

Fees Policy

Valid from (academic year)	2022/2023
Next review (academic year)	2022/2023 Policies remain valid until revoked or reviewed.
Policy Owner	Deputy Principal – Finance & Planning
Committee approval	<i>SLT</i>
Policy & EIA Approval date	March 2023
Board of governors' committee	Resources
Approval date	March 2023
Board approval necessary	Board
Date of Board approval	March 2023
Summary of Changes	Revised sections include ESFA/ GLA changes to the Fees Policy following ESFA/ GLA funding guidance

This fee policy applies to further education courses only. There is a separate fee structure for HE programmes: HNC's/HND's and foundation degrees which follow the University partner's fees policy.

Courses are either fully subsidised by the Education and Skills Funding Agency (ESFA) or the Greater London Authority (GLA), or part-subsidised by the ESFA/ GLA or not subsidised at all (full cost). Some full cost programmes can be financed by the student taking out an FE loan for the full cost of the course.

COURSES SUBSIDISED BY THE EDUCATION SKILLS FUNDING AGENCY OR GREATER LONDON AUTHORITY

- Learners aged 16-18 at the start of any programme will be fully funded.
- Learners aged 16-24 with an Educational Health & Care Plan (EHCP) at the start of any programme will be fully funded.
- Learners aged 19+ at the start of any course will be fee assessed based on the table below:

GOVERNMENT CONTRIBUTION TABLE

THE LEVEL OF GOVERNMENT CONTRIBUTION WE WILL FUND IS AS FOLLOWS:

Provision	19- to 23-year-olds	24+ unemployed	24+ other
English and maths, up to and including level 2 (Must be delivered as part of the legal entitlement)	Fully funded*	Fully funded*	Fully funded*
Level 2 (excluding English and maths) (First full level 2 must be delivered as part of the legal entitlement)	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 (First full level 3 must be delivered as part of the legal entitlement)	Fully funded* (first and full)	Loan-funded	Loan-funded
	Loan-funded** (previously achieved full level 3 or above)		
Traineeship#	Fully funded (including 16- to 24year-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 English and maths, and/or first full level 2 or first full level 3 qualifications required as part of the legal entitlements. ^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 ESFA's young people's residency requirements. ** Availability of loans at level 3 does not replace the legal entitlement to full funding for learners aged 19 to 23 undertaking their first full level 3. + Low Wage flexibility may apply (this only applies to Pre-entry, Entry, Level 1 & Level 2 courses).</p>			

Please note that, in some cases, learners will be expected to pay for their own tuition fees, textbooks and fees to professional bodies, examinations and re-sit examinations, ID badge replacement fees and library fees. No other fees are payable.

Learners who get part-subsidy pay fees

Students who are fee assessed as co-funded and enrolling onto a level 2 (or below) programme will pay a maximum fee of:

50% of course funding value derived from 50% of the funding rate 19

and over co-funded fee: $\text{Funding rate} * 0.5$

This is a maximum fee and a lower fee may be charged for operational reasons.

Programmes provided in an employer’s workplace

Fees for learners on a workplace-based programme where the employer pays the fees:

Full subsidy

- Fully subsidised all learners on English and maths courses unless the learner has a grade C or above.

- 50% subsidised for students on a full level 2 course for SMEs only.

APPRENTICESHIPS

Apprenticeship programmes are discussed with the employers involved and determined for individual frameworks/standards. All apprenticeship programmes for 16-18-year olds and 19+ apprenticeships are provided under the apprenticeship levy or the ESFA/ GLA non-levy allocation for small employers to the employers. Fees will be chargeable as per the chosen standard.

LEVEL 3 PROGRAMMES FOR WHICH FE LOANS ARE AVAILABLE

The fee for all level 3 programmes will be calculated using ESFA/ GLA spreadsheet which considers the likely costs of the programme and the anticipated number of learners. The fee will not exceed the maximum funding level available from the ESFA/ GLA as confirmed by the respective funding guidance and course database.

The full fee will be paid by all learners aged 19 or over and they will be eligible to apply for a 19+ FE loan and bursary.

No fees will be paid for learners aged 19-23 who are studying for their first full level 3 qualification.

COURSES NOT SUBSIDISED BY THE ESFA OR GLA

All courses not subsidised by the ESFA/ GLA are priced individually and fees are available on the College website or on request.

LEARNERS WHO ARE NOT ELIGIBLE FOR SUBSIDY

Students who have been assessed by the College and fall outside the ESFA/ GLA funding provision and all students on full cost courses will pay a fee appropriate for the specific course.

INTERNATIONAL (OVERSEAS) STUDENTS

The fee for a full time programme (vocational) will be £5,850 per year tuition fee plus awarding body registration fee. All part-time programmes are individually priced for overseas students.

Courses funded by local authority - Adult and community learning Fees and concession categories will be set by the local authority and will be advertised as soon as they are known.

STAFF DISCOUNT ON COLLEGE COURSES

Up to 100% discount on any course tuition fee up to £1,000.

In all cases the awarding body fees (exam fees) and materials cost will be added.

REFUNDS

Where the College cancels a course before it starts, course fees will be refunded in full.

Where the College receives written notice up to 10 days before a course has commenced that a student wishes to withdraw, an administrative charge of £85 will be deducted from the refunded amount.

Where the learner provides notice to withdrawal for any course less than 6 weeks in length – no refund is available, unless the course is cancelled by the College.

Where the learner provides notice to withdrawal for any course greater than 6 weeks in length – a refund will only be given to a maximum of 40% of the course fees.

Where a learner withdraws from their course after 12 weeks from the commencement of the course, no refund will be available.

The Deputy Principal of Finance & Planning will determine any discretionary refund for extenuating circumstances.

PART PAYMENTS AND INSTALMENTS

Course fees over £300 can be paid in a maximum of 5 instalments only if a direct debit arrangement is set up. The first instalment has to be paid to enrol on to the course. Additional installments are at the College's discretion.

SEE POLICY FOR HIGHER EDUCATION COURSES 2022-23

Higher education fees can be paid via the Student Loan Company through student application but this is not compulsory if students prefer to pay their fees in other ways.