

Late Return and Fines Policy

Date approved: 13.05.2022
 Approved by: SMT
 Responsible Manager (s): Director for Students
 Executive Lead: Vice Principal H.E. and Student Enhancement

Applicable to staff:	Yes
Applicable to students:	Yes
Accessible to students:	Yes
Accessible to general public: (including clients)	Yes

Consultation

Consultation undertaken with: Date:

- | | | |
|------------|------------|----------|
| • SMT | Yes | 13.05.22 |
| • AMT | Yes | 22.04.22 |
| • CCMT | Yes | 06.05.22 |
| • Students | Yes | 25.02.22 |

Policy review frequency, normally: every 2 years

Contents

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1. Scope and Purpose of the Policy

- 1.1 This policy applies to all students and apprentices who choose to study at Blackpool and The Fylde College (B&FC) including former members who have left B&FC with outstanding items. The application of fines and charges is a tool to promote positive behaviour and aims to ensure the fair and effective circulation of resources.
- 1.2 The purpose of this policy is to enhance the availability of resources and to promote equality of access.
- 1.3 This policy has been benchmarked against local, regional and national providers to ensure parity and consistency across the sector.

2. Policy Statement

- 2.1 The policy exists to ensure fair access to resources and effective circulation amongst the college community by encouraging the return of overdue resources. There may be rare instances when B&FC are left with no choice other than to issue small fines for late returns. Borrowing may be suspended when fines exceed a set limit or until a payment plan is agreed and in place.
- 2.2 The level of charge is based on the fixed loan duration of a particular asset which increases incrementally as the lateness of the return progresses. There is a fixed maximum fine.
- 2.3 College alumni have access to the physical books stock for reference use only, therefore loans are not available.

3 Accountability

- 3.1 The Director for Students is accountable for the updating of this policy.
- 3.2 All users are responsible for renewing or returning items checked out in their name by the return due date.

4. Student involvement

- 4.1 The Student Union have been consulted in the formation of this Policy.

5. Linked Policies

Further Education Fees Policy
Higher Education Fees Policy

6. Linked Procedures

Late Return and Fines Procedure

7. Equality Diversity and Inclusion Impact Assessment

Impact Assessment for the 4 strands of Equality, Safeguarding, Health and Safety and Sustainability	
Initial Form to be completed with Risk Assessments or as part of a proposal or change to a policy, plan or new way of working	
<p>Title of Activity: Fines and Charges Policy</p> <p>Author and Date: Director for Students May 2022</p>	<p><input type="checkbox"/> New or <input checked="" type="checkbox"/> Revision Please tick as appropriate</p> <p>Expected Implementation Date June 2022</p>
<p>Equality and Diversity.</p> <p>Which of the characteristics maybe impacted upon?</p> <p>And, if yes, how has this been considered?</p> <p>What are the risks? What are the benefits?</p>	<p>None</p>
<p>Safeguarding:</p> <p>Are there any aspects of this proposal which could cause a learner/member of staff/visitor to feel unsafe?</p> <p>If yes, how has this been considered?</p> <p>What are the risks? What are the benefits?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>Health and Safety:</p> <p>Have any risks been identified?</p> <p>If yes, how has this been considered?</p> <p>What are the risks? What are the benefits?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>Sustainability:</p> <p>Are there expected benefits or impacts on sustainability issues?</p> <p>If yes, how have these been considered?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>Evidence:</p> <p>What evidence do you have for your conclusions and expectations for these conclusions?</p> <p>How will this impact be monitored for all these considerations?</p>	
<p>Is this policy of a high/medium or low risk? :</p>	<p><input type="checkbox"/> High <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Low</p>