

# COLLEGE TUITION FEE POLICY FOR 2023/24

## Background

1. The College reviews its fee policy on an annual basis and has seen fee levels rise as Government funding has been targeted on specific groups of adult learners.

1. As of the 9/6/2022 the ESFA have not fully confirmed 2022/23 funding guidance, small operational changes may be required to respond to the ESFA’s requirements.
2. Due to competition law requirements and restrictions, the Education and Skills Funding Agency (ESFA) is not empowered to set college fees. The setting of fees remains a matter for the College Corporation and is a key role identified within the Instrument and Articles of Association and the Financial Memorandum. However, the ESFA and ministers continue to retain an interest in the levels of income raised by FE colleges through fees and each year as Government policy is to balance the contributions for adult learning between the state, individuals and employers.
3. The principles underlying the proposed College Fee Policy for 2023/24 remain consistent with prior years. The key changes are:
	1. Section added for invoicing schools for their students attending college.
	2. Deleted the £250 deposit required by Advance Learning Loan students where the loan is not in place.
4. The charging of fees relates primarily to adult learning, either paid by individuals or employers and fee policies always recognise established fee remission categories, in particular for 16-18 learners where legislation requires tuition fees not to be charged and for adults in receipt of certain benefits. In recent years remission categories have included those learners studying first full level 2 qualifications and some basic skills courses. The College has also established and maintained additional remission categories outside of national policy in the interests of supporting the local community and providing a pathway into learning and employment.

1. Guidance on the **eligibility of EU Nationals**, Nationals of European Economic Community Countries or Irish citizens can be found here [www.gov.uk/guidance/studying-in-the-uk-guidance-for-eu-students](http://www.gov.uk/guidance/studying-in-the-uk-guidance-for-eu-students)
2. Guidance on the eligibility to ESFA funding for types of immigration status can be found here https://www.gov.uk/government/publications/adult-education-budget-aeb-funding-rules-2023-to-2024/esfa-funded-adult-education-budget-funding-rules-2023-to-2024#individuals-with-certain-types-of-immigration-status-and-their-family-members

**Fee Remission Categories**

1. The current policy includes reference to the national fee remission categories as required by the funding guidance, including those for 16-18 learners and adults in receipt of means tested benefits or seeking to move away from benefits and into employment.
2. All 16-18 year old and 16-24 year old learners with an Education, Health and Care plan (ECH plan) are fully fee remitted as a blanket national policy entitlement. Employers of 16-18 apprentices and 19+ apprentices with an EHC plan or who have been in local authority care and who are with a small employer with less than 50 employees will not be liable to pay any fees for the programme. For adult learners the following will apply from 2022/23:

Fully Remitted Fees

| **Provision** | **Learner** |
| --- | --- |
| English and maths qualifications and units to help adults progress to GCSE A\* to C (Level 2) | Learners aged 19 and over |
| Traineeships to help young people progress to an Apprenticeship or other job | Young people aged 16 to 24 |
| Qualifications (up to and including Level 2) to help adults into work | Learners aged 19 and over |
| Qualifications (Level 3 or above) to help adults into work – only first full level 3 (as below) | Learners aged 19 to 23 |
| Entry and Level 1 qualifications (not English, maths or ESOL) to help adults to progress to their first full Level 2  | Learners aged 19 to 23 |
| First full Level 2 qualification  | Learners aged 19 to 23 |
| Lifetime Skills Guarantee – level 3 free course for jobs  | Learners aged 19 and over |
| First full Level 3 qualification  | Learners aged 19 to 2324+ while ESFA provide this additional exemption |
| Learners on low wages | Threshold £20,319 as at 1/4/23 |

Contribution towards cost of study (co-funded)

|  |  |
| --- | --- |
| **Provision** | **Learner** |
| Apprenticeships  | Apprentices of non-levy employers, and where levy employers have fully utilised their levy. These employers will pay the full fee required by the ESFA. |
| Entry, Level 1 and Level 2 qualifications  | Learners aged 19 and over who do not qualify for full-funding  |
| Level 3 or 4 qualifications | Learners aged 19 to 23 who do not qualify for full-funding Learners aged 24 and over have access to 24+ Advanced Learning Loans, as do learners age 19-23 studying a second level 3 qualification |

1. In addition, the College has developed and set its own fee remission categories which include:
	1. Staff on College delivered courses: where the course is deemed essential to the employee`s personal development plan (PDP) the College will support the full cost of the programme.
	2. College staff will also receive support as follows
		1. Attendance on AEB funded course in their own time – the standard fee will be waived.
		2. Attendance on other college programmes the fee will be discounted by 50%
	3. Adult full time learners will pay a fee of £500 (2021/22: £500) when neither the learners nor learning programmes are included within national fee remission categories for courses of study nor covered by the Advanced Learning Loan Facility. A full time Adult learner programme must be greater than or equal to 360 guided learning hours to qualify for this remission. Examination, registration and materials costs are included in this amount.
2. Students funded through the student loan system via Student Finance England will not receive any refund of monies paid to the College by SFE and will not be liable for any unpaid fees. However, if SFE recovers any amounts received by the College, the College reserves the right to recover those fees from the student
3. Exceptions to the policy for the amount of fees liable by the student in the event of withdrawal will only be made on production of a medical certificate which evidences the inability of the student to complete their studies.

**Fee Policy for 2023/24 – Further Education**

1. In 2023/24 the College is seeking to increase local demand so is not increasing fees
2. The College will continue to charge ‘Market Rate’ fees where these are likely to be greater than the assumed national fee.

1. Any departure from the fee policy in relation to the charging of fees below policy levels will need to be supported by market evidence and a full business case to ensure that appropriate information can support any decision process. Departure from the Policy in this instance must be authorised by Director of Finance.
2. Full cost and commercially competitive course offerings will continue with a margin contribution model. The College will cost each programme individually to reflect group size, delivery location, material, staffing costs and the competitive landscape in each individual sector. Programmes will normally be priced on a full cost recovery basis, including a minimum margin of 20%. All pricing decisions for full cost and commercial courses are subject to approval by the Director of Finance.

Arrangements for Fee Refunds on withdrawals

1. The following fees are payable if a student is paying their own fees, or they are being paid by a sponsor: If you withdraw from the course
	1. and have not started: full refund.
	2. and have completed less than 50% but more than 4 weeks: 50% of the fee will be refunded.
	3. and have completed 50%: No refund will be due
2. Exceptions to the policy for the amount of fees liable by the student in the event of withdrawal will only be made on production of a medical certificate which evidences the inability of the student to complete their studies.

The Further Education Advanced Learning Loan System

1. Advanced Learning Loans (ALL) are available for qualifying students over the age of 24 who study level 3 programmes and are not eligible for fee remission, and also for students aged 19 – 23 studying a second full level 3 qualification. No public funding support is available for these students.
2. As with all other fee-paying students, those funding through an ALL are at all times personally responsible for paying their fees.

Arrangements for student withdrawals

1. Students using the ALL system for funding their studies who withdraw before the end of the course will not receive any refund of monies paid to the College by SFE and will not be liable for any unpaid fees.

**Full Cost and Commercial Programmes**

1. Full cost and commercially competitive course offerings will continue with a margin contribution model. The College will price each programme individually to reflect group size, delivery location, material, staffing costs and the competitive landscape in the sector being serviced. Programmes will normally be priced on a full cost recovery basis, including a minimum margin of 20%. All pricing decisions for full cost and commercial courses are subject to approval by the Director of Finance.

## Discretion

1. The Assistant Principal will continue to have discretion to set fees at a higher level than the assumed rate to reflect the market conditions. This must be agreed before the commencement of any delivery of the programmes under consideration and should not change once the academic year has begun other than in exceptional circumstances.
2. Discretion to charge fees lower than required by this policy may only be exercised as part of the curriculum planning process and must be approved by the agreement of the Principal.

**Apprenticeship Programmes**

1. Since May 2017 apprenticeship programmes are subject to a new fee charging regime.
2. Employers paying the Apprenticeship Levy will pay fees directly from their digital apprenticeship accounts.
	1. These employers will need to pay a top up of 5% of the monthly cost, if their Apprenticeship Levy Account has insufficient funds to meet the cost of the apprenticeship.
3. Employers who do not pay the Apprenticeship Levy will be required under the Agency funding rules to make a co-investment payment towards the total cost of the apprenticeship training of 5%.
	1. Small employers may be entitled to remission when employing individuals 18 and below.
4. The College will set its initial fees for apprenticeships at the top of the published band within which each apprenticeship framework or standard qualification is placed by the Agency. Each fee is reviewed to consider any prior learning and cost of delivery, in accordance with ESFA requirements.
5. The fee of 5% charged to non-levy paying employers through co-investment is mandatory and cannot be waived under any circumstances. However, it should be noted that co-investment fees not paid within 90 days of the commencement of a programme automatically leads to withdrawal of funding by the funding agency.
6. Levy paying employers will pay the full chargeable fee through the Digital Apprenticeship Account in accordance with the system and scheme rules set by the Agency.
7. The college however has agreed payment of the apprenticeship 5% will be collected by invoice for the full sum or direct debits instalments based on the length of programme with a minimum £50 per month contribution.

**School students attending College**

The college will raise an invoice at the time of enrolment for the academic year based on the guided learning hours of the course.



**Course Fee Credit Policy**

**Introduction and Background**

The College has a strong interest in collecting fees as early as possible to ensure cash liquidity and to reduce the effort and cost involved in chasing late and overdue debts.

However it is equally in the College’s interests to encourage students to enrol on its courses particularly as some students find it difficult to pay all of their fees in advance of their course starting.

It is therefore important that the College allows students to settle course fees in certain circumstances through the granting of credit and payment by instalments. In order to minimise the risk of losses, the policy for granting of credit and the ability to pay by instalments must be strictly followed.

**Policy**

Important points about responsibility for fees

* The payment of student tuition fees is the responsibility of the student and the student alone.
* The student will be responsible for fees irrespective of whether they are paid by their employer or any other third party organisation.
* In the event of fees remaining unpaid, the College will seek to recover fees from the student.

Individuals –

Payment of fees by instalments is only permitted in the following circumstances:

Students studying Further Education courses;

ALL of these conditions must be met:

* The total student fee for the year is £175 or greater.
* The course lasts for more than 3 months.
* The student has relevant identification and valid bank account details.

Instalment payments will only be authorised for direct debits.

Fees under £1,000 may be paid by 4 instalments, 25% deposit payable at enrolment, with a further 3 consecutive monthly payments (payable by direct debit) until the debt is settled.

Fees over £1,000 may be paid by 4 instalments, 25% deposit payable at enrolment, with a further 3 bi-monthly payments (payable by direct debit) until the debt is settled.

**Students will be sent a Direct Debit form from either Signable or DocuSign to enable the college to process the final 3 instalments based on the criteria above.**

**If the college does not receive a completed Direct Debit form within 30 days of the commencement of the course, a £25 administration fee will be applied to the account for each month that the completed form or full payment has not been received.**

Employer Payments

If your employer wishes to pay your Course fees, when you enrol you will need to provide;

* A purchase order or if the company does not do purchase orders a letter on headed paper detailing the costs covered at the start of each academic year of study. Details to be provided are -
	+ Name of Student/s
	+ Course details
	+ Amount of fees
	+ Agreement that they are funding the course

Fees are payable in full and will be due for payment 30 days from the date of invoice. The enrolled student will at all times be liable for the full payment of fees relating to their course, irrespective of the payment method applied to the course of study.

Apprenticeship co-investment invoices – either 30 days from date of invoice or via direct debit payments (minimum per month £50 based on the length of the course) – employer contract advises which method of payment.

**Collection of Payment Instalments**

**Overdue Instalments**

A failure to make payment on the due date will result in all outstanding fees being immediately due from the student. Continued failure to pay course fees may result in removal from the course of study.

In respect of overdue instalments, the Finance Team will inform the student of a failure to make a payment and obtain agreement to amend future direct debits or take payment via card over the phone.

If the above agreement has not been made a letter/email will be sent to the student to inform them that they may be excluded from their exams and college facilities if the overdue instalment is not received within a specified time.

Finance will advise the Assistant Principal and the tutor that the student has outstanding fees and ask the student to contact Finance straight away. Failure to pay may lead to withdrawal from the course.

Details of the outstanding debt will be processed by the Finance Team and subject to the standard debt recovery procedure. This includes referral to a debt collection agency or application to the Small Claims Court as appropriate.

Once the debt recovery has entered this phase of collection, tutors should not engage in the provision of advice in relation to those fees. At all times students should be referred to the College Finance Cashbook and Sales Ledger Team.

The College will make a charge of £25 for each payment where collection has been refused