 per credit
Miscellaneous		
Marginal Cost – per class hour	Price on request	Price on request
Hourly rate – per contact hour	Price on request	Price on request