



Access Agreement Higher Education

College Mission

to promote lifelong learning through the understanding and enjoyment of flowers, trees, plants and animals for career, business, educational and leisure purposes.

Accessibility Statement

Capel Manor College assesses individual learner needs associated with the curriculum offered. All reasonable adjustments to provision are made to enable students to study at the College and succeed on their courses.

This access agreement sets out the fee limits for higher education courses at Capel Manor College for 2007/08 – 2011/12. It indicates the amount of additional fee income and how this income will be spent in order to safeguard and maintain fair access.

A. Annual Tuition Fees

Annual fees for full-time students on higher education courses at Capel Manor College will be set at £400 above the basic fee amount in 2007/08. The additional fee income will rise by a further £100 above the basic fee amount for each successive new intake to 2011/2012 (e.g. the fee charged for the 2011/12 intake will be the basic fee amount plus £800). The basic fee amount in 2006/07 is £1,200 and will be subject to small annual increases determined by the Government. Continuing students will not be subject to inflationary rises to their fees, but will continue to pay fees at the same rate as charged in their first year.

B. Amount of additional fee income to be spent on access measures

The College will direct 25% of the additional fee income to supplement its Hardship Fund for individual students. This means that in 2007/08 with an estimated 13 new students, Hardship Fund will be enhanced by £1,300. This enhancement will increase to £2,925 in 2008/09 and by annual increases to £4,875 by 2011/1012. The balance of additional fee income will be directed to supplement resources for HE within the college.

C. Financial Support for students

The main target groups for financial support to help widen participation and increase access to higher education include those students who receive full or partial state support, i.e. all students in receipt of part or all of the Higher Education Maintenance Grant. This information is provided by the Student Loan Company's online eligibility checker which is available to the College.

All full-time UK students who receive full or partial state support will be eligible to receive a cash bursary contributing to course costs and the costs of travel where incurred.

The bursary award for each eligible student will reflect the level of financial need within funds available to the college. HE Hardship Funds are projected as approximately £3,000 a year in 2007/08.) Disbursement of the combined funds will be based on criteria laid down by the DfES.

D. Provision of information to students

Information for students on the aggregate cost of their fees and the financial support available will be detailed in the College prospectus and on the College web site. Illustrations of the net costs of studying on their courses will be provided, including estimates on the cost of living on and off campus.

Course leaflets and handbooks will also advise prospective students of the targeted support that will be given to them to study on Higher Education courses and

achieve their qualifications. Capel Manor College prides itself on the high level of academic and pastoral support given to students.

Student Services staff and Course Tutors will provide information regarding the fee level and financial support available at careers events, taster days and individual interview.

Information regarding the fees and the financial support available through the college will be sent to the students with their offer of a place. The Student Handbook, provided to all students, will include information about fees, financial support available. The team are happy to discuss financial arrangement before starting a course and are available on site for students whilst on their course.

E. Outreach work

The College is committed to widening participation and has worked with Aim higher since 2002. In 2006/07 the total value of Aim Higher projects is £11,800.

The College commitment to Aim Higher is complemented by curriculum and promotional activities that encourage diversity in participation and aspiration for success in land based studies:

- school/college consortium arrangements;
- ESF funded initiatives encouraging BME engagement;
- mature students returning to study with non-traditional entry

College managers and staff work with schools and colleges across Greater London to encourage participation in education and training in the land based industries.

F. Milestones

The College will work towards the following milestones:

- increase in the baseline proportion of financially disadvantaged students receiving full or partial state support at 15% to 20% by 2009/10.
- increase from the baseline proportion of higher education students from disadvantaged areas at 20% to 25% between 2007/08 and 2009/10.
- maintenance of the baseline proportion of higher education students age 25+ at 50%
- increase in the proportion of higher education students from ethnic minorities by 2008/09. (Baselines to be provided in annual monitoring reports.)

G. Institutional Monitoring Arrangements

Progress towards milestones will be monitored using internal College MIS procedures.

Progress will be reviewed through the college management team and reported annually at the Curriculum and Quality Committee and full Governing Body.