



Phoenix College

Charging and Remissions Policy

February 2026

This policy refers to ‘the organisation’ throughout and in doing so is referring to Phoenix Autism Trust.

Written February 2026 – Review February 2027

1. Introduction

The purpose of the policy is to ensure that there is clarity over those items which the College will provide free of charge and for those items where there may be a charge.

This Policy has been compiled in line with Department for Education requirements, sections 449-462 of the Education Act 1996 and complements the College Lettings Policy.

After reading this policy if you feel due to personal circumstances things may be difficult please speak directly with the Principal

2. Responsibilities

The Principal will ensure that staff are familiar with and correctly apply the policy.

The Trustees will review the policy annually.

3. Education during College hours

No charge may be made for admitting students to Phoenix College. Education provided during College hours must be free. This includes materials, equipment and transport provided in College hours to carry students between the College and an activity. College hours are those when the College is actually in session, and do not include the lunch break in the middle of the day.

4. Course and examination entry fees

No charge may be made for entering/signing students up to RARPA, NCFE or any other body which would be relevant to the student's individual pathway. The College will enter a student for each examination in a public examination syllabus that the College has prepared the student for. However, this will not apply if the College think that there are educational reasons for not entering the student, or if the student's parents or carers ask in writing that the student should not be entered. An application for exemption would need to be applied for to the ESFA. An examination entry fee may be charged to parents/carers/students:

- Where a parent/carer knowingly absents a student from an exam for reason other than illness e.g. for a holiday during term time.

Charges may not be made for any cost associated with preparing a student for an examination

5. Residential Activities

A charge may be made for residential trips falling outside College times. If they are necessary as part of the student's pathway for a prescribed examination that the College is preparing the student to sit then a part payment may be required. Students covered by a Discretionary Bursary

or whose parents/carers are in receipt of the following support payments will, in addition to having a free College lunch entitlement, also be entitled to the remission of these charges:

- Income Support
- Income-based Jobseeker's Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided the parent is not entitled to Working Tax Credits and their annual income does not exceed the statutory threshold
- Guaranteed state Pension Credit.

6. Voluntary Contributions

Although the College cannot charge for College-time activities, the Trustees may make voluntary requests of students' parents and carers for contributions towards optional activities such as educational visits. It should be noted that students of parents who do not contribute will not be treated any differently or excluded from the activities. However, such activities may be cancelled if insufficient voluntary contributions are raised to meet the costs incurred. When invited to take part in such an activity, parents and carers will also be notified as to the level of any such voluntary contribution and how this sum has been calculated.

7. Transport

Transport for post 19-year olds is not always covered by the Local Authority (The process, application and decision is between you and the Local Authority). Therefore, If Parents/Carers require transport for their son or daughter there will be a charge. The College receives a small Discretionary Bursary which can be used to support transport costs and there is an application process (Bursary Policy)

8. Remissions

The College also directs a certain element of its funds to support those who are genuinely unable to meet any additional charges so that no student is denied the fullest possible access to College life simply because of the students, parents'/carers inability to pay. In such circumstances, the College will assist in the meeting of appropriate costs but will never give 100% subsidy in order to ensure that parents/carers and students share the commitment to the activity concerned.