


## POLICY

<b>Document Title</b>	<b>Fees and Charges Policy</b>
<b>Version</b>	<b>Version 1.4</b>
<b>Equality Impact Assessment Status</b>	<b>Complete</b>
<b>Consulted with</b>	<b>Executive Team</b>
<b>Signature of Principal / Chief Executive Officer</b>	
<b>Signature of Lead Executive Team Member</b>	<i>J. Hannard</i>
<b>Approved by</b>	<b>Board of the Corporation</b>
<b>Date approved</b>	<b>15 October 2024</b>
<b>Effective date</b>	<b>16 October 2024</b>
<b>Date of next review</b>	<b>31 July 2025</b>
<b>Lead responsibility</b>	<b>Vice Principal Finance and Resources</b>

## **1. Purpose**

- 1.1. The purpose of this document is to outline the College's policy relating to fees associated with tuition. The policy covers all aspects of the College's provision, including further education, commercial work, schools provision and access programmes.
- 1.2. This policy follows the rules and regulations for eligibility and funding as set out by the relevant ESFA Funding Guidance and is reviewed annually.
- 1.3. The College aims to maximise income generated from fees by adopting a market driven approach to setting fees, but also wherever possible, considering an individual's ability to pay.
- 1.4. The College has a policy of equal opportunity and seeks to ensure that arrangements for fees and charges are consistent with this.

## **2. Scope**

- 2.1. This policy applies to all employees involved in the determination of the College's fees and charging structure, as well as all learners under the College's care.

## **3. Policy Statement**

- 3.1. College fees are set to ensure that in line with Government funding guidance, all learners who can contribute financially do so, and that the College can fully cover delivery and overhead costs incurred.
- 3.2. The college reserves the right to cancel any course or change its charging policy where its costs may result in financial loss; cancel any course where there is lack of appropriate resource; and/or refuse entry to a course on any non-discriminatory grounds.
- 3.3. This policy may change in line with changes in Government or more locally devolved Strategy.

## **4. Fee Principles and Guidelines**

### **4.1 16-18 and Adult classroom based**

- 4.1.1 The ESFA Funding Guidance identifies that fee remission is applicable to all 16-18 year old learners, including those on part time programmes, and continues to be available for adult learners who meet a range of specified criteria. Where fees are remitted no charge will be made by the College to the learner as the fully funded national funding rate will be payable.
- 4.1.2 Where the learner is ineligible for fee remission, they will be considered co-funded learners and it is assumed that the learner themselves, or their employer, will pay a tuition fee and the exam fee either themselves or via an Advanced Learner Loan if they are following a qualifying Level 3 or above course and are aged 19 years or older. This assumed fee will, where relevant, be reflected in a reduction of the funding payable for the programme by 50% of the national base rate.
- 4.1.3 To establish the funding arrangements that will apply against a particular learning programme, the eligibility of the learner must be proven. For a learner to be eligible to receive government funding for their learning programme, the learner must have the legal right to be resident in the United Kingdom at the start of their programme.
- 4.1.4 Learners who are not eligible for fee remission will be expected to pay a fee on enrolment.
- 4.1.5 Learners studying programmes where a full fee is payable (i.e. commercial training, or full

cost recovery) are not to have their fees waived under any circumstances.

- 4.1.6 Learners aged 19+ undertaking a course at level 3 or above will either need to apply for an Advanced Learning Loan or cover the cost of the fee themselves unless they meet certain government priorities, in which case they may be fully funded and pay no tuition fee.

#### 4.2 Apprenticeships

- 4.2.1 Learners enrolled on apprenticeship programmes are subject to complex funding arrangements that involve the participation of employers and fee criteria dependent upon a variety of factors. In line with ESFA guidance no fees shall be charged to non-levy employers for apprentices aged 16-21 at the start of their apprenticeship or for apprentices aged 22-24 at the start of their apprenticeship if they have an Education, Health and Care Plan (EHCP).

- 4.2.2 The ESFA assumption is that the fees owed by employers subject to the apprenticeship levy will be paid by the ESFA to the College directly from the employer's levy pot and levy employers will not pay fees directly to the College unless their levy pot runs out, at which point the employer will be classed as a non-levy employer. Non levy paying employers will be invoiced by the College for their 5% contribution. The non-levy employer contribution must be recovered in full before the College can draw down the 20% completion payment for the apprenticeship.

#### 4.3 Access Courses

- 4.3.2 Tuition fees for Access courses are set by the College following discussion within Executive Team. Fees are capped at the maximum level of loan available for the relevant course(s).

#### 4.4 Schools Provision

- 4.4.1 Learners under the age of 16 are not eligible for funding without express written permission from the ESFA. Therefore, where school pupils attend the College on a part time basis as part of their school education the funding is negotiated between the College and the school.

- 4.4.2 Since the funding agencies will not fund courses taken by learners aged under 16 who wish to take an evening class out of school hours it is College policy to charge the full cost course fees. These are course dependent, and amounts will be provided on request from the College. Approval will be needed from the Course Leader / Lecturer and a parent / guardian.

#### 4.5 Commercial Work / Full Cost Recovery

- 4.5.1 Ad hoc commercial work will be assessed on an individual project basis and must be commercially viable. The Vice Principal Finance and Resources, or Director of Finance should be consulted in the construction of any proposal for commercial training delivery.

#### 4.6 Financial Support

- 4.6.1 Learners may be able to obtain financial support for fees or other costs where they are experiencing difficulty in commencing or continuing their studies. Learners should contact the College to discuss the options available.

### 5. **Examination and Registration Fees**

- 5.6.1 All learners whose fees are not eligible for remission are normally charged the fee set by the examination boards / awarding bodies for entering examination at the time of enrolment.

- 5.6.2 It is currently College policy that examination entry fees are not charged to 19+ learners whose tuition fees are eligible for remission provided the following criteria are met:
- It is the learner's first attempt at the examination at this centre.
  - The relevant subject lecturer approves the entry. If a learner's examination entry is not supported by his/her lecturer (for example due to poor attendance or lack of progress), the examination fee is charged.
- 5.6.3 19+ learners retaking examinations previously undertaken at the College may be charged the examination fee, which would be payable prior to the examination entry.
- 5.6.4 19+ learners who fail to take the examination without good reason are charged the examination/awarding body fee, except where the absence is due to illness and a doctor's certificate can be provided.
- 5.6.5 The policy to remit examination fees for those learners aged over 19 whose tuition fees are remitted does not extend to the cost of registration with a professional body such as AAT, CMI and NEBOSH, these fees must be paid by the learner or employer.

## 5.7 Other Fees

- 5.7.1 Some programmes require material, equipment and/or clothing, an additional separate charge may be made for these and learners should check before enrolling on the course. These fees must be paid by all learners or employers.

## 5.8 Refund of Fees

- 5.8.1 A full refund of fees paid by learner/employer will be only be approved in the following circumstances:
- If a course is cancelled by the College.
  - If a learner's complaint regarding the quality of the delivery of a course is upheld following an investigation in accordance with the College's complaints procedure.
- 5.8.2 The College may, at the discretion of the Principal, award a pro-rata refund calculated on the basis of the number of actual attendances less a £30 administrative charge in the following circumstances:
- If a learner withdraws from a course due to illness or as a result of a change in employment or having to leave the area for employment reasons.
  - If a learner notifies the College to cancel his/her place on a course before the commencement of the course.
- 5.8.3 A refund of exam fees will only be made if a learner withdraws his/her entry for an examination and the College is able to obtain a refund from the examination board.

## 5.9 Payment

- 5.9.1 Costs to the learner of the programme of study will be identified as fully as possible and communicated to the learner in a timely manner.
- 5.9.2 All fees become due at the point of enrolment, but the College recognises that some learners may be unable to pay their fees in full at that time and may offer payment by instalments. Learners should contact the Finance Team at the earliest opportunity or visit the **Financial Support Information** on the College website for further information and potential support available.
- 5.9.3 Employers or sponsors who are funding a learner's fees must provide the learner with a letter of support for them to submit at enrolment stating that they will be funding the learning. Letters must be on original headed paper and signed, no photocopies will be accepted, and

the learner will not be able to enrol without this letter of support.

- 5.9.4 Learners funding their course via a student loan will be asked to provide evidence that their Loan Funding is in place to confirm their registration on their course. Learners waiting for confirmation of support from Student Finance England will normally be required to provide evidence that they have applied for funding from Student Finance England and will also be required to complete a payment agreement in order to complete their registration / enrolment. Where payment agreement is provided this will be used to collect unpaid tuition fees if funding is not in place by the start of the second term. This will allow Student Finance England time to process applications.
- 5.9.5 Learners are responsible for ensuring that tuition fee loan support from Student Finance England is arranged in a timely manner. The College will provide assistance and support to learners regarding their loan applications where possible.
- 5.9.6 Learners funding their learning through Advanced Learner Loans should be aware that, if they cease to attend their course, amounts due in respect of tuition fees cease to be paid by Student Finance to the College on behalf of the learner. In the event that the learner withdraws or does not resume attendance of their course within an acceptable period the outstanding balance of tuition fees not paid by Student Finance will become immediately payable to the College by the learner.
- 5.9.7 Any learner who has not paid their tuition or exam fees in full at the end of their course:
- May have exam certificates withheld
  - May not have assessed work marked and returned
  - May not be permitted to progress to the next year of study or enrol on another course
  - Where learners fall significantly behind with their payment plans and the college has failed to secure payments, the debt may be referred to a debt collection agency for recovery. In such cases a £30 charge will be added to the debt to cover costs incurred by the college in pursuing the debt.

## **6. Relevant Legislation / Regulation**

6.1 The following legislation and regulations apply to this policy:

- ESFA Funding Guidance and Rules.
- Financial Memorandum.

## **7. Related Documents**

7.1 The following related documents are relevant to this policy:

- Financial Support for Learners Policy
- College Financial Regulations.

## **8. Accountability**

8.1 The Vice Principal Finance and Resources is responsible for the drafting and implementation of this policy.

8.2 They are also responsible for ensuring that this document is regularly reviewed and updated – and is the first contact point for managers seeking advice and guidance about the Fees Policy or making enquiries about its interpretation.

8.3 All managers are responsible for ensuring that they and their team members follow the requirements set out in this document.

8.4 All employees are responsible for adhering to the requirements set out in this document.

**9. Equality & Diversity**

9.1 The College has paid due regard to equality considerations during the preparation and implementation of this Policy and Procedure.

9.2 These considerations included the potential for any differential negative effect on the grounds of age, disability, gender reassignment, pregnancy and maternity, race (including ethnic or national origins, colour or nationality), religion or belief (including lack of belief), sex, sexual orientation, marriage, or civil partnership.

9.3 The College’s judgement is that there is no such negative effect on those grounds and, consequently, no potential breach of the Equality Act 2010.

9.4 The operation of this Policy and Procedure will be monitored by the Director of Human Resources in order to establish that no unlawful discrimination is taking place and to identify opportunities for the College to enhance equality of opportunity and fair treatment.

**10. Review**

10.1 This document will be reviewed in July 2025.

10.2 The Vice Principal Finance and Resources will undertake this review, considering the outcomes of the monitoring process, legislative changes, and developments in good practice.

10.3 The outcome of the review will be reported to the Executive Team.

**11. Document Identification**

<b>Category</b> [select ONE only]	<input checked="" type="checkbox"/> Programmes/courses <input type="checkbox"/> Partnerships <input type="checkbox"/> Finance <input type="checkbox"/> Quality <input type="checkbox"/> Governance <input type="checkbox"/> Health and safety <input type="checkbox"/> Facilities <input type="checkbox"/> Computer Services <input type="checkbox"/> MIS <input type="checkbox"/> Admissions <input type="checkbox"/> Teaching and learning <input type="checkbox"/> Personnel
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<b>Audience</b> [select ALL that apply]	<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Learners <input type="checkbox"/> Partners <input type="checkbox"/> Suppliers
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## EQUALITY IMPACT ASSESSMENT

This form must be completed when drafting a new policy/procedure or amending an existing policy/procedure. It should be completed at the earliest opportunity so any issues can be resolved/mitigated in advance.

POLICY / PROCEDURE DETAILS	
Name of policy / procedure:	Fees & Charges Policy
Version:	1.4
Date of latest version:	7 August 2024
Manager responsible:	Vice Principal Finance and Resources
Others involved in this EIA:	

ASSESSMENT			
What evidence have you used? (This could be internal data, surveys, complaints/grievances or other external quantitative or qualitative research)	DfE Funding regulations: guidance for fees & fee remission Consistent with previous College policy regarding fees and charges		
Who have you engaged / consulted with? (This could be individuals, groups, networks or organisations)	Senior Leadership Team		
For each protected characteristic, does the evidence show that the policy/procedure...	does not inadvertently disadvantage or discriminate against staff, learners or service users?	actively explores opportunity and fosters good relations between people of different protected groups and backgrounds?	Where 'no' is checked, or concerns have been identified detail them here:
Age (including older and younger people)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Disability (including those with physical disabilities, unseen disabilities and mental health issues)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Sex (both men and women)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Gender reassignment or Gender identity (including trans staff and students who have transitioned, are considering transitioning or are in the process of transitioning from one gender to another, and also non-binary staff and students who do not identify with, or reject gender labels)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	



Marriage and Civil Partnership	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Pregnancy / Maternity (including breastfeeding mothers)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Race and Ethnicity (including nationality, colour, native language, culture and geographic origin)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Religion and belief (including those with no religion or belief)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Sexual orientation (including, but not limited to, gay, lesbian, bisexual, queer and straight staff and learners)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Intersectionality (although not a protected characteristic itself it's important to consider how characteristics intersect)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

ACTION PLANNING		
Issue Identified	Planned or completed remedial action	Person responsible and timeframe

MONITORING AND REVIEW
How will the impact of your policy and procedure be monitored and reviewed once agreed?
Monitored for complaints regarding fees and charges. Will also monitor via level of invoicing and any subsequent requests for refunds.

AUTHORISATION		
	Signature	Date
Manager responsible:	Tina Hannant	5 August 2024
EIA Panel:		
EIA Committee's Comments if applicable:		