

## **ACCESS AGREEMENT THE ROYAL AGRICULTURAL COLLEGE**

### **Proposal on Tuition Fees**

The College will charge the full £3,000 tuition fee for all undergraduate courses apart from Foundation Degrees (which will be charged at £1200) in order to provide the necessary resourcing for teaching and learning and for widening access (as detailed in Annex 1).

### **Background**

As a small (650 students) rural, specialist institution, Widening Participation has been an area of challenge since joining the Publicly Funded Sector in 2001, the College has moved from being a privately funded institution with a need to charge full tuition fees, to a publicly funded institution with a more diverse student body.

The College has been successful over the last three-years in increasing student numbers at a time when the number of students on land-based Courses across the sector has been falling. The diversity of the student body has also changed dramatically. The College now has 30% of its students receiving support for tuition fees and 21% on full support, an increase of 5% since 2001. 60% of undergraduates are from state schools. The original widening participation activities (Annex 2) were aimed at rural disadvantaged areas, mature students and part time study. There has been some success, but this has been constrained by the small target market, and our rural location has made part time study difficult to promote successfully. These existing widening participation activities will continue in addition to the new target activities.

### **Widening Access**

At present local recruitment is limited despite our participation in Aim Higher and collaboration with Cirencester College, the Regional Foundation Degree Consortium and schools within the Cirencester Area. We therefore intend to direct more resources into raising our profile locally. The additional income generated by top up fees will enable the College to employ staff with experience to attract and retain students from more disadvantaged backgrounds. This additional resource will also enable us to offer incentive payments to staff involved in out reach work.

We have identified our most under represented groups as being local, young, urban, low-income, and ethnic minority. We are aware that “Applicants from places with little or no tradition of HE attendance are 25% more likely to study at a local University within 30 minutes travel of home” Higher Education Funding Council (2005) *Young participation in higher education* (03).

Swindon is 15 miles away with less than 26% HE attendance, and is a primary target. Whilst we will be competing with the proposed University of Bath in Swindon, we are offering a very different learning opportunity. A further target area within easy reach is South Bristol. Also Gloucester, which has a high proportion of low-income young students although not in the lowest HE attendance area, and the Forest of Dean, which is a disadvantaged rural area, are within our target zone. All of these areas have a large population, who come from disadvantaged backgrounds where studying at HE level would not be a high priority. The College can also offer a non-rural pathway, leading to a wide range of careers in the wider rural economy the food chain and the property sector.

In order to target our efforts the College will concentrate on courses with more appeal to urban applicants and therefore will put additional resources into promoting the BSc Property Agency and Marketing and the HE Diploma in Property Agency and Surveying, both courses providing professional accreditation from the RICS. We will also promote our suite of Business Management courses (at Foundation or BSc Honours level), which may also have wider appeal.

These courses should be attractive to the most under represented groups: young, urban, low income, and ethnic minorities.

We will produce specialist promotional materials aimed at these groups and areas, and employ a member of staff with experience of this type of recruitment who will be responsible for assisting our existing Admissions Team in recruiting students from these areas. We will increase local school visits and set up additional recruitment events at College to bring them to our campus.

Once recruited the College will resource additional support mechanisms for these students who may need additional learning resources and assistance in embedding themselves into higher education and the rural campus environment.

This requires a five-year plan and we have set realistic but challenging targets.

We are utilising Aim Higher and Outreach contacts, and a contextual statement for Aim Higher is attached. (Annex 3)

The College already runs 'Land Based Careers', a two day taster course in the Easter Vacation but will expand this and run summer schools, relating to the target subject areas of Business and Property, and will offer more support for students attending from disadvantaged areas in the form of travel expenses, scholarships and opportunities for more short term visits to the College.

We will also need to address on campus cultural issues arising from widening access. We have a very active Diversity and Equalities Committee and Diversity Officers for Race and Religious Beliefs, Disability and Gender and Sexual Orientation, who will be supporting these activities.

### **Main Activities**

The five areas that we will be concentrating on are:

#### 1. Raising aspirations

Work with teenagers, teachers and parents to give them the opportunity to understand how a degree can enhance their life, and that careers in the Land based sector are not just about farming.

Expand the 'Land based Careers' taster courses by providing financial support for attendees, and running additional one day courses for specific schools and colleges to promote opportunities available including specific programmes in Business and Property which may appeal to our non-traditional student.

#### 2. Ensuring support during study

Whilst it is important that all students are supported through their studies it will be particularly important to provide additional support for students from disadvantaged backgrounds, where their schools may not have provided all of the necessary skills to make the appropriate transition from school to HE. We will need to provide study skills support and remedial teaching where necessary. This requires an expansion of the existing provision which is already used for many first year students to improve retention and completion rates in year one.

We shall offer pre-session programmes for students in need of development in areas such as IT, writing, grammar, mathematics, and science and will increase welfare support to back up the academic support mechanism and student mentoring. We are putting into place a strategy to provide a holistic student welfare and support system by October 2005, and this together with benchmarks for recruitment and retention will be monitored and adjusted as necessary throughout the duration of this plan.

Improving student retention will be targeted towards Year One as this is when the majority of withdrawals occur. Areas to be considered are induction, academic support and welfare advice provision. At present we have a high retention rate and will work very hard to maintain this.

3. Increasing collaboration with FE and schools in target areas

We have strong links with local schools and colleges that we shall expand by offering targeted activities on campus to help them become familiar with the College and realise what HE and the RAC can offer for the development of future potential and career development.

We also intend to expand our range of programmes for such students to enhance their confidence and self-esteem.

We shall aim to encourage students from these areas to regard the College as a possible next step following their school career through identifying subjects and careers paths that are exciting and new.

This will be supported by Staff from RAC visiting more schools and colleges to give advice on HE, and these institutions will be invited to specifically targeted events at RAC i.e. one day or half-day conferences for pupils which will develop links with RAC and between pupils and schools; maintaining contact via specific promotional material, maintenance of email links with heads of careers and subject specialists.

4. Providing targeted promotional materials

We shall investigate how best to approach prospective students in areas of social deprivation and ensure that our promotional material is appropriate. We have not so far attracted many BME applicants and we have not had the resources available to employ staff experienced in these areas of recruitment. We shall enhance our range of information services, both

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paper and web based, to ensure that they show we welcome non-standard entrants and will provide and publicise bursaries for these students to encourage them to feel that the College is affordable for them.

### 5. Outreach activities

The Access Officer will undertake and co-ordinate outreach activities in addition to integrating with the activities of the Centre for Rural Skills (Annex 4) in order to maximise advertising opportunities for progression to HE.

### **Bursaries**

The RAC will be participating in the UUK/SCOP Model Bursary Scheme and all top up bursaries will be provided through this method.

The bursaries will be carefully targeted and the RAC will be flexible during recruitment to ensure that monies available are assisting and encouraging as many students as possible to study with us. Once they have joined the RAC we shall ensure they are able to continue their studies with the necessary levels of support. This may be greater than that needed for current students so a proportion of the increased tuition fees will be invested in student support and welfare to ensure high retention rates. This may include additional support for living expenses, which are comparatively high in rural areas, such as Gloucestershire. We are initially concentrating on local recruitment, however, and a high proportion of these students will probably opt for living at home whilst studying.

Bursary levels of up to £2,000 per student are proposed. All students in receipt of full support will be entitled to a bursary of £1500, with an additional £500 available to students in receipt of full support who fulfil a minimum of three of the following criteria:

1. First generation Higher Education
2. Disadvantaged Postcode (Urban or Rural)
3. Specified School or College
4. Member of a Minority Ethnic Group

Students in receipt of partial support will be entitled to a percentage of £1500 i.e. a student entitled to 25% support would receive a £375 bursary, 50% support would receive a £750 bursary, and 75% support a £1125 bursary as outlined in Annex 1.

The College already allocates up to £125,000 in the form of scholarships and bursaries each year, and this level will continue as at present.

We will publish information on the full cost of total tuition fees for the courses and full support arrangements, in addition to all other charges, on our web site and in paper format as outlined in Annex 5. These charges will be enclosed with the prospectuses clearly stating whether they are provisional and subject to a cost of living increase. All College documentation is available in a variety of formats upon request from the Registry, i.e. large print, coloured background or Braille for those with special requirements. All applicants will be sent information on fees and charges with their offer letter. These will be sent out again for confirmation in March before starting at the College in October. This will detail how they will be required to pay, when and

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where to apply for support, and full details of our scholarships, bursaries and hardship support.

### **Milestones**

We have set realistic, attainable but challenging targets and would be prepared to raise these if recruitment proved more successful than expected in years one and two. As outlined in the attached action plan we are aiming to recruit an additional 45 students from the targeted groups local, young, urban, low income, minority ethnic groups by October 2010, with 10 additional students in 2007, as detailed in the attached action plan (Annex 6). At present we have 30% of students receiving some level of support and 21% of students on full support but with little representation from our target groups. Our strategic aim is to increase the number of student in receipt of full support up to 30% of the undergraduate student body.

### **Monitoring**

All applications and acceptances are closely monitored and statistics measured against targets annually. Feedback is requested from applicants who withdraw. This data already provides all the information required to monitor results and (if necessary) to revise our action plan. Academic Quality and Standards Committee monitors student performance annually and further data will be kept to ensure that they are able to assess success rates of the widening participation students. The Diversity and Equalities Committee, Diversity Officers and Registry already have an extensive monitoring system in place and this will be used to provide the necessary data for monitoring support and achievement and retention. The Access Officer will be a member of the Registry team reporting directly to the Registrar – Admissions and Records and will be responsible for collating and providing any additional statistics required. The Registrar – Admissions and Records will be responsible for identifying any trends, shortfalls or likely inability to meet targets which may require revision of the action plan. These recommendations will be included with the monthly statistical analysis of applications that is provided to the Senior Management Group, Academic Board and Strategic Planning Group.

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### Annexes

- Annex 1            Outline Bursary Costs/Sliding Scale of Bursaries
- Annex 2            Existing Widening Participation Policy
- Annex 3            Contextual statement from Aim Higher South West
- Annex 4            Existing Continuing Professional Development and Centre for Rural Skills activities
- Annex 5            Current Fees and Charges Information including proposed format for the addition of top up fees
- Annex 6            Action Plan



**The Royal Agricultural College Widening Participation Strategy 2001-2004**

**1. Widening Participation by currently under-represented groups**

Strategy Objective	Current Achievements	Future Developments
<p>To increase recruitment to College courses at all levels from urban and suburban schools and colleges as well as from rural EAZs with low HE participation rates.</p>	<ul style="list-style-type: none"> <li>• Existing accreditation of FE programmes in UK and EU institutions for advanced entry onto RAC courses</li> <li>• Fully established progression pathways from College Foundation and Diploma programmes to HE courses</li> <li>• Fully developed and integrated Dyslexia policy</li> <li>• Scholarships and Bursaries available for Outstanding Academic Achievers and Sports Scholars</li> </ul>	<ul style="list-style-type: none"> <li>• Development of pathways from GNVQ, NVQ and the College's HE courses</li> <li>• Enhanced staff resources</li> <li>• Increase the number of places to accommodate</li> </ul>
<p>To increase the number of mature students.</p>	<ul style="list-style-type: none"> <li>• Development and delivery of management and career-change programmes suited to more mature candidates, chiefly in the South West Region, but also in nearby Midlands counties.</li> <li>• Review and refine current College APEL procedure enabling non-standard entry routes onto HE courses</li> </ul>	<ul style="list-style-type: none"> <li>• Further development of procedures &amp; APEL</li> <li>• Establish Study collaborative links</li> <li>• Establish childcare facilities</li> </ul>
<p>To enhance the opportunities for part-time provision of College programmes</p>	<ul style="list-style-type: none"> <li>• All programmes currently available on a part-time basis</li> <li>• Negotiations under way to develop distance learning degree programme</li> </ul>	<ul style="list-style-type: none"> <li>• On-line provision for part-time students</li> <li>• Promote part-time provision</li> </ul>

**2. Aspiration funding**

Strategy Objective	Current Achievement	Future Development
<p>To raise the aspirations of potential candidates to commence or return to higher education at the RAC by promoting awareness of the value of re-training and career development through HE</p>	<ul style="list-style-type: none"> <li>• An annual 2-day careers in the land-based industries course for 16 - 18 year olds</li> <li>• Postgraduate open-days to encourage applications from graduates and mature candidates</li> <li>• Wide circulation of high-quality prospectuses for both undergraduate and postgraduate programmes</li> </ul>	<ul style="list-style-type: none"> <li>• Further develop programme to m programmes av</li> <li>• Invitation to care LEA's to visit the funding arrange</li> <li>• Co-operation wi Form schools to progression rout</li> <li>• Implementation provide informat encourage local</li> <li>• Review of all pu effectiveness in range of target g material where a</li> </ul>

4. **Partnership projects**

Strategy Objective	Current Achievement	Future Development
To create new links with regional and possibly national FE and Sixth Form Colleges and strengthen existing links.	<ul style="list-style-type: none"> <li>• Current collaboration exists between the RAC and Cirencester FE College on the delivery of a Certificate in Rural Administration</li> <li>• Advanced entry routes onto BSc and MSc programmes have been approved for specified programmes at Diploma and Postgraduate level with Filton, West Oxfordshire and Lackham FE Colleges.</li> </ul>	<ul style="list-style-type: none"> <li>• The College aims to develop collaborative links with FE Colleges, to provide progression routes and opportunities for students</li> <li>• The Linkages will provide opportunities for training, for students on courses.</li> </ul>

3. **Student support [services and bursaries]**

Strategy Objective	Current Achievement	Future Development
The College will be able to offer such financial and pastoral support as is required to enable every student both to feel confident in applying for a course suited to their needs and aspirations and to successfully complete their chosen course of study	<ul style="list-style-type: none"> <li>• The College scholarship and bursary scheme has provided opportunities for those experiencing financial difficulties in commencing or completing their studies</li> <li>• A personal tutor system which enables all students to have access as needed to personal and academic advice</li> <li>• Careers support programme available on-campus</li> <li>• Qualified counselling support off campus</li> </ul>	<ul style="list-style-type: none"> <li>• Re-assign the current resources for academic fees</li> <li>• Further development of the support system, through the introduction of student Portfolios</li> <li>• The strengthening of welfare and care appointments</li> </ul>

**Annex 3**

**CONTEXTUAL STATEMENT ON AIMHIGHER IN THE SOUTH WEST**

The HE providers in the SW have a long and successful history of working in partnership and are convinced that this makes sense to the groups with which we are trying to engage. The 14 HE institutions and 35 FE colleges have been collaborating since 1999 to work with schools and other partners to reach out to those groups that are currently under-represented within the HE student population. Our vision is of a seamless education and training service that helps any individual in the SW to gain access to education which is right for them. Learners will be able to progress to a level which fulfils their potential, and to get proper recognition and respect for their achievements from employers, educationists and the SW community. Building local opportunities is central to the vision, particularly in areas where poor transport infrastructure restricts access.

*There are four Aimhigher partnerships in the SW – one at regional level and three at area level. The area partnerships are learner-focused and follow the travel to study patterns within the region, even though these do not always coincide with administrative boundaries. The four partnerships have designed programmes of activity to raise HE awareness, aspirations and attainment as appropriate in each of the areas.*

***At regional level***

Activities include:

- Summer schools for young people
  - in year 10
  - in year 11
  - in year 12
  - with vocational qualifications
- Somerset strand
- Provision of a website – [www.aimhighersw.ac.uk](http://www.aimhighersw.ac.uk)
- Staff development
- Communications and infrastructure

### ***At area level***

#### **Partnerships are working with young people and key opinion formers in**

- **schools and colleges**

#### **Activities include**

- Taster visits to Universities
- Master Classes
- Summer schools
- Mentoring programmes
- Student tutoring
- Talks for parents/carers

- **the workplace**

Young people in the workplace with level 3 qualifications are a key target group for the Aimhigher programme. We are working to encourage progression to HE by

- clarifying progression routes from workplace learning to HE
- raising awareness of progression opportunities amongst employers and employees
- providing taster events and summer schools

- **community settings**

Work with parents, carers, youth leaders, trade unions and community groups reinforces our activities with young people by normalising the concept of HE within these communities. Activities include:

- family learning sessions
- work with refugees and asylum seekers
- provision of IT courses

## REPORT ON ACTIVITIES OF CENTRE FOR RURAL SKILLS IN WIDENING PARTICIPATION

- Reintegration - Programmes for pupils who have been either temporarily or permanently excluded from mainstream school provision. We run a half-day programme every week and are now in our 2nd year of this activity. This is currently supported by the Gloucestershire Reintegration Service and our own Active Community funding.
- Cirencester Schools link - courses funded through a grant from LSC to Cirencester College for the delivery of part of the 14-19 curriculum, targeted at vocational training programmes. This is to be expanded further to include additional schools within the region.
- Training courses have been provided for students with learning difficulties linked to rural vocations. These include tractor driving, Landrover driving, chainsaw operation, welding and manual handling. Again this is planned for expansion.
- We work with Sportability, a disabled access charity specialising in spinal injury patients, to host Quad trekking events for them to enable disabled people to gain access to the countryside.
- Cotswold Canals Project will soon provide opportunities with funding from LSC to run courses in the Heritage and Rural sector, in areas such as dry stone walling, hedge laying, environmental management etc. Key target groups will be the unemployed, the underemployed and the self-employed.
- We regularly run courses for trainees from Prospect Training who have the Gloucestershire training contract for large-scale unemployment as well as long term unemployed.
- Training courses for the Rural Craft Network provide opportunities for school children to learn rural vocational skills.

All the above events enhance the opportunities for the College to promote higher education programmes available and, by encouraging learners to continue or return to education will further widen opportunities.

## Annex 5

### TUITION FEES NEW FULL TIME UK AND EU STUDENTS FOR 2006 ENTRY

FROM OCTOBER 2006 STUDENTS STARTING ON

- Undergraduate Degrees
- Higher Education Diplomas

Will pay a tuition fee of £3,000 per annum.

You choose when to pay your tuition fees there is no need to pay tuition fees during your course unless you want to and you can apply for a loan to cover the cost. Once you have graduated and your income exceeds £15,000 pa you will begin to repay your fees, together with the student loan. The level of repayment depends on your income. You will be expected to repay 9% of your income over £15,000. The length of time over which you repay will depend on your income and the total owed.

Foundation Degree students will pay a tuition fee of £1,200.

Fee levels in subsequent years will rise by the value of inflation

All new full time students will be able to apply for a non-repayable maintenance grant of up to £2,700 a year. How much you get will depend on the income of you and your household. If this income is £15,000 or less you are likely to be eligible for a full grant worth £2,700 a year. There will also be partial grants available for those with a household income of between £15,000 and £33,000. Grants are payable in three instalments – one at the start of each term.

There are also two types of student loan available – one for fees to cover the tuition fees charged for your course and one for maintenance to cover your living expenses.

Student Loan for Fees – you can apply for the exact amount that you are charged for your course and the money will be paid direct to the College to cover the cost of your fees.

Student Loan for Maintenance – will be available to both new and existing students the exact rates will be announced nearer the time.

#### Bursaries

Bursary levels of up to £2,000 per student will be available. All students in receipt of full support will be entitled to a bursary of £1,500, with an additional £500 available to students in receipt of full support who fulfil a minimum of three of the following criteria:

1. First generation Higher Education
5. Disadvantaged Postcode (Urban or Rural)
6. Specified School or College
7. In receipt of £2,700 Maintenance Grant
8. Member of a Minority Ethnic Group

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Students in receipt of partial support will be entitled to a percentage of £1500 i.e. a student entitled to 25% support would receive a £375 bursary, 50% support would receive a £750 bursary, and 75% support a £1125 bursary.

For students starting their course in October 2006 or later, the Government will write off student loan balances which are left unpaid 25 years after you complete your course, provided you have kept up the repayments.

### Gap year Students

The Government policy will be that students who are offered a place in 2005 but plan to take a gap year (and start in 2006 instead) will pay £1,200 (Fee levels in subsequent years will rise by the value of inflation) for the duration of their course. This applies only to students who defer from 2005 to start at the College in 2006.

As students taking gap years will not be charged the additional fees, the up-front loan from the Government will not be available to them.

**PLEASE PASS THIS TO THE  
PERSON RESPONSIBLE FOR  
FEES IF NOT YOURSELF**

**August 06**

Dear Sir/Madam

### ***UNDERGRADUATE CHARGES FOR ACADEMIC YEAR 2004/2005***

Further to your application to study here at Cirencester, I am now able to advise you that the fees for the academic year starting 4 October 2004 have been set as shown on the attached lists. I am also taking this opportunity to inform you of our general procedures for payment of fees and other charges.

You will receive the first invoice in late August. Subsequent invoices will be issued in mid-December, and mid-April.

**Responsibility for Fees:** Please sign and return the enclosed form F1 accepting responsibility for fees. This form must be received here on or before 17<sup>th</sup> September 2004 at the latest or you will not be able to formally enrol on your course.

### **RECEIVING FINANCIAL HELP AS A STUDENT**

**UK/EU Students** – In all cases, you should approach your Local Education Authority directly to find out about student support available. You should apply to your Local Education Authority to confirm eligibility for funding even if you do not at present intend to apply for a student loan. General information is also available at [www.dfes.gov.uk/studentssupport](http://www.dfes.gov.uk/studentssupport).

**You must send the College confirmation of your eligibility for support (financial assessment form)**, this will be sent to you by your LEA you as soon as your place has been confirmed (made unconditional). If this is not received by the College you may be liable for the full tuition fee of significantly more than £1,150 and you will be unable to apply for a student loan.

It is important that copies of any official notifications of support (normally Financial Assessment Form) from your LEA are sent to the College. The College will credit your account when the amount is received as such awards are normally paid to the College direct.

## HOW YOUR INVOICE IS MADE UP

Your bill will be made up of a number of charges such as Tuition Fee and Compulsory and Optional Charges (See Page 4), Residence Charges (See Pages 5 & 6), and what we call 'disbursements'.

**Disbursements** include:

**Excursions:** farm, business or other educational visits, which are not included in the tuition fee.

**Electricity Charges:** all student bedrooms are monitored for electrical consumption. The student will be charged for the metered consumption to their room. This will be billed at the end of each term. Bedrooms in the Main Building, Bledisloe Court, and Coad Court will have a £10 per term allowance credited to this charge for the first two terms of every academic year, as these rooms are electrically heated. Expenditure can be controlled by students by regulating any heating appliances and switching off when leaving the room.

**Damages:** students are responsible for damage to their rooms and/or to College property generally and where responsibility is admitted or proven the full costs of repairs or replacement will be charged.

**'Global' Damages:** occasionally it may be necessary to charge the student body as a whole with the cost of repairing damage to College property caused by students who cannot be identified.

## LATE PAYMENT

The College reserves the right to charge interest on overdue invoices: currently the rate is 2% per month for each full calendar month following the due date. The College also reserves the right to refer amounts falling outside our normal credit terms to a debt collection agency and to charge any legal costs that have to be incurred in the collection of any overdue accounts.

## INSURANCES

Your first invoice will include an insurance premium for Student Accident and Permanent Disability Compensation cover, as an optional extra, (the charge for 2003/4 was £12.60). Details of the benefits of this cover will be circulated with your first invoice. Details of insurance covering **Fees Remission**, in the event of absence through illness, will also be circulated with your invoice. The College strongly advises students to take advantage of this cover.

The 'joining pack' which we will send to you in September will include proposal forms enabling students to obtain insurance for their **Personal Effects** on their own account, which the College strongly encourages, since it cannot ordinarily be responsible for students' personal effects.

## **COUNCIL TAX**

**Student Halls of Residence:** the College Student Halls of Residence are exempt from Council Tax during periods of residence. Students are not required to register for the Council Tax. However, the College is required to certify that a student is registered for a course of study, and this is normally done soon after the start of the academic year, to the local authority concerned.

**Students Living Off Campus:** dwellings where the only adult occupants are students are also exempt. This exemption applies to both 'College' addresses and 'home' addresses, regardless of where the student's main home is. A dwelling shared by students and non-students is liable for Council Tax.

## **COLLEGE DATES**

Dates for 2004/2005 are as follows:

<b>4th October 2004</b>	<b>-</b>	<b>10th December 2004</b>
<b>10th January 2005</b>	<b>-</b>	<b>18th March 2005</b>
<b>18th April 2005</b>	<b>-</b>	<b>24th June 2005</b>

First Year Students should be in residence in College, or in the locality, on the night of Sunday 3rd October 2004 for attendance at 9.00am on Monday 4th October. Arrivals before this date may be accommodated for bed and breakfast at a rate of £30 per night by arrangement with the Accommodation Office.

Joining instructions and the induction programme will be issued in early September.

We look forward very much to your arrival at the College.

**Gail E Young (Mrs)**

**Registrar: Admissions and Records**

**UNDERGRADUATE TUITION FEES AND CHARGES 2004/2005**

**Tuition Fees** for **ALL** students are charged for a whole academic year and are payable on or before 17<sup>th</sup> September 2004. **STUDENTS WILL BE UNABLE TO ENROL FOR THEIR COURSE UNLESS CONFIRMATION HAS BEEN RECEIVED FROM THE FINANCE DEPARTMENT THAT ALL TUITION FEES AND COMPULSORY CHARGES HAVE BEEN PAID.**

	<b>£ per annum</b>
UG Degrees and Diplomas (Full time funded study) UK/EU	£1,150
UG Degrees and Diplomas (Full time non funded study) (This includes Overseas (non UK/EU), and non funded repeat students, students who have already used their Higher Education funding allowance)	£6,800

**Part time non funded study for Undergraduate Modules**

Single undergraduate module	£1,100
2 undergraduate modules	£2,050
3 undergraduate modules	£3,000
4 undergraduate modules	£3,950
6 undergraduate modules	£4,900
7 undergraduate modules	£5,870
8 undergraduate modules (This includes non funded repeat students, students who have already used their Higher Education funding allowance)	£6,800

**OTHER CHARGES (All Students)**

**Caution Money (Compulsory All Students) £150**

'Caution Money' is a deposit of £150 payable by all students at the start of the course. It is returnable during the September following completion of a course, less any outstanding amount, and alumni subscription unless otherwise informed. This deposit is non refundable if the student leaves mid course.

**Campus Fee providing access to all facilities(Compulsory All Students ) £230**

**Student Union Social Fee (Compulsory All Students) £250**

**Membership of the College Gym (Optional) £70**

This £70 membership fee allows free use of the Gym for the whole of the academic year. If this amount remains unpaid one week after enrolment it will be credited back to your account. You will still be able to apply to join the Gym during the course of the year but you will have to subscribe at the rate of £13 per month. The £70 is a one-off joining fee – it is not refundable (in whole or in part).

**Beagles Fee (Optional) £25**

**Resit Examination Fees: £100 per examination paper or coursework resubmission: for students resitting a complete year, as an external student, the charge is £100 per paper or coursework**

**Study visits and field trips generally for undergraduate and diploma programmes,  
approximately £100**

The BSc (Hons) Int Equine & Agricultural Mgt has a supplement of £2,000 for the international study visit normally charged at £1,000 in Year Two and Year Three.

**UNDERGRADUATE RESIDENCE CHARGES 2004/2005**

**UK STUDENTS**

You will receive your first invoice, including the full year residence charges, in late August/early September and payment is due in full on or before 17<sup>th</sup> September 2004. If you opt to pay residence in three equal instalments, you will be required to complete and return, a direct debit mandate, (which will be sent to you with your offer of accommodation), or post dated cheques for the balance of the year's residence charges, on or before 17<sup>th</sup> September 2004. Please contact the Finance Department for more information.

*Students will be unable to collect room keys or move into College residence unless all fees have been paid, and a completed authorisation for additional terms residence has been received. A confirmation of payment from the Finance Department will be waiting for you on your arrival at the College.*

**EU/OVERSEAS STUDENTS**

You will receive your first invoice, including the full year's residence charges, in late August/early September and payment is due in full on or before 17<sup>th</sup> September 2004, unless prior arrangements have been made with the Finance Department.

*Students will be unable to collect room keys or move into College residence unless all fees have been paid. A confirmation of payment from the Finance Department will be waiting for you on your arrival at the College.*

ALL Students who accept College accommodation are liable for residence charges for three residence periods (30 weeks), whether or not they remain in residence, unless another approved student agrees to take over the commitment.

All students on courses with an optional Sandwich period will be liable for the full charge for their room, whether or not they take up a sandwich placement. In such a case, however, a rebate of £100 for consumables is made. It is sometimes possible to find another approved student to take over the room during the sandwich period.

There is an administration fee of £50 to change to another room, for this or any other reason.

Residence Charges include breakfast, lunch, and an evening meal every day in term time, regular room cleaning and weekly change of bedlinen. No rebate can be made for meals missed or not taken.

**RESIDENCE CHARGES**

	<b>£ per 30 weeks</b>
<b>Room Type</b>	
<b>Single study bedroom with private ensuite facilities</b>	<b>4,586 - 4,686</b>
<b>Single Study bedroom with shared facilities</b>	<b>3,450 - 3,780</b>
<i>A few bedrooms are suitable for twin occupancy, subject to availability</i>	
<b>Large shared study bedroom with private ensuite facilities</b>	<b>2,950</b>

## ANNEX 6

## STRATEGIC OBJECTIVES AND IMPLEMENTATION PLAN FOR: RAC

PERIOD: 2006 - 2010

<b>Corporate Objective: Charging of Top Up Fees</b>				
<b>Strategic Objective: Widen Participation from Under Represented Groups</b>				
<b>Source of funding &amp; total amount allocated for this objective: £1,200,000 over five years</b>				
	<b>Main Actions</b>	<b>Key Performance Targets and Dates for Achievement</b>	<b>Budget</b>	<b>Lead Responsibility</b>
	Appoint an Access Officer	Appointment made by August 2006	25,000 per annum £125,000 overall	Principal/HR
	Run Summer Schools	First school Summer 2006	5,000 per annum	Registry/Marketing
	Produce Targeted Promotional material	September 2006	5,000 per annum	Registry/Marketing
	Increase Out-reach activity	Start programme September 2006	5,000 per annum	Registry/Access Officer
	Implement holistic student support and welfare system	September 2006	5,000 per annum	Registry/Welfare & Liaison Officer
	Sign Up for Model Bursary Scheme UUK/SCOP	October 2006 October 2007 October 2008 October 2009 October 2010	45,000 bursary allocation 145,125 bursary allocation 252,000 bursary allocation 276,750 bursary allocation 276,750 bursary allocation	
<b>Outcomes</b>	October 2007 10 additional students from low participation areas October 2008 10 additional students from low participation areas October 2009 10 additional students from low participation areas October 2010 15 additional students from low participation areas			

ACCESS AGREEMENT – RAC MARCH 2005

<b>Key Risks and Dependencies</b>	As a specialist college we may find that there is limited interest in our Courses and be unable to hit targets. We will need to continually reassess and possibly re-target throughout the five-year period.  Input from Academic Staff and Marketing Department will be key to success.
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