
POLICY: FE FEES POLICY – Classroom Provision

Approval required by:	Executive	Y	Governing Body	Y
Executive Lead:	Vice Principal Curriculum			
Senior Manager:	Director Curriculum (Young People)			
Date approved:	June 2024			
Date to be reviewed:	June 2025			

Relevant to:	Students	Y	Staff	Y
	Visitors	N	ITS	Y
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
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Significant changes to policy

There are no significant changes to the policy. The following minor changes have been made:

- Fee Remission section:
Added – ESOL remission details as now fully funded by SYMCA.
 - FCFJ updated to reflect change in policy.
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Impact of changes

The minor changes provide greater clarity and equity.

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 2024/25 academic year.

BACKGROUND

General Principles

Young people aged between 16 and 18 (under 19 on 31 August 2024) or 19-24 and have an Education Health Care (EHC) plan are eligible for full fee remission (free courses). 14- to 16-year-olds who are currently registered as Elective Home Educated are also entitled to free provision.

Adult students (aged 19, or over, on 31 August 2024) are eligible to pay fees unless covered by the fee remission categories detailed in this policy.

Adult students, who enrol to a course that is Level 3 listed on the Advanced Learner Loans qualifications catalogue and has previously achieved a full level three course (as part of their legal entitlement or Lifetime Skills Guarantee), or above, may 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 of 31 August 2024) 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 Barnsley College or ITS ('the college') contract with the local authority, a school or other agency.

College Staff

For College staff, all Adult Skills Fund courses are free, provided that attendance is outside their contracted working hours, or that they are released for training and make up the time. Arrangements are to be agreed with their line manager in advance.

Teaching courses are available free to all teaching staff if it has been identified and agreed as an essential part of their professional development. Attendance arrangements are to be agreed with their line manager in advance.

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 £5,900. 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.

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 an acceptable 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 funding body (E.g., SYMCA, WYMCA, ESFA).

The following students will be eligible for fee remission:

- Those taking maths and English learning aims such as GCSE maths, GCSE English, Functional Skills maths and Functional Skills English, who do not already hold a GCSE grade A* to C or grade 4 or higher, in English and maths.
- 19 up to 24-year-old students studying a first Level 1/Entry Level qualification.
- 19 up to 24-year-old students studying their first full Level 2 qualification and is listed on the legal entitlement qualification list approved by DfE.
- 19 up to 24-year-old students studying their first full Level 3 qualification and is listed on the legal entitlement qualification list approved by DfE.
- Adult students (aged 19 and over) studying ESOL courses up to and including Level 2 – **only available for students living in the South Yorkshire Mayoral Combined Authority region.**
- **Level 3 Free Course for Jobs (FCFJ) –**
 - 19 up to 24-year-old students who already have a level 3 or above and meet the definition of unemployed or those who earn less than the “Earnings Threshold”,
 - 24+ studying their first full Level 3 qualification and the course is on the Level 3 Free Courses for Jobs (FCJ) qualification list, or
 - 24+ and who already have a level 3 or above and meet the definition of unemployed or those who earn less than the “Earnings Threshold”.
- **Unemployed students as defined below:**
 - Receive Jobseeker’s Allowance (JSA), including those receiving National Insurance credits only, or
 - Receive Employment and Support Allowance (ESA), or
 - Receive Universal Credit (UC), and their take-home pay as recorded on their UC statement (disregarding UC payments and other benefits) is less than £892 per calendar month (learner is sole adult in their benefit claim) or £1473 per calendar month (learner has a joint benefit claim with their partner).
- **The College will also fund those students if both of the following apply:**
 - Receives other state benefits (not included in the list above) and their take home pay (disregarding UC payments and other benefits) is less than £617 a month (learner is sole adult in their benefit claim) or £988 a month (learner has a joint benefit claim with their partner), and
 - wants to be employed, or progress into more sustainable employment, and their take-home pay (disregarding UC payments and other benefits) is less than £617 a month (learner is sole adult in their benefit claim) or £988 a month (learner has a joint benefit claim with their partner), and you are satisfied identified learning is directly relevant to their employment prospects and the local labour market needs.
- **Students who earn less than the defined “Earnings Threshold” for the relevant funding body, students must provide evidence of meeting this by providing payslips dated within the last three months prior to enrolment.**
- 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 Director of MIS or the **Vice** Principal (Students).

Discounts and Reduced Fees

The College may offer discounts or incentives to targeted groups which will be publicised accordingly.

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

FE Fees for “Non-Home” Students

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

Discounts and Reduced Fees for Non-Home Students

Non-home students will be entitled to an early payment discount of £500 if the fee for programmes starting in the September 2024 is paid in full by 31 July 2024. The funds must have been cleared into the College bank account by the 31 July 2024 to be eligible for the discount.

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

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 will 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 such cases students may be enrolled without payment or proof. The College will then work with students over the following 14-day period 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 refunded where a course does not run. Accreditation fees are an integral part of the course fee and will not be refunded should the student not complete the course.

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

Resits

There will be no charge for resits of Functional Skills.

Resit fees for other qualifications will be determined by the curriculum department responsible for the delivery of the course. Where payable, fees will be in line with published examination and administration costs.

EQUALITY AND DIVERSITY

An EqIA is not required for this policy.

LOCATION AND ACCESS TO THIS POLICY

This policy is available on the College's intranet.