

**Title:** Fees Policy 2018/19

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**Contents**

1	Objectives .....	2
2	Scope.....	2
3	Fees and Charges .....	2
4	International Fees .....	3
5	Staff Fees.....	3
6	14 – 16 Fees.....	3
7	Tuition Fee Remission .....	4
8	Examination, Registration & Assessment fees .....	4
9	Charges for Resources .....	5
10	Charges for other Materials, Kit and Uniforms.....	5
11	Charges for trips.....	6
12	Other Direct Learner Costs .....	6
13	Full Cost and Leisure Learning Provision, and Commercial Courses for Business.....	7
14	Instalments.....	7
15	Refunds .....	7
16	Other Principles.....	8
17	Appendix 1 .....	10
18	Appendix 2.....	11

## **1 Objectives**

The Fees Policy is reviewed annually and approved by the Corporation. The document identifies the fee policies and rates as approved by the College together with operational procedures to be administered by College Staff.

### **Scope**

## **2**

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

- Tuition Fees
- Examination and Registration Fees
- Charges for resources not integral to the course and/or specific resources that the student retains after completion of the course
- Charges for trips connected to but not essential to the course

Where the policy refers to the Funding Agencies, this includes the Skills Funding Agency (SFA), Education Funding Agency (EFA) and the Higher Education Funding Council for England (HEFCE).

## **3 Fees and Charges**

- 3.1 Fees and charges for Further Education provision will be set with reference to the terms of its agreement with the College's Funding Agencies.
- 3.2 For 16 – 18 year olds, there will be no charge to the learner for tuition fees, examinations or registration fees. This group could be charged for resources and trips as defined above.
- 3.3 For learners aged 19+, the College will take note of the SFA's assumptions about contributions to fees and charges by learners and sponsors. For 2017/18 all tuition fees for SFA co-funded provision will be set at a target of 50% of the National Base Rate (NBR) unless agreed by the College's strategic leadership group, who may vary this target according to market conditions.
- 3.4 Fees for Higher Education direct provision will be set with reference to HEFCE guidance.
- 3.5 Fees for HE provision delivered under franchise arrangements will be set and collected directly by the host university.
- 3.6 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.

- 3.7 The College will strive to ensure, by exploring every avenue open to it, that learners are not prevented from joining a learning programme due to their inability to pay any fees or charges. However, fees may not be waived merely on the learner's apparent inability to pay.
- 3.8 The College will use Learner Support and other funds available to it to contribute to the 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 will pay fees which are set independently of the arrangements for home and EU students. The fees for set length courses will be set annually by the Director of Finance.
- 4.2 The fee for non-standard courses will be charged at a rate of £14.00 per hour for the length of the course.
- 4.3 Fees quoted will be 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.
- 4.4 Overseas students attending the University of Bath international Foundation Year will be charged £14,500 for 2017/18 enrolment.

#### **5 Staff Fees**

- 5.1 Staff may enrol on a course at the College, without incurring a charge for tuition, on an infill basis where, at the start of the course, spaces have not been taken by students external to the College. When testing the viability of a course, the number of students enrolled will exclude any staff for which fees have been waived.
- 5.2 All staff must pay the resource fee applicable to the programme of study and any examination or registration fee.
- 5.3 The course must take place outside normal working hours

#### **6 14 – 16 Fees**

- 6.1 Learners under the age of 16 on 1<sup>st</sup> September would normally be enrolled as part of a sponsored initiative such as XLR8 or Junior Apprenticeships. 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 1<sup>st</sup> September is to be enrolled, except on part-time courses deliberately 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 Funding Agencies' fee remission policies which are referenced in Appendix 1.
- 7.2 Learners continuing an aim or aims from 2016/17 will continue to receive the fee remission as established in 2016/17. This only applies to continuing aims or programmes. For example, a Learner progressing from an Intermediate Apprenticeship to an Advanced Apprenticeship is 'continued' learning and not 'continuing' and, therefore, the changes would apply to the new programme.

## **8 Examination, Registration & Assessment fees**

- 8.1 Full Time and Part Time learners who are fee remitted do not pay examination or registration fees.
- 8.2 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. Any other late entry costs will be charged to the Curriculum area.
- 8.5 Where a person is accepted by the College as an external candidate for entry to an examination, the person will be charged the awarding body fee plus an administration fee set by the College.
- 8.6 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.
- 8.7 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.
- 8.8 The College will publish the course fee, which includes the examination and registration fee, for each course before the start of each academic year. Where the fee is not known then an estimate must be used. This estimate will be the fee charged and no adjustment either debit or credit will be made when the awarding body publishes its charges.

## **9 Charges for Resources**

- 9.1 The base-line ‘materials charge’ is set for 2017/18 at £40 for all learners undertaking full-time courses and £30 for all learners undertaking part-time courses. This charge will give each learner a £20 credit to utilise on printing and photocopying. Learners are expected to pay for additional photocopying and computer printing costs if this £20 credit is exceeded.
- 9.2 The charges must be published at the beginning of each academic year but failure to do so does not mean that no charge will be made.

## **10 Charges for other Materials, Kit and Uniforms**

- 10.1 Learners may be required to pay a charge for any additional materials, kit and/or uniforms that are desirable for the course.
- 10.2 These charges are payable at the point of enrolment by all learners attending the course (including learners who are fee remitted). The learner is entitled to retain any items charged in this way.

- 10.3 Apprentices provide their own “tools of the trade” and personal protective equipment where specified in the joining instructions.
- 10.4 Those learners facing financial difficulty can apply to the Learner Support Fund or to the Curriculum Area who may hold some of the required items for loan.

## **11 Charges for trips**

- 11.1 Learners are expected to pay for the costs of additional trips which are not necessary and integral for the achievement of their course. Charges for trips will either be added to the enrolment fee or be collected during the year.
- 11.2 These costs will not be published but College literature must make it clear that these costs are additional and must be paid for before the learner can participate in a trip.
- 11.3 All learners’ payments for trips must be made during the year either through the Finance Office or College shop, to ensure that all monies due are collected.

## **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.
  - I/D and library cards
  - Counselling
  - Membership of the Student Union
- (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:
- Travel to and from College;
  - Meals and refreshments while at College.
  - 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 I/D or library 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 and Leisure Learning Provision, and Commercial Courses for Business are to be determined in accordance with the College's agreed costing model. It is recognised that market forces may require a lower fee to be applied than the calculated amount and therefore all fees must be agreed by the Director of Finance before publishing.

### **14 Instalments**

14.1 Learners can pay their course fees for the academic year by a maximum of three instalments during that year. This will apply to part time and full time course fees of over £300. However, in exceptional circumstances, the College will be willing to review this amount.

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 Director of Finance.

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 when a course does not commence or is discontinued by the College or if a learner leaves on medical grounds supported by a doctor's letter. Changing jobs, moving out of the area, change of mind etc are not valid reasons for refund of fees. The Director of Finance 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.

15.2 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.

15.3 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.

15.4 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.

## 16 Other Principles

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 **does not** offer the same incorrect charge to other learners on the course. Additionally, the College does not request further payments from learners who have incorrectly underpaid but it does 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 produce 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 Director of Finance 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 The College will pursue unpaid debts vigorously and will not hesitate to use the services of a debt collection agency and the courts. No learner will be enrolled or attend class if they have outstanding debts from previous years.

## 17 Appendix 1

The level of government contribution we will fund is as follows.			
Provision	19- to 23-year-olds	24+ unemployed	24+ other
English and maths	Fully funded* (up to and including Level 2)	Fully funded*	Fully funded*
Level 2	Fully funded* (first and full)	Fully Funded	Co-funded
Learning to progress to Level 2	Fully funded^ (up to and including Level 1)	Fully funded	Co-funded
Level 3	Fully funded* (first and full)	Loan-funded	Loan-funded
Loan-funded** (previously achieved full Level 3 or above)			
Traineeship#	Fully funded (including 16- to 24-year-olds###)	N/A	N/A
English for Speakers of Other Languages (ESOL) learning up to and including Level 2	Co-funded	Fully funded	Co-funded
Fully funded – unemployed			
Learning aims up to and including Level 2, where the learner has already achieved a first full Level 2 or above	Co-funded	Fully funded	Co-funded
Fully funded – unemployed			
<p>*Must be delivered as one of the qualifications required for the legal entitlement.            ^ Must be delivered as entry or level one provision from local flexibility.            # Excludes flexible element where funding depends on age and level.            ### 16- to 18-year-old learners must be eligible under the EFA's residency requirements.            ** Availability of loans at Level 3 does not replace the legal entitlement to full funding for learners aged 19 to 23</p>			

## 18 Appendix 2

### Definition of Unemployed

For funding purposes a learner is defined as unemployed if one or more of the following apply.

- They receive Jobseeker's Allowance (JSA), including those receiving National Insurance credits only.
- They receive Employment and Support Allowance (ESA) and are in the work-related activity group (WRAG).
- They receive 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.
- They are released on temporary licence and studying outside a prison environment and not funded through the Offenders' Learning and Skills Service.

Providers may also use their discretion to fully fund other learners if all of the following apply.

- The learner receives other state benefits and earns either less than 16 times the national minimum wage a week or £330 a month.
- The learner wants to be employed (or progress into more sustainable employment, if they earn less than 16 times the national minimum wage a week or £330 a month) and you are satisfied that the learning is directly relevant to their employment prospects and the local labour market needs.