

**LIPA**  
**SIXTH FORM**  
**COLLEGE**

**Charging & Remissions Policy**

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**Document Version History**

<b>Version</b>	<b>Date</b>	<b>Ref</b>	<b>Change Summary</b>
1.0	August 2016		New Policy.
1.1	August 2018		Reviewed & updated.
1.2	August 2022		Reviewed & updated .
1.3	June 2023		Reviewed & updated

## **Charging & Remissions Policy**

The same rules concerning charging apply to LIPA Sixth Form College as to any other state-funded school. The college would like to make no charge to parents or students for any activity, inside or outside the college, which is relevant to education provision. However, the limits of the college's budget mean that we must make charges for certain activities. This policy outlines those areas and the basis on which some students may be eligible to claim these charges back (remissions). This policy outlines how this system works.

Students accepting a place are advised to seek travel and maintenance assistance from their Local Education Authority; although most LEAs no longer offer this support, some still do so.

Students or parents in receipt of certain recognised benefits as their main or only source of income may apply to LIPA Sixth Form College for consideration for a College Bursary (see below). Free school meals are available as in a Local Education Authority school.

Charges are made for the following, although in many cases the charges do not cover the full cost of the activity:

- a) Peripatetic and instrumental tuition.
- b) Visits outside the college (Theatre, Concert, Exhibition, Film Screening etc).
- c) Residential visit/journeys/exchanges etc. whether they fall in or out of college time.
- d) Electronic consumables over and above a student's 'allocated entitlement' by the college, other than that for assembling work for his/her Record of Achievement during their career at the college
- e) Examination entry fees for examinations prepared for at college, where students fail to attend the exam or fail to complete a programme of study for which they have been registered.
- f) Examination fees for non-prescribed examinations or those not recommended by the college for an individual student.
- g) Fees for Awards (e.g. music grades exams).
- h) Professional or 'extra' contributions to enhance the students' experience (outside 'formal' teaching time).
- i) Curriculum-related visits outside the student's 'formal' teaching timetable eg Theatre/Research/Projects.
- j) Parents and/or students are required to pay fares and any residential component in connection with Work Based/Related Learning.
- k) Costs incurred for any items broken, damaged or defaced as a result of a student's conduct (including accidental damage caused by carelessness). This includes loaned college laptops, chargers & any other loaned college resources.

**General procedure:**

All students will be notified in advance of any charges that are to be set for a given activity and they will have, where appropriate, information to take home to their parents/guardians. This will take the form of a letter outlining the activity, what the charge is, when it is to be paid and to whom the money must be given. Students and/or parents/guardian will be expected to make any payments by the stated date. Adequate notice will be given in all cases and no unreasonable demands will be made on any student. When seeking voluntary contributions from parents or students for a particular activity, the school will indicate whether the activity will be prevented from going ahead in the absence of sufficient funds.

**Procedure for making payments:**

Payment should be made by via the College on-line payment system which is PlusPay through ParentMail - a link will be sent to students and parents at the start of each teaching year to enable them to access this payment system.

**Financial Assistance**

Information regarding bursaries & FSM can be found by clicking here:  
<https://www.lipasixthformcollege.org/page/?title=Bursaries&pid=69>