Charging & Remissions Policy

Reference	Charging & Remissions_Policy_2026-09
Version	v1.0
Effective from	1 September 2026
Applies to	All team members across all Pinc College
Policy owner	Chief Finance Officer (maintained by the Finance Team)
Next review	Summer 2027

Introduction

Pinc College is committed to providing holistic education of the highest quality and this policy is underpinned by Pinc College values, culture and methodology.

Our College Values

Individual - 'We celebrate everyone'

Inclusive - 'We value and support everyone'

Innovative 'We believe in the power to change'

We foster a culture that is **Respectful, Responsible, Safe and Kind**

Our methodology holds the individual, their wellbeing and their specific needs in every aspect of our approach.

Policy intent and scope

Pinc College is an independent specialist college providing tailored study programmes for young people aged 16 to 25. Our vision is that all young people have the possibility of an alternative creative pathway.

The College is funded through a combination of fees paid by the young person's home local authority (Element 3 High Needs Funding) and the Department for Education (DoE) (Element 1 funding and Element 2 placement funding).

Charges and Remissions

As a 'day' College, all activities that are part of our curriculum and the young person's study programme are provided free of charge to our students. These elements are covered by the funding allocations outlined above.

Residential Visits

There are currently no residential visits as part of the College curriculum. Should these take place, charges will be made towards Board and Lodgings. It may also be possible for a young person to draw down bursary funding to cover such costs, where the guidance and criteria considers this permissible.

College Meals

There are no catering facilities in College. Young people may bring a packed lunch to College or purchase food from external providers. Some students may be eligible to a Free College Meals. Please see the published Free College Meals policy on our website.

Bursary Payments

The bursary fund is intended to help students with the essential costs of participating in their study programme. Help with the cost of essential books or equipment or with the cost of travelling to College, for example. The bursary fund is not intended to support costs that are not related to education (living costs), extra-curricular activities or provide learning support – services that institutions give to students – such as counselling, mentoring or extra tutoring. There are separate funds for 16–18-year-olds and 19–24-year-olds. Please see the College website for further information.

Responsibilities and Communication

The Head of Programmes hold responsibility to ensure all Assistant Head of Programmes and their reporting line are aware of the policy and communicate eligibility to students.

Who is involved in this process?
Head of Colleges (HoC), Head of Programmes (HoP), Assistant Head of programmes (AHoP), Finance and Funding Lead (FFL), External agencies.

Related Polices and Process Flows

Enrolment Process
Admissions and Accessibility Policy
Bursary Policy
Free College Meals