



# Fees Policy 2015-2017

<b>Policy Details</b>	
Produced by:	Corporate Services
Date produced:	11/03/15
Approved by:	SLT
Date approved:	14 April 2015
FOI Class Reference:	Public
Version number:	PP00005.v1
E&D Impact Assessment carried out by:	18/03/15
E&D Group approval date:	18/03/15
Review by date:	11/04/17

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## **1 Statement of Intent**

The College is a 'not for profit' organisation; however, to achieve the College's aim of ensuring excellence in delivery of learning, training and services to individuals and employers, fees are set to ensure that when public funding subsidies are taken into account the College is able to: at least cover the full costs of delivery; make a contribution to College overheads for the environment in which the activities take place; and sustain the investment in resources that is required.

The policy ensures that fees are applied consistently, fairly and with transparency across the College

## **2 Introduction and Purpose**

It is essential that the fees policy is created to ensure that potential students applying to College programmes understand the following:

- The different elements which constitute College fees.
- When and how College fees are payable.
- How any optional courses additional to a full time programme of study are handled with respect to fees.
- The regulations, imposed either by external bodies or by the College itself, with regard to concessionary fees or where match funding should be adopted.
- The College's policy on refunds.
- The appropriate channels through which matters of financial hardship may be raised.

## **3 Legal Background or Relevant Legislation**

Further and Higher Education Act 1992

Learning and Skills Council Act 2000

Data Protection Act 1998

Computer Misuse Act 1989

## **4 Related Policies**

Admissions Policy

Credit Control Policy and Procedure

Examinations Policy

Customer Complaints Procedure

## **5 Link to Procedure or Guidance**

Customer Complaints Procedure and Appendix 1 Fees Procedure

### **General:**

- No element of the policy is to change more than once a year except where significant changes in Government policy will impact on the delivery of a programme of study.
- All elements of the policy are to be reviewed annually.
- No change to the policy is to disadvantage any individual student part way through an agreed programme of study (e.g. where a student is under 19 at the start of an SFA (Skills Funding Agency)/EFA (Education Funding Agency) FE funded programme of study, they will benefit from the free tuition/exam fee policy all through their programme of study, even if in a subsequent academic year of study they are over 19).
- College fees are to comply with SFA/EFA or other College-adopted Government funding initiatives.

## **6 Responsibilities – Nominated Persons**

All College staff are to observe the policy.

The Finance department will publicise and enforce the policy.

SLT will delegate in accordance with appropriate situations e.g. Enrolment events.

## **7 Monitoring, Review and Evaluation**

The College will review the policy to take account of any new Government legislation, regulations or best practice, to ensure that staff are kept fully up to date with their responsibilities and duties with regard to this policy.

## **8 Communication**

This policy is published on the College staff and student intranets, and the College website, and made available on request in a number of formats as required. Communication of the policy and procedure will be presented and discussed openly in the event that its use is required.

Signed

Sarah Wright

Date

10 May 2016

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Principal and CEO

## 9 Equality & Diversity Impact Assessment Summary

	AGE	DISABILITY	GENDER Reassignment	MARITAL STATUS	PREGNANCY & MATERNITY	RACE	RELIGION or BELIEF	SEX	SEXUAL ORIENTATION
Which of the following protected characteristics may be affected by this policy or procedure? <i>(please mark the relevant box)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other concerns (e.g. protected groups such as carers, young parents, women during pregnancy, young people living independently)	Young parents, young people living independently, parents and carers.								
Does this policy impact on: <i>(please mark the relevant box)</i>	Staff <input type="checkbox"/>	Students <input checked="" type="checkbox"/>	Parents or Carers <input checked="" type="checkbox"/>	Members of the Public <input checked="" type="checkbox"/>	External providers of services <input type="checkbox"/>				
Does your assessment show that this policy/procedure is affecting relations between different protected characteristics? <i>(please mark the relevant box)</i>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>				
If yes, can the adverse impact be justified on the grounds of promoting equality of opportunity for one group, or as part of a wider strategy of positive action in relation to particular groups? <i>(please give reasonable justification)</i>	Dependent on funding rules some students are not eligible and cannot meet rule requirements even though they cannot attend education programmes otherwise.								
<b>Consultation</b> What steps have been taken to ensure that the different protected groups have been consulted during the development of this policy/procedure?	This policy has been configured with the support of MIS, Finance, and SLT.								
<b>Staff Development and Training</b> Please list any staff development or training issues arising from this assessment.	This will feature as part of the Enrolment Training programme.								
<b>Change/Modification</b> As a result of the Impact Assessment, have any changes/modifications to this policy/procedure been made?	None								



## Fees Procedure 2015-2017

### Fees

- College fees are made up of several elements: tuition fees, awarding body registration fees, College administration fees, examination or certification fees and other course related costs.
- In addition, certain courses require students to purchase special equipment, materials, uniforms, etc., or to pay for educational trips, or residential elements of their course. This equipment, material, uniform, etc. becomes the property of the student at the end of the course. A single fee is charged. The fee breakdown is shown for concessions to be applied appropriately and for clarity.
- College fees are payable in advance and, for programmes of study which last for more than one year, the fees are payable separately for each year of study. College fees and examination fees are collected at enrolment, except where a student is being sponsored (when an invoice is sent to the sponsor on enrolment) and for certain examination fees for courses, where the decision on which examination is to be sat, is taken after some weeks of tuition (e.g. some Language courses).
- College exams fees where payable, are to enable the College to recover the full expenditure costs incurred by the College. The cost of re-sits, where applicable, will be identified at course level.
- Certification fees must be paid before the student is awarded any certificate.
- All fees due must be paid before the student can be entered for any examination or awarded any qualification.
- Failure to pay all appropriate fees may result in the College invoking the Credit Control Policy.
- The College sets specific fees for non-'home-based' students on funded further and higher education courses which are higher due to the lack of government funding.
- The College sets specific fees for all students on non-government funded courses, within the general aims of this policy.
- The College also accepts voluntary contributions from students or parents to assist the College in covering costs.

### Additionality

- Any additionality which is relevant to the main programme of study, as pre-defined and approved by the relevant Vice Principal, is to be treated for the purposes of fees in the same manner as the full-time element and will not attract additional administration fees. Any additional course which is not relevant to the main programme of study is fully charged, including charging an additional administration fee.

### Concessionary Fees

The College will grant the following concessions against fees (these do not apply to students under the age of 16):

- Home-based students aged under 19 and LLDD students aged 19-24 holding a 139A/EHCP (moving on plan), on an agreed programme of study of further education, who are eligible for SFA/EFA fee remission will not be charged for their tuition, awarding body registration, or examination fees but will be expected to pay for some specific third party costs such as books, equipment, educational visits/trips and the College reserves the right to charge for the re-sit costs of any examinations. The College will identify the programmes of study to ensure students are

made aware, when fees will be waived, even when an individual no longer qualifies within this Under 19 concession.

- Home-based students aged 19 or over on an agreed programme funded by the SFA will be charged as set out in the guidance from the SFA.
- 19+ Students on SFA funded courses of Adult and Community Learning who are in receipt of a UK state pension will only have to pay 80% of their course fee.
- Home-based students on a Basic Skills (Skills for Life) programme eligible for SFA fee remission will not be required to pay any fee other than for books, student trips, or a material charge appropriate to a course.
- Home-based students aged 19 and over who are eligible under any specific Government guidance for Level 2 or 3 eligible courses, will only be charged in accordance with the guidance.
- Home-based students aged 19 and over who are claiming JSA / ESA or universal credit may be entitled to reduced tuition fees upon satisfactory proof of evidence.

More details for students' potential full funding can be accessed via the gov.uk website link below:

<https://www.gov.uk/government/publications/sfa-funding-rules-2015-to-2016>

### **19+ Loan Fees**

Students aged 19+ that are enrolling on a level 3 or 4 course are entitled to apply for a student loan to cover the tuition costs of the course, applicable students must:

- Follow the College admissions procedure for loans students.
- Apply to the appropriate loans provider for the appropriate loan value.

### **24+ Loan Fees**

Students aged 24+ that are enrolling on a level 3 or 4 course are entitled to apply for a student loan to cover the tuition costs of the course, applicable students must:

- Follow the College admissions procedure for loans students.
- Apply to the appropriate loans provider for the appropriate loan value.

### **Refunds / Transfers**

The College operates a no refund policy for cancellations by an employer or applicant, unless alternative terms are agreed in writing at the time of negotiation or payment. Where a customer wishes to claim a refund on the grounds of quality they must follow the Customer Complaints Procedure for any such consideration.

- Where the course is cancelled by the College, prior to the start date, a full refund will be made in the same mode as the payment in the case of credit/debit card receipts, otherwise by cheque or BACs as appropriate.

### **Payment Methods**

Payment is required before attendance at the first session of a learning programme or entry for any examination or award of any qualification. Payment may be by BACs, cash, cheque, or credit-card (MasterCard or Visa Credit) or debit-card (Visa Debit or Maestro).

- In some cases the College may accept payment plans, details are published annually in the part-time course guide.

## Student Support Funds

Students who may be eligible for support with their course fees, equipment/uniform costs and childcare costs through the Student Support Fund, will be interviewed and assessed by Student Support in line with the guidelines set by the College.

### Definitions

- **Additionality** is defined as optional courses additional to a full-time programme of study.
- **Employer Responsive** – As defined by the Skills Funding Agency.
- **Home-based students** are defined as being domiciled in the European Economic Area. Currently, this comprises Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, Switzerland and the United Kingdom.
- **Full time** is any learning programme with a duration of 450 or more annual guided learning hours.
- **Programme of Study** – The College will identify at the Initial Advice and Guidance stage, what constitutes a programme of study.
- **The EFA age calculation** for funding purposes is determined by the age on 31 August in the calendar year when the student begins a programme of study, for SFA students (Adults) the age is calculated as at the start date of the course.

Signed

Kim Morton

Date

10 May 2016

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Deputy Chief Executive Officer – Corporate Services