

OFFA Access Agreement

Institution: Loughborough College

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Signature of head of institution:

Name: Mr J.E. Mutton, Principal and Chief Executive.

Date: November 2007

Level of fees:

1. The fee level for the courses listed below will be £1800 for a full academic year.
The courses are:
 - all EDEXCEL validated HND programmes undertaken by full time study
2. The fee level for the courses listed below will be £2200 for a full academic year.
The courses are:
 - all foundation degrees undertaken by full time study which are directly funded from the Higher Education Funding Council
3. The fee level for the courses listed below will be £2500 for a full academic year.
The courses are:
 - all final year Honours Degrees undertaken by full time study

The above comprise all the Higher Education courses in Loughborough College.

The fees for the various courses will be introduced in academic year 2008/09 as the first major revision of the **Access Agreement** originally submitted to **OFFA** in 2005. A monitoring report was submitted to OFFA in the summer of 2007. They will apply equally to United Kingdom students and to students who are nationals of any other state of the European Union.

Students who begin a full time course partway through an academic year will only have to pay a fee which applies to the remainder of their tuition for that year. This could occur in a course that recruits twice in the academic year, or where a student transfers from a part time to a full time course or where a student transfers from another institution. The maximum fee that would normally be payable in these circumstances would be £750.

Minimum level of bursary support:

N/A

Bursaries and other financial support for students from additional fee income:

The level of tuition fees set by Loughborough College is in line with the overall **College Strategic Plan 2006-11**, its **Higher Education Strategy**, its **Widening Participation Strategy** and other associated policies. The main principles underpinning the fee strategy are:

- that the cost of entry to full time higher education should not act as a barrier to those capable of benefiting from it;
- that the increased income from the fees strategy should be utilised to provide direct financial support for students, to enhance their learning and to bolster retention and achievement levels
- that resources should be targeted towards under represented groups.

All students on courses levying the £1800 fee will be entitled to an annual bursary of £330. All students on courses levying the £2200 fee will be entitled to an annual bursary of £450. All students on courses levying the £2500 fee will be entitled to an annual bursary of £540. All Bursary payments will be administered in the following way:

- an initial payment of £100 following enrolment in each year of study for the purchase of learning resources
- a payment of £115 at the beginning of the Spring and of the Summer Terms in each year of study, to provide general financial support, and to act as an incentive to assist retention, achievement, and progression between levels of study
- for those receiving either £400 or £500 the facility to apply for payments from the remaining £120 or £220 at a point after the start of the Spring term. This could be used for the purchase of resources or as an aid towards the cost of educational visits or work experience placements

In addition to bursary arrangements, students will also be eligible for the following financial support:

- payments under the Access to Learning Fund. Payments under this fund can help to provide short-term repayable loans, and offer hardship funds in cases

of serious financial difficulty. Guidance notes for higher education students seeking payments under this fund are available on the college website;

- Erasmus and Leonardo da Vinci funding for students undertaking a period of study in another EU state and/or undertaking a European work placement

Scholarships

The College will, in addition, offer scholarships to talented students in such fields as sports performance or musical performance. Separate criteria for these awards will be devised and students can bid for these. A three person panel will decide on the applications and the awards to be made in each successful case.

Outreach activities to be funded through additional fee income:

The institution currently engages in a range of activities funded through Aimhigher which is targeted principally at full time students in the 16-18 age range. The target group are students studying within Leicestershire in sixth forms, 6th form colleges, and colleges of Further Education, including Loughborough College itself.

The institution also undertakes outreach activities within the local community, through providing bespoke courses and networking and partnership events. This activity, by its nature, engages mostly mature learners who come from within widening participation categories.

It is planned to allocate in the region of 5% of additional fee income to support further these two elements of the outreach work of the institution. The additional income would be used to strengthen engagement with local feeder schools and colleges through initiatives such as HE taster days, the provision of transport to enable campus visits to take place, and the development of promotional materials aimed at reaching underrepresented groups.

Loughborough College has excellent progression route opportunities on offer to learners. Its has a major strategic objective of promoting of routes into higher education aimed at mature learners within the local community. The promotional materials for this key widening participation activity will be met by the additional fee income.

Information on financial support available to students:

Financial information will be made available to all prospective students for courses covered by this Access Agreement. The information provided will be clear, accessible and governed by all principles of equal opportunities in its message and import.

The information will itemise the annual total fee for the chosen course, any bursary arrangements and an indication of the other sources of financial support available to

students. It will also include sources of advice regarding the general financial framework applying to students undertaking full time higher education studies.

This information will be on the **College Website**, in the **College Higher Education Prospectus**, in **Course Leaflets**, **Community Newsletters**. It will also be transmitted to prospective students at **Open Days** and during **Course Interviews**. During induction all students will receive a presentation from the **Welfare and Support** team covering issues concerning with student finance and welfare.

During the course students will be able to receive specialist advice from staff in **Welfare and Support**, from the College **Careers Advisor** and through using the available links and staff form the **Loughborough University Careers Service**.

Expenditure on access measures:

The institution will direct additional revenue to support access measures in the following ways:

- through bursary payments to students (52% of additional fee income).This is based around the current position that 52% of our current intake receives tuition fee support.
- through funding to support staff to provide students with enriched Higher Education skills, such as researching and examination techniques, over the duration of their course of study to assist and enhance their learning (10% of additional fee income);
- through activities to promote HE progression with our current level 3 students, especially among underrepresented groups (5% of additional fee income)
- through the provision of scholarships in such fields as sports or musical performance (5% of additional fee income)

Institutional milestones and objectives:

The institution has set the following milestones and objectives in relating to this **Access Agreement:**

- Recruitment targets for 2008/09 as set out in the **College Strategic Plan** and **Higher Education Strategy**. Our target for 2008/09 is to have over 750 FTEs
- Retention targets of 85% in each year of all courses
- Achievement rates of 80% of starters for all courses
- An annual internal progression rate from full time FE vocational level 3 programmes of 15% of completers, especially from underrepresented groups
- An annual internal progression rate from **HND** and **Foundation Degree** completers onto articulating honours degree programmes of at least 50%.
- A strategy to meet the planned target for the proportion of students coming from the widening participation categories. Currently around 33% of our intake fall into the bottom 2 quartiles for educational achievement and HE

participation, as derived from our **ILR** and **HEIFS** returns. While this figure is already high due to the nature of our institution and its policies, our target figure for 2006/07 is for this to exceed 40%

- To develop new products and programmes as appropriate to support the principles of the **Access Agreement**

Monitoring Compliance and Progress:

The institution will undertake annual monitoring of this access agreement to confirm compliance and progress towards the achievement of the milestones it has established.

Responsibility for the production monitoring report will rest with the **Higher Education Manager**. It will be presented to the **College Executive** for comment and amendment and then discussed by the **College Learning Board**. The final signing off will be done by the **College Governing Body**.

The annual monitoring report will be submitted to the Director of OFFA following its approval by the Governing Body. The report will be prepared and ratified according to a timetable which permits it to be submitted to **OFFA** by the required July deadline.

The report will incorporate the following sections:

- financial data summarising recruitment levels, payment of bursaries, and other financial support made available to students
- outreach activities which have been undertaken during the year
- progress towards meeting institutional targets and milestones.
- feedback from students on the operation of the bursary scheme and any other matters relating to this Access Agreement

It is anticipated that amendments to this access agreement would not be sought from OFFA before the academic year 2010/2010.