

Title: Tuition Fees Policy 2021 to 2023

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1 Objectives

The Fees Policy is reviewed and approved by the Corporation prior to the start of the new academic year. The policy covers two years, although the Corporation will review some of the more market sensitive fees, for example full cost fees, prior to the start of the second year of this policy in order to ensure that they remain appropriate.

The document identifies the fee policy and rates as approved by the College together with operational procedures to be administered by College Staff.

2 Scope

Course related fees and charges can consist of up to three separate elements:

- Tuition Fees
- Examination and Registration Fees
- Charges for trips / off site learning essential to the course

Note: full cost courses are not split into these components

Where the policy refers to the “Funding Agencies”, this includes the Education and Skills Funding Agency (ESFA) and the Office for Students (OfS).

3 Fees and Charges

- 3.1 Fees and charges for Further Education provision will be set with reference to the terms of the College’s agreement with the ESFA.
- 3.2 For 16 – 18 year olds, there will be no charge to the learner for tuition fees, examination or registration fees. The eligibility for this is set by the ESFA and changes periodically. For 2021-22 to be eligible learners must be 18 years and under on 31st August in the teaching year in which they enrol. This group may however be charged for resources and trips that are not considered essential to the course.
- 3.3 For learners aged 19+, the College will generally set its fees based on the assumptions within the ESFA’s funding methodology but may vary them depending on local, regional and national market conditions. For 2021-22 therefore, this means that tuition fees for ESFA co-funded provision will be set at the full cost of delivery less the ESFA contribution which is 50% of the unweighted matrix value.
- 3.4 Where a learner enrolls on an ESFA accredited apprenticeship programme and where the learner’s employer is paying for course fees via the apprenticeship levy or by co-investment directly to the College, then the employer is liable for the course fees applicable.

- 3.5 The College adopts the apprentice co-investment arrangements set out by the government which means that “Non Levy” employers generally pay 5% and ESFA funding covers 95% of the fees. If the employer is a Levy employer, all fees are payable through the DAS account. Exceptions to this will follow the government funding guidance.
- 3.6 Where an employer is to pay the fees, a learner must provide a letter from their employer to confirm support is available before they are allowed to enrol.
- 3.7 Unless specifically referenced within the Framework / Standard, apprenticeship fees do not include any professional membership fees.
- 3.8 End Point assessment *retake* fees are payable by the employer
- 3.9 Fees for Higher Education direct provision will be set in line with College’s Access Statement and with reference to OfS guidance.
- 3.10 Fees for HE provision delivered under franchise arrangements will be set and collected directly by the host university.
- 3.11 It is not possible to transfer learners from one academic year to another. Learners must be withdrawn and enrol again in the following year. It is possible to transfer learners between courses within an academic year.
- 3.12 The College will strive to ensure that learners are not prevented from joining a learning programme due to their inability to pay any fees or charges.
- 3.13 The College will use Learner Support and other funds available to it to contribute to other costs incurred by those learners who would otherwise have difficulty in paying. The Learner Support fund does not cover tuition fees.

4 International Fees

- 4.1 International students pay fees which are set independently of the arrangements for home and EU students. All fees payable by overseas students (tuition, residence, facilities & resources or any other fees) must be paid in advance before the course starts. The fees for set length courses are reviewed annually.
- 4.2 The fee for non-standard / part-time courses will be charged at a rate of £25.00 per hour for the length of the course.
- 4.3 Fees quoted are *exclusive* of books and additional costs relating to the course (e.g. materials, trips, accommodation and living expenses). Estimates of these additional costs must be clearly communicated to prospective students prior to agreement to enrol.

International Fees for 2021-22 and 2022-23:

Level 3 Academic/Vocational courses eg National Diplomas National Awards and National Vocational Qualifications	£ 7,760 per year
Level 4/5: HNC and HND	£ 8,640 per year
Level 5 Foundation Degree in Applied Computing	£ 14,770 per year
Level 6 BSc (Honours) Applied Computing with University of Bath	£ 14,770 per year
Foundation Courses Foundation Diploma Art & Design for International Students	£ 8,640 per year
University of Bath International Foundation Year	£ 17,000 per year

5 Staff Fees

- 5.1 Staff may enrol on certain courses at the College, without incurring a charge for tuition, on an infill basis where, at the start of the course, where spaces have not been taken by students external to the College. This is subject to minimum viable numbers already being met through external enrolments.
- 5.2 All staff must pay the resource fee applicable to the programme of study and any examination or registration fee applicable.
- 5.3 The course must take place outside normal working hours

6 14 – 16 Fees

- 6.1 Learners under the age of 16 on 1st September would only normally be enrolled as part of a sponsored initiative. In no circumstance should a pre-16 learner be enrolled on to any course without the involvement of the Deputy Principal.

- 6.2 Some Key Stage 4 pupils attend the College on a part-time basis (and in a minority of cases on a full-time basis) as part of the partnership with local secondary schools. The funding for these learners will either be direct from the school or other referring agency.
- 6.3 All other cases of learners aged under 16 (e.g. home educated) should be referred to the Deputy Principal for advice on enrolment and the level of fee to be charged.
- 6.4 No person under the age of 14 on 1st September is to be enrolled, except on part-time courses specifically aimed at young teens, in which case parental consent is required. Nor are they to be allowed onto College premises unless under the responsibility of an adult.

7 Tuition Fee Remission

- 7.1 The College will adopt the ESFAs' prevailing published criteria for fee remission. All other students will be required to pay the fees in line with this policy.
- 7.2 Learners continuing an aim(s) from 2020/21 will continue to receive the fee remission as established in the year in which they started. This only applies to continuing aims or programmes. For example the 2nd year of a two year extended diploma would be funded as per the first year.

8 Examination, Registration & Assessment fees

- 8.1 Full time and part time learners who are fully funded do not pay examination or registration fees for their first entry.
- 8.2 However, the College may charge learners for examinations in the following circumstances:-
- where the required attendance has not been achieved or work has not been completed, without good reason.
 - where the learner has failed to sit the exam for which the College has paid, without good reason.
 - where learners are retaking an examination resulting from an initial examination failure.
 - where learners are retaking an examination with the aim of achieving marginal improvements.

Good reason includes certified sickness and exceptional circumstances and will be approved by the Examinations Manager.

- 8.3 Fees for examination re-sits will normally be charged to a learner. Late entry fees will be charged to a learner when a learner fails to follow instructions for registration which results in late entry.
- 8.4 Examination entries are required by the entry date published by the awarding body. Entries after the published date will incur additional costs. Where learners are not entered for examinations due to non-attendance or non-completion of required work, the learner is required to pay the late entry costs.
- 8.5 Where a learner is, in the opinion of the College, placing their success in the examination at risk, e.g. by poor attendance or where the learner withdraws from the course, the College reserves the right to charge an “exempt” learner for the costs of examination & registration fees.
- 8.6 The College will make every effort to reclaim fees from awarding bodies where a learner has withdrawn or is otherwise not sitting the exam. The College may refund learners where it has been able to do this, subject to an administration fee.
- 8.7 The College will publish the course fee, which includes the examination and registration fee, for each course before the start of each academic year.

9 Charges for Resources

- 9.1 Charges may be made for the use of additional resources in line with the ESFA funding rules.

10 Charges for other Materials, Kit and Uniforms

- 10.1 Essential materials and kit will not be charged to 16 – 18 year olds on full time ESFA funded courses.
- 10.2 Apprentices provide their own “tools of the trade” and personal protective equipment where specified in the joining instructions.
- 10.3 Learners facing financial difficulty can apply to the Learner Support Fund or to the Curriculum Area who hold some of the required items for loan. Deposits can be charged for use of these items. Fines may be payable if items are not returned in their original condition and agreed time frame.

11 Charges for trips

- 11.1 Learners are expected to pay for the costs of any trips. Charges for trips will either be added to the enrolment fee (if essential) or be collected during the year (if non-essential).
- 11.2 All learners' payments for trips must be made before a learner can participate in a trip.

12 Other Direct Learner Costs

- 12.1 Learners are not expected to pay for the following which they receive as an entitlement of their learning programme:

- Computer and library facilities including access to the internet relevant to their course of study;
- Careers advice;
- Welfare advice.
- Student ID Card
- Counselling
- Membership of the Student Union

Note - Learners are liable for the replacement costs of books and other items of College property and equipment lost or damaged whilst in their possession

- 12.2 Learners are expected to pay for the following themselves direct to the supplier of the services, which may be the College:

- Photocopying
- Travel to and from College
- Meals and refreshments while at College
- Any items purchased from the College shop
- Text books, magazines, journals and any other reference material that is not stocked as routine by the College Learning Resource Centre
- Special Clothing
- Deposits on lockers
- Replacement ID cards
- Recreation facilities
- Fines for late return of books

13 Full Cost and Leisure Learning Provision, and Commercial Courses for Business

- 13.1 Fees for Full Cost courses are to be determined in accordance with the College's agreed costing process. All fees must be agreed by the Finance and Corporate Services Director before publishing.

14 Instalments

- 14.1 Learners may pay individual course fees for the academic year by an instalment arrangement. This applies to part time and full time course with a minimum fee of £300. In exceptional circumstances, and subject approval by the Finance and Corporate Services Director the College may be willing to review the payment period. All payments must be made no later than 8 weeks before the end of the course.
- 14.2 Instalment payments must be made by standing order.
- 14.3 All instalment paperwork and amounts must be completed and agreed at the time of enrolment when the first instalment must be paid. Instalment payments will be followed up by the Finance office. Changes to instalment payments will only be made in very exceptional circumstances and are to be authorised by the Finance and Corporate Services Director.
- 14.4 Payment by instalments is not available to sponsoring employers, who must pay in full before the learner commences the course.

15 Refunds

- 15.1 Refunds will only be given in the following circumstances:

- When a course does not commence or is discontinued by the College
- If a learner leaves on medical grounds supported by a doctor's letter.
- If a learner leaves within 2 weeks of the course starting

Changing jobs, moving out of the area, change of mind etc are not valid reasons for refund of fees. However

- 15.2 Any other requests for a refund will only be granted as an exception.

The Finance and Corporate Services Director is responsible for ensuring a process is in place for making refunds and is the person ultimately responsible for making a decision on a particular refund request. Appeals can be made to the Principal.

- 15.3 Where it has been decided to offer a refund on an exceptional basis, the following rates will apply:

Circumstance	Refund
Course cancelled or altered by College	Full refund
Refund where attending < 10% of the course.	Full refund less the administration fee *
Refund where attending between 10% and 30% of the course	75% refund less the administration fee *
Refund where attending between 30% and 50% of the course	50% refund less the administration fee *
Refund where attending > 50% of the course	No refund

- 15.4 The College cannot be held responsible for matters of inclement weather, illness or changes in accommodation, domestic circumstances, work commitments or any other circumstance which lead to a learner's withdrawal from a course.
- 15.5 * All refunds given, unless as a result of College action, (e.g. the course does not commence or is discontinued) will be subject to an administration fee of £25 or 15%, whichever is the greater.
- 15.6 Where an international student's visa application is refused, a refund will be given on presentation of the appropriate documentation, subject to the administration fee of £25.
- 15.7 Students who have chosen to pay by instalments or finance their fees via an Advanced Learner Loan or a Higher Education Loan are liable for the full fee at the point of enrolment. They are consequently subject to the same refund limitations as set out in sections 15.1 to 15.3 above. This means that if the Loan Company stops paying the College because a student withdraws, or the student cancels their instalment plan, then they will still be required to pay the balance of the fee due.

16 Notes to the Fee Policy

- 16.1 Learners and other interested stakeholders such as parents and employers will be given clear information about fees and charges before the learner has committed to the course. This will be via the College prospectus.
- 16.2 Learners are not to be enrolled or attend class if they have outstanding debts from previous years.
- 16.3 Learners must enrol before their first lesson. Any learner attending class without having first enrolled must be referred immediately to an enrolling point within the College and not allowed to remain in the classroom. Failure to observe this may invalidate the College insurance policy. Employees of the College must not in any circumstance arrange for the first lecture to be used for block enrolments. Learners are not allowed free taster sessions in any class before they enrol.
- 16.4 If the whole cohort of learners on a full time course is enrolled on a part time course as part of or to supplement or to give additionality to their full time course then that part time course is treated in the same way as their full time course. This only applies to whole cohorts and not to individual learners who must pay the relevant part time course fee.
- 16.5 If one or more learners have been charged the wrong amount for a course, the College is not required to offer the same incorrect charge to other learners on the course. In order to ensure the correct fee is charged the College will request further payments from learners who have incorrectly underpaid and reimburse learners who have incorrectly overpaid.

- 16.6 Learners will not be enrolled, will not appear on registers and must not be allowed in class unless they have paid their fees, or be exempt from paying fees, or made arrangements to pay their fees via an instalment facility, or have produced a signed document from their sponsor admitting liability for their fees or otherwise made an arrangement with the College Finance Office.
- 16.7 Once a learner is enrolled on a course, full course fees are due regardless of whether or not the learner completes the course or the learner remains in the employment of a sponsoring employer.
- 16.8 If an employer is paying the fees of a learner then there must be confirmation in writing from the employer before the start of the course acknowledging this liability.
- 16.9 Only the Finance and Corporate Services Director or Deputy Principal in the first instance, or the Principal on appeal, has the authority to vary the fees and charges as set down. Individual arrangements must not be made by teaching staff.
- 16.10 In any case where a learner or organisation on behalf of the learner, falls behind payment plans or fails to pay outstanding amounts, every effort will be made to contact the learner or organisation concerned to obtain payment. If the amounts due continue to be unpaid, the amount may be passed to a debt collection agency or small claims court to recover any outstanding amounts.