



Newham Collegiate Sixth Form Centre

A specialist centre for Science and Mathematics

CHARGING & REMISSION POLICY

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1. INTRODUCTION

At the NCS we believe that the education of our students is much enhanced by the many opportunities which are offered for activities and excursions out of the Sixth Form, although they may not always be an essential part of any A level course. In some instances charges are also made for certain aspects of some subject courses, so that the level of Government funding does not limit opportunities for students.

2. SIXTH FORM TRIPS

Residential Trips – essential

For residential trips which are essential to the A level course, or in preparation for prescribed examinations, a charge will be levied for travel, board and lodging.

Residential Trips – non-essential

For residential trips which are not essential to the A level course, or in preparation for prescribed examinations a charge will be levied for the full cost of the trip.

Non – Residential Trips – essential

For non-residential trips which are essential to the A level course, or in preparation for prescribed examinations, a charge will be levied for travel and other associated costs.

Non – Residential Trips – non-essential

For non- residential trips which are non-essential to the A level course, or in preparation for prescribed examinations, a charge will be levied for travel and other associated cost

3. EXAMINATION ENTRIES & UCAS FEES

- a) A charge will be levied in respect of examination entries for students where the Sixth Form has not prepared the student for the examination.
- b) A charge will be levied in respect of examination entries for students where the Sixth Form has prepared the student for the examination and it considers that for educational reasons (to be determined in the absolute discretion of the Principal) the student should not be entered and the student's parent/guardian wishes the student to be entered.
- c) A charge will be levied where a student fails without good reason to complete the requirements of any public examination where the sixth form paid or agreed to pay the entry fee.
- d) A charge will be levied on all re-sit examinations.
- e) A charge at cost will be levied in respect of supplementary learning material required for the satisfactory completion of the course.
- f) A charge will be levied for the full cost of a student's UCAS application where the Sixth Form makes a pre-payment on behalf of the student.
- g) A charge will also be levied for all entrance exams e.g. BMAT/STEP that are taken at the Sixth Form

- h) A charge will be levied where a student takes leave (regardless of the duration) during term time without the express written permission of the Principal.
- i) A charge may be levied where a student's attendance and punctuality falls below the 95% target.

4. MATERIAL FOR ART, CRAFT & DESIGN AND DESIGN & TECHNOLOGY

Where a student or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge will be levied for the cost of the materials used.

5. ACTIVITIES OUTSIDE SIXTH FORM HOURS

For all activities outside Sixth Form hours, a charge up to the cost of the activity will be levied.

6. DAMAGE/LOSS OF PROPERTY

- A charge will be levied in respect of wilful damage, neglect or loss of Sixth Form property (including premises, furniture, equipment, books, materials or iPads), the charge to be the cost of replacement or repair, or such lower cost as the Principal may decide in his absolute discretion.
- A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books, materials or iPads) belonging to a third party, where the cost has been recharged to the Sixth Form. The charge to be the cost of replacement or repair, or such lower cost as the Principal may decide in his absolute discretion.

7. VOLUNTARY CONTRIBUTIONS

- Where the Sixth Form cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the NCS, the Sixth Form may request or invite parents to make a contribution towards the cost of the trip. Students will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation.

8. REMISSIONS POLICY

- a) The Principal of the NCS may remit in full or part charges in respect of a student if it feels in the absolute discretion it is reasonable in the circumstances.
- b) The Principal in its absolute discretion may decide not to levy charges in respect of a particular activity, if he feels it is reasonable in the circumstances.
- c) If, once all invoices have been settled and there is a surplus in the fund, a refund will be made to the students who attended.