

ACCESS AGREEMENT

GUILDFORD COLLEGE

Introduction

This Access Agreement sets out the fee limits for undergraduate Higher Education (HE) courses for Guildford College for 2011-2012. As a result of changes in funding routes the Surrey Regional Higher Education Consortium is now disbanded and Guildford College will now be directly funded. East Surrey College will be indirectly funded through Guildford College for its Higher Education provision. The Academy of Contemporary Music will receive indirect funding for a small part of its Higher Education provision.

The Agreement describes the amount of additional fee income to be charged by Guildford College and how this will be used to increase participation from under-represented groups and maintain fair access.

The Access Agreement has been modified from the original, in the light of changes to HEFCE funding arrangements and as a result of a review of the Widening Participation Milestones by Guildford College.

A Fee Limits

Full Time Students

The maximum fee limit for Full Time students on Higher Education Courses will be £2900 per student entering the first year of courses up to academic year 2011- 2012. Students will pay the same fee for each year of their course with only uplift for inflation in line with Government limits. These fees apply to all students eligible for the payment of EU tuition fees.

It is the intention of The Academy of Contemporary Music to charge the full £3,375 maximum tuition fee prescribed for its Higher Education Courses for the academic year 2011-2012.

Part Time Students

Students following Part Time courses will be charged fees which reflect the proportion of the funded FTE. The Part Time fee will acknowledge cost of living increases and will be reviewed annually to include inflationary rises.

Part Time courses run by The Academy of Contemporary Music are not offered in conjunction with Guildford College and are not covered by this Agreement.

International and Equivalent or Lower Qualification Students

Students from non EU countries will be subject to separate fee arrangements which are available from each college's Admissions Department or International Centre. Additionally this Access Agreement does not apply to students studying for an Equivalent or Lower Qualification (ELQ).

Provision of Information on Fees

Guildford College will publicise the fees, bursaries and outreach policies in the following ways:

- Information will be provided in the HE prospectus or in additional supplements to the prospectus
- The information will be available on the college's website
- Information leaflets on the Fees and Bursaries will be available through the College Admissions Department and Student Services
- Information will be included in briefing to schools and publicity events
- Partner organisations in education and the community will be regularly updated on the fees policy
- All applicants for HE programmes will be advised in writing of the fees that will apply to them and of the level and nature of the support which is available

B Use of the Top-Up Fee Income

Guildford College will use 30% of the additional top-up fee income for bursaries and widening participation.

The Widening Participation Fund will then be divided, with 70% used to support bursaries and 30% to develop and support outreach and other widening participation activities.

The balance of the additional fee income will be used to improve the HE infrastructure, resources and facilities available to HE students and to offer further development opportunities for HE staff within the colleges.

Financial Support for Students

The college will continue to offer bursaries for eligible students from September 2011. Bursaries will be calculated in relation to the fee paid and household income.

Eligibility for a Bursary 2011/12

All Full Time non-franchised students who are in receipt of a tuition fee loan and have a household income of under £50,020 will be eligible to receive a cash bursary.

The bursary offer will be made available to Part Time students if there is an under spend. These students are subject to the same eligibility criteria.

The bursary will be offered on a sliding scale as a percentage payment towards tuition fees.

The Academy of Contemporary Music is committed to providing the £338 minimum bursary to all full time students in receipt of the full Higher Education Maintenance Grant or the full Special Support Grant who are ordinarily resident in England, Scotland, Wales or Northern Ireland. This will be a cash maintenance payment. The Academy of Contemporary Music also provides a limited amount of 'Hardship' funds available to its new and existing students experiencing financial difficulties.

C Outreach Activities

Guildford College is engaged in a variety of outreach activities in partnership with Higher Education Institutions (HEIs) in the Region and in its own right. It is the intention that all of these activities should continue and be expanded, as well as providing some new services to increase participation, recognising the particular needs of non standard learners, including mature students returning to education.

Aimhigher

It is intended that activities with Aimhigher should be continued beyond the end of the project funding. These activities will be used to target specific groups within the communities served by each college, improving progression opportunities for under-represented groups, ethnic minorities and those on low incomes with no parental history of HE, those living in areas of social deprivation education and students with disabilities.

Access Provision

Guildford College has made a commitment to maintain the number of students following Access to HE Programmes. It is proposed that some of the Widening Participation fund be used to promote access provision and progression to HE programmes at each college.

Employer Links

The development of Foundation Degrees has been an important initiative with Guildford College and East Surrey College. The need to work more closely with employers is recognised and in allocating some of the funding towards these developments, it is intended that opportunities for workforce development and learning in the workplace should be increased providing enhanced opportunities for those in employment. These initiatives would be developed with local and regional HEIs.

D Milestones

The college will use the following milestones as a measure of progress (based on 2010/11 figure from the HEIFES return):

- To maintain the current volume of students as measured by Full-Time Equivalents (FTE) (using 2010/11 baseline of 542) but increase the numbers enrolling as Part-Time students (using 2010/11 baseline of 192).
- To increase the number of financially disadvantaged students by 1.5% identified using Polar2 methodology by 2011/12 (using 2010/11 baseline of 17.8%).
- To ensure that the number of students from an ethnic minority background are in line with the percentage of BME residents within Surrey (9%).
- To maintain the number of students on an Access to Higher Education course (using 2010/11 baseline of 177 students).
- To maintain the proportion of disabled students on HE courses (using 2010/11 baseline of 3.8%).

E Monitoring arrangements

Progress against targets will be monitored by The Director of Higher Education and the Widening Participation Manager using MIS data.

Progress will be reported to senior management and College committees. Progress against milestones will also form a standing item on the HE Quality and Academic Standards Committee Agenda.

In addition, Guildford College monitors the impact of the Widening Participation Strategic Assessment for Higher Education upon the achievement of these milestones.

7.4.2011