

St Helena Community College Fee Structure

The St Helena Community College aims to encourage participation in learning and development opportunities and recognises the need for all to have the opportunity to improve the basic skills of English, Maths and ICT. Therefore the fee structure will be as follows:

- Maths, English and ICT courses which are designated as **Core Skills Courses** and are considered to be essential to the development of the island's economy and will be provided at no charge to residents of St Helena.
- All other fees are set out to cover full cost of the course, and are set out below. Training which is specially requested and or delivered to meet the specific needs of an individual, group or organisation will be charged at the actual cost of the training and venue hire as per the charging fees.

The St Helena Community College has adapted a tiered structure in which core skills up to level 2 and local training/class based tuition are charged at a lower rate as these courses are not being subjected to all overseas fees.

Fees for Venue

VENUE	COST PER HOUR WITHOUT FACILITIES	COST PER HOUR WITH FACILITIES	COST PER DAY WITHOUT FACILITIES	COST PER DAY WITH FACILITIES
IT SUITE (Sole use only) 12 Computers	£3.00 £20.00	£4.00 £25.00	£100.00 £15.00	£20.00 £125.00
CONFERENCE ROOM (HALL)	£10.00 £2.00	£15.00 £3.00	£50.00 £10.00	£75.00 £15.00
TRAINING ROOM 1 (MEDIUM)	£5.00 £2.00	£10.00 £3.00	£25.00 £10.00	£50.00 £15.00
TRAINING ROOM 2 (SMALL) No computer available	£2.00 £1.00	£4.00 £2.00	£5.00 £5.00	£10.00
VC ROOM (SMALL)	£5.00 £1.00	£10.00 £2.00	£25.00 £5.00	£50.00 £10
A4 PHOTOCOPYING	10p per sheet	All request for photocopying must be paid upon request		

(Black & White Only)		
A4 DIRECT PRINTING (Black & White Only)	20p per sheet	All request for printing must be paid upon request

Facilities available as per the table above

Catering equipment	Training/Conference Equipment
<ul style="list-style-type: none"> • Urn • Cups • Plates • Cutlery • glasses 	<ul style="list-style-type: none"> • Laptop • Projector • Smart screen • Flip chart and markers • Skype VC room only

Please note: sugar, tea bags, coffee or milk will **NOT** be provided, there will be tap water available.

Registered Learners with SHCC

Individual Use for SHCC members	Individual Use for Non SHCC Members
All learners registered with SHCC will not be charged the fee for use of facilities for individual use.	All non SHCC registered members will be charged the fees as per the table above

Other Level 1/Level 2 Courses	Classroom Based	Distance Learning
Other accredited courses up to Level 2	£40.00 (which includes the cost of the first examination entry)	Full cost of distance learning package as provided by overseas provider, exam fees, and local bank remittance fees
<p>The first exam entry is provided at no additional charge for class base learners, distance learners will be subject to all fees as required by the awarding organisation.</p> <p>All learners will be expected to pay at full cost of exam resits and bank remittance fee's</p> <p>Learners will be expected to pay all fees relating too: Deferral, extension to the study, cancelation fees, membership re-newels as required by the awarding organisation and local bank remittance fees.</p>		

BKSB Assessment (Basic Key Skills Builder)

BKSB Assessment	
BKSB full assessment (English/Maths/ICT)	£25.00 <u>£20.00</u>
BKSB per subject assessment	£15.00 <u>£10.00</u>
<p>Charges for these courses are payable at registration and no refunds are granted for withdrawal of learners.</p>	

Technical/ Vocational Education

Vocational Courses	Classroom Based	Distance Learning
Vocational Courses up to Level 2 and/ or GCSE equivalent courses.	£600.00	Distance Learning Full cost of the course + any assessment fees + entry fees as provided by the overseas organisation + local bank remittance fees.
Vocational Courses Level 3 and above	£800.00	Distance Learning Full cost of the course + any assessment fees + entry fees as provided by the overseas organisation + local bank remittance fees.

The first exam entry is provided at no additional charge for class base learners, distance learners will be subject to all fees as required by the awarding organisation.

All learners will be expected to pay at full cost of exam resits and bank remittance fee's

Learners will be expected to pay all fees relating too: Deferral, extension to the study, cancelation fees, membership re-newels as required by the awarding organisation and local bank remittance fees.

Workforce Development

Employability Skills	Class Based
Basic Employability Skills up to Level 2	No Charge
Apprenticeships	
Training and qualifications undertaken as a part of the apprenticeship agreement.	No Charge
Careers Advice	
Careers Advice	No Charge

Higher Education

Access to Higher Education	Full Course Cost
A Level and equivalent courses	Full cost of distance learning course, exam entry fees, local bank remittance fees and study materials if this is not included in the full course cost.
Access Courses	
Degree Level	
Professional Studies	
Learners will be expected to pay all fees relating too: Deferral, extension to the study, cancelation fees, membership re-newels as required by the awarding organisation and local bank remittance fees.	

Payment

Payment instruction will be made known during the application process.

Learners who are registered for Distance Learning or Online Programmes and who withdraw before completing the course will be charged accordingly as indicated above. However, in cases of exceptional circumstances and personal hardship, appeals may be made in writing to the secretary of the SHCC board for consideration by the board. All course fees are “non-refundable

Re-sitting Examinations

A request can be made in writing for re-sit charges to be waived explaining reasons why and any such requests concerning students should be submitted to the SHCC Board for their consideration 6 weeks prior to the examination entry submission dates.

Complaints & Appeals

All complaints from learners should be made directly in writing to the SHCC Board Secretary. In the event of an appeal, this should be made in writing directly to the Chairperson of the SHCC Board for board consideration.

Replacement certificates & Examination results

Replacement certificates will be charged at full cost of the certificate charge by the examining /professional organisation + and an administration fee) A fee of £25.00 per hour will be charged for research associated with providing back dated examination results.