



Trinity Specialist College **Charging and Remissions Policy**

This Policy has been compiled in line with Department for Education requirements and in accordance with sections 449-462 of the Education Act 1996.

1. Education during College hours

No charge may be made for admitting students to Trinity Specialist College. Education provided during College hours must be free. This includes materials, equipment and transport provided in College hours to carry students between the College and an activity. College hours are those when the College is actually in session, and do not include the lunch break in the middle of the day.

2. Voluntary Contributions

Although the College cannot charge for College-time activities, the Operations Director or Trustees may make voluntary requests of students parents and carers for contributions towards optional activities such as educational visits. It should be noted that students of parents who do not contribute will not be treated any differently or excluded from the activities. However, such activities may be cancelled if insufficient voluntary contributions are raised to meet the costs incurred. When invited to take part in such an activity, parents and carers will also be notified as to the level of any such voluntary contribution and how this sum has been calculated.

3. Classroom Materials

No charge will be made for materials and equipment used during College hours.

4. Courses and Examinations

No charge may be made for entering/signing students up to Asdan, Aqa or any other body which would be relevant to the student's individual pathway including Functional Skills examinations. The College will enter a student for each examination in a public examination syllabus that the College has prepared the student for. However, this will not apply if the College think that there are educational reasons for not entering the student, or if the student's parents or carers ask in writing that the student should not be entered. An application for exemption would need to be applied for to the ESFA. An examination entry fee may be charged to parents/carers/students if:

- Where a parent/carer knowingly absents a student from an exam for reason other than illness e.g. for a holiday during term time.

Created by: Sally Evans

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Charges may not be made for any cost associated with preparing a student for an examination.

5. Transport

Transport for post 19 year olds is generally not covered by the Local Authority. Therefore If Parents/Carers require transport for their son or daughter there will be a charge. The College receives a small Discretionary Bursary which can be used to support transport costs and there is an application process (Bursary Policy)

6. Residential Activities

A charge may be made for such residential trips falling outside College times but is necessary as part of the students pathway for a prescribed examination that the College is preparing the student to sit. Students covered by the Discretionary Bursary or whose parents/carers are in receipt of the following support payments will, in addition to having a free College lunch entitlement, also be entitled to the remission of these charges:

- Income Support
- Income-based Jobseeker's Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided the parent is not entitled to Working Tax Credits and their annual income does not exceed the statutory threshold
- Guaranteed state Pension Credit.

7. Remissions

The College also directs a certain element of its funds to support those who are genuinely unable to meet any additional charges so that no student is denied the fullest possible access to College life simply because of the students, parents'/carers inability to pay. In such circumstances, the College will assist in the meeting of appropriate costs but will never give 100% subsidy in order to ensure that parents/carers and students share the commitment to the activity concerned.

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