

# FEE POLICY

|                                      |                          |
|--------------------------------------|--------------------------|
| <b>Valid from</b>                    | 1 August 2021            |
| <b>to</b>                            | 31 July 2022             |
| <b>Owner</b>                         | Vice Principal Finance   |
| <b>Committee approval</b>            | SLT                      |
| <b>Approval date</b>                 | 23 June 2021             |
| <b>Board of governors' committee</b> | Resources Committee      |
| <b>Approval date</b>                 | 23 June 2021             |
| <b>Board approval necessary</b>      | Yes                      |
| <b>Date of Board approval</b>        | 29 June 2021             |
| <b>Revision history</b>              | 23 June 2021 -New Policy |

## **Fee Policy 2021-2022**

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 policy.

Courses are either fully subsidised by the Education and Skills Funding Agency (ESFA), part-subsidised by the ESFA or not subsidised at all (full cost). Some full cost programmes can be financed by the student taking out an FE Level 3 loan for the full cost of the course or participation in the National Skills Fund.

Courses for 19+ learners may also be funded by the Greater London Authority for learners living within London or by the ESFA for those outside London.

### **Courses subsidised by the Education Skills Funding Agency**

- Learners aged 16-18 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:

| <b>Provision</b>   | <b>19 to 23-year olds</b>         | <b>24+ unemployed</b> | <b>24+ other</b> |
|--|-----------------------------------|-----------------------|------------------|
| English and maths, up to and including level 2<br>(Must be delivered as part of the legal entitlement)           | Fully funded*                     | Fully funded*         | Fully funded*    |
| Essential Digital Skills Qualifications up to and including level 1  | Fully funded*                     | Fully funded*         | Fully funded*    |
| Level 2 (excluding English and maths)<br>(First full level 2 must be delivered as part of the legal entitlement) | Fully funded*<br>(first and full) | Fully funded*         | Co-funded+       |
|  |                                   |                       |                  |

|  |  |                  |  |
|--|--|------------------|--|
| Learning to progress to level 2  | Fully funded <sup>^</sup> (up to and including level 1)      | Fully funded*    | Co-funded+   |
| Level 3 legal entitlement (learners first full level 3)  | Fully funded*= <sup>=</sup>                                  | N/A              | N/A  |
| Level 3 Adult Offer (learners without a full level 3 accessing a qualification on the Level 3 Adult Offer qualifications list) | Fully funded= <sup>=</sup>                                   | Fully funded     | Fully funded   |
| Additional Level 3 covered under London Recovery Flexibility   | Fully funded**** (if learner earns below London Living Wage) | Fully funded**** | Fully funded**** (if learner earns below London Living Wage) |
| Additional Level 3 not covered under London Recovery Flexibility   | Loan-funded**= <sup>=</sup>                                  | Loan-funded**    | Loan-funded**  |
| 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                                    |                  |  |
| Learning aims up to and including level 2, where the learner has not achieved a first full level 2, or above                   | N/A  | Fully funded     | Co-funded+   |
| British Sign Language (BSL), up to and including level 2 where the learner's preferred language is BSL***                      | Fully funded   | Fully funded     | Fully funded   |
|  |  |                  |  |

|   |              |     |              |
|---|--------------|-----|--------------|
| Eligible learning aims which support the upskilling of teaching or learning support staff to deliver improved specialist provision for learners with SEND   | Fully funded | N/A | Fully funded |
| <p>*Must be delivered as one of the English and maths, digital entitlement and/or first full level 2 or first full level 3 qualifications required as part of the legal entitlements.</p> <p>^Must be delivered as entry or level one provision from local flexibility.</p> <p>** 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.</p> <p>+ Low Wage flexibility may apply, refer to paragraphs 162 to 163. GLA Low Wage is less than £21,157.50. ESFA Low Wage is less than £17,374.50</p> <p>***GLA will fully fund this provision as per paragraphs 150-151. For more information on how to record it please refer to the GLA AEB Technical Guidance for Providers</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: 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 non-levy allocation for small employers to the employers. Fees will be chargeable as per the chosen standard/ framework.

### **Level 3 programmes for which FE loans are available**

The fee for all level 3 programmes will be calculated using ESFA spreadsheet which takes into account the likely costs of the programme and the anticipated number of learners. The fee will not exceed the maximum funding level available from the Education Skills Funding Agency as confirmed on the HUB 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. The L3+ programme may also attract funding under the Government's National Skills Fund, where certain vocational programmes linked to shortages in the UK workforce, may be funded.

### **Courses not subsidised by the Education Skills Funding Agency/ Greater London Authority**

All courses not subsidised by the Education Skills Funding Agency or Greater London Authority 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 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 £5,500 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**

50% discount on any course tuition fee up to £500.

25% discount on any course tuition fee over £500.

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 £65 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.

### **Fee Policy for Higher Education courses 2021-22**

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.

Fees for any course delivered on a franchise basis will be set by the University and the appropriate agreement in place.