

CHARGING AND REMISSION POLICY

1. No charge is levied for lessons, books, materials or activities connected with the student's entitlement under the Education Reform Order (NI) 1989.
2. Charges may be made for:
 - (a) Educational Visits in College Hours
 - the board and lodging element of the following residential activities deemed to take place within school hours: sports, outdoor pursuits, musical, cultural and historical visits.
 - (b) Optional Visits and Activities
 - the cost of optional visits and activities which are additional to the curriculum and should not affect the student's education required under the Northern Ireland Curriculum.
 - (c) Individual Instrumental Tuition
 - the cost to the student for providing individual instrument tuition.
 - (d) Examination Fees
 - the cost of entering the student for an examination where a student has not been prepared by the college.
 - the cost of entering the student for a repeat examination.
 - the cost of an examination remark.
 - (e) Other Charges
 - the cost of materials, ingredients, equipment, study aids, etc. where applicable.
3. Remissions shall be made in respect of:
 - (a) Cost of Board and Lodging

Where the parents/guardians of a student are in receipt of Income Support, Family Credit or Job Seekers Allowance, the college will remit in full the cost of board and lodging for any compulsory residential activity that is organised for the student if the activity is deemed to take place within school hours or where it forms part of the syllabus for an approved public examination or the Northern Ireland Curriculum.

- (b) Others

There may be cases of family hardship which make it difficult for the students to take part in particular activities for which a charge is made. Parents/Guardians may apply in confidence for the remission of charges in part or full. Authorisation of remission will be made by the Principal in consultation with the Chairperson of the Board of Governors.

4. Voluntary Contributions

Parent(s)/Guardians(s) are requested to support the College Development Fund by an annual voluntary contribution of £25 per family to help meet the costs of additional facilities.

5. Loss/Damage to College Property

Where it is deemed that a student has caused damage to college property (including the loss of equipment/books) the parent(s)/guardian(s) shall be responsible for the full cost of replacement or repair.

6. Recovery of Bank Charges

The College shall reserve the right to recover charges incurred as a result of cheques being returned by the bank.

7. Data Protection

The college may charge £10 for access to personal information under the Data Protection Act.