POLICY: FE Fees Policy **– Classroom Provision**

Approval required by: SLT Y Governing Body Y

SMT Lead: Vice Principal Curriculum

Responsible Manager: Vice Principal Curriculum

Date approved: February 2019 (SLT) March 2019 (Board)

Date to be reviewed: February 2020 (SLT) March 2020 (Board)

Relevant to: Students Y Staff Y

 Visitors N

Relevant to: All students N

 16-18 Vocational Y Sixth Form Y

 Higher Education Y Adults Y

Apprenticeships N 14-16 Y

Other N …………………………..

Relevant to: All staff N

 Board N SPH N

Managers Y

 Teaching staff Y Support staff N

Accessible to Students Y Staff Y

Friendly version Students N Staff N

EQIA required N

**Significant changes to policy**

There is one minor alterations to the policy.

**Discounts and Reduced Fees**

Learners who earn less than **£15,736.50** can claim a reduction in fees of 50% on production of a payslip dated within the last three months prior to enrolment.

**Impact of changes**

None

# SCOPE AND PURPOSE

To set tuition fees for home students (as defined by *Statutory Instrument 2007 Number 779, Education England, the (Fees and Awards) (England) Regulation 2007*) for Further Education courses in the 2019/20 academic year.

# BACKGROUND

## General Principles

Young people (aged between 16 and 18 on 31 August 2019) are eligible for fee remission (free courses). 14 to 16 who are currently registered as Elective Home Educated are also entitled to free provision.

Adult students (19, or over, on 31 August 2019) are eligible to pay fees unless covered by the fee remission categories detailed in this policy.

Any student, 19-23, who enrols to a course that is Level 3 that is on the Advanced Learner Loans qualifications catalogue and has previously achieved a full Level three course, or above, will be entitled to access a loan to pay the fees for that course. For these learners, the fee remission eligibility criteria will not apply.

Any student, 24 and over, who enrols to a course that is Level 3, or above, that is on the Advanced learner loans qualifications catalogue will be entitled to access a loan to pay the fees for that course. For these students, the fee remission eligibility criteria will not apply.

Students under the age of 16 (as at 31 August 2019) not currently registered as Elective Home Educated will be required to pay the full fee for their course(s) of study unless related to a specific college contract with the local authority, a school or other agency.

## FE Fees for International Students

Course fees for non-EU international students are set or negotiated on a course by course basis. Please refer to the advertised international fee for each course.

## Discounts and Reduced Fees for International Students

Non–EU self-funded international students will be entitled to an early payment discount of £500 if the fee for programmes starting in the September 2019 is paid in full by 31 July 2019. The funds must have been cleared into the college bank account by the 31 July 2018 to be eligible for the discount.

Where there is no international fee advertised, international students will usually pay a fee of five times the publicised rate, or a minimum of £450, whichever is the higher.

## College Staff

For college staff all Adult Education Budget courses are free, provided that attendance is normally outside their contracted working hours, or that they are released for training and make up the time.

Teaching courses are available free to all teaching staff.

## Fee Structure

Fees for full time one year courses or the first year of two year full-time courses will be between £1,000 and £5,000. Fees for the second year of a two year course will be the same as the fees paid for the first year of the course. Fees for part time courses will be a minimum of £25.

AS/A2 subjects will be charged at £750 per subject to adult students.

Course fees will normally include examination charges. The exceptions will be where students apply directly to awarding bodies, for example AAT.

Marketing information will clearly show the course fee and any additional charges (registration or examination fees) that all adult students will have to pay.

## Fee Remission

Fee remission does not apply to courses advertised as ‘Full Cost’.

Students who are eligible for fee remission may be required to pay for accreditation if attendance on that course is lower than 90% or they fail to attend the exam without good reason.

Fee remission will only be given where individuals can provide evidence of their personal circumstances. Where this is not supplied, the course fee will apply. Fee remission can only be given to students where both they and the course qualify for public funding from the SFA.

The following students will be eligible for fee remission:

* 19 up to 24 year old students studying a Level 1/Entry Level qualification.
* 19 up to 24 studying their first full Level 2 qualification and is approved by the ESFA.
* 19 up to 24 year old students studying their first full Level 3 qualification.
* Those taking Maths and English learning aims such as GCSE Maths, GCSE English, Functional Skills Maths and Functional Skills English.
* Those people who receive Job Seekers Allowance (JSA) (including the partner where the claim is joint), Employment Support Allowance (ESA) in the Work Related Activity Group, Universal credit earn either less than 16 times the national minimum wage / national living wage a week or £330 a month (this is subject to change) and are determined by Jobcentre Plus as being in one of the following groups.
	+ All Work-Related Requirements Group.
	+ Work Preparation Group.
	+ Work-Focused Interview Group.
* Those who are unemployed but on a recognised means tested benefit such as Council Tax Benefit, Housing Benefit, Income Support, Working Families Tax Credit or Pension Credit are entitled to full fee remission provided they sign a declaration about seeking work.
* ESOL courses will be fully funded for those who receive JSA, ESA, or Universal Credit in the Work Related Activity Group. This remission only applies to JSA and ESA and universal credit claimants.
* Students enrolling to the second year of a 2 year programme who were eligible for fee remission in the first year.

Remitted fees only apply to all ‘home’ Students. The definition of a ‘home student’ for funding purposes is a person who is settled in the UK or a member European Economic Area (EEA) for three years and whose main purpose for such residence was not to receive full time education during any part of the three year period. For specific guidance contact the Vice Principal Funding, Data and Compliance or the Assistant Principal Students.

## Discounts and Reduced Fees

Discounts apply to the course/tuition fee only. Additional charges such as registration and examination are to be paid in full.

Learners who earn less than £15,736.50 can claim a reduction in fees of 50% on production of a payslip dated within the last three months prior to enrolment.

The college may offer incentives to targeted groups which will be publicised accordingly.

## Payment

Students will pay for one year of study at any one time. Annual payments will be made for courses of more than one year duration.

Students must pay fees in full at the point of enrolment or make instalment arrangements. Instalments will only be available for courses with fees over £150. Where courses have registration and/or examination fees the instalment arrangements also apply. For instalments one third of the fee is paid at enrolment and the balance is normally spread over four monthly direct debit payments. Full payment of fees must be made before the course ends.

It is recognised that some situations may prevent students paying fees or proving exemption from fees at the point of enrolment. In these cases students may be enrolled without payment or proof. Over the next 14 days the college will work with students to resolve any issues. If at the end of this period the situation remains unresolved the relevant Head of Department will review the position.

Where a student has applied for a loan and this loan has not been confirmed then the individual will be required to pay the fee in full. Should a student leave before the end of the course, the remaining fee balance will become payable by the student.

## Non-payment of Fees

The college may suspend continued study and/or prevent future enrolment on additional courses if any fees are outstanding.

The college may withhold certificates if any course fee is outstanding.

## Refunds

Full refunds will automatically be given when courses do not run.

Refund of fees, once the course has already started, will only be approved in exceptional circumstances. The registration charge will only be re-funded where a course does not run.

Accreditation fees are an integral part of the course fee and will not be refunded should the learner not complete the course.

The college will not refund any portion of a student loan to the learner.

## Resits

There will be no charge for re-sits of Functional Skills.

There will be a resit fee for all AS/A2 units; the fee will depend on the exam/units been taken. This will be refunded if the learner’s overall grade improves by one or more grades as a result of an improved result for a module/unit.

# Resit fees for other qualifications will be determined by the curriculum department responsible for the delivery of the course.

# LOCATION AND ACCESS TO THIS POLICY

This policy is available on the college’s intranet.