

Fees Policy

Valid from (academic year)	2025/2026
Next review (academic year)	2026/2027
Policy Owner	Director of Finance
Committee approval	SLT
Policy & EIA Approval date	Polices remain valid until revoked or reviewed.
Board of governors' committee Approval date	Resources
Board approval necessary	
Date of Board approval	N/A

Amendment to Policy

Name of Policy	Fees Policy
Policy owner	Director of Finance
What has been changed	<ul style="list-style-type: none"> • All reference to ESFA has been removed and DfE added • Dates have been amended to correct academic year • Government contribution table for both DfE & GLA changed to the published table for 2025-2026 – Page 4 to Page 9 • London Living wage threshold changed from £25,642.50 to 27,007.50 – Page 9
Reason for update	Annual update is required to review the procedures in line with changes according to funding rules
Key changes being proposed	<ul style="list-style-type: none"> • Contribution table • London Living Wage Threshold
SLT approval date	

FEE POLICY 2025-2026

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

Courses are either fully subsidised by the Department for Education (DfE) (formerly known as the Education and Skills Funding Agency - ESFA) or the Greater London Authority (GLA), or part-subsidised by the DfE/ 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 DEPARTMENT FOR EDUCATION 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:

GLA funded learners

Contribution Chart 1: 19 to 23-year-olds

150. The level of contribution we will fund is as follows

Provision	Notes and Eligibility	Funding
English and maths, up to and including level 2	Must be delivered as part of the legal entitlement qualifications	Fully funded
Essential digital skills qualifications up to and including level 1	Must be delivered as part of the digital legal entitlement qualifications	Fully funded
Full level 2 legal entitlement (excluding English and maths)	Full level 2 must be delivered as part of the legal entitlement qualifications	Fully funded
Learning aims up to and including level 2 (local flexibility)	For those who meet the unemployed or London Living Wage earnings threshold criteria	Fully funded
	For those who do not meet the unemployed or London Living Wage earnings threshold criteria	Co-funded
Level 3 legal entitlement (learners first full level 3)	First full level 3 must be delivered as part of the legal entitlement qualifications regardless of the LLW earnings threshold or employment status	Fully funded
Level 3 Free Courses for Jobs offer	Learners without a full level 3 or above can access a qualification on the Free Courses for Jobs offer qualifications list	Fully funded
	Learners who already hold a level 3 or higher and meet the unemployed or London Living Wage earnings threshold criteria	Fully funded
	For those who do not meet the London Living Wage earnings threshold and already hold a level 3 or higher	Loan funded
English for Speakers of Other Languages (ESOL) learning up to and including level 2	For those who meet the unemployed or London Living Wage earnings threshold criteria	Fully funded
	For those who do not meet the unemployed or London Living Wage earnings threshold criteria	Co-funded

Provision	Notes and Eligibility	Funding
GLA level 3 flexibility	For those eligible under the GLA's level 3 flexibility	Fully funded
British Sign Language (BSL) up to and including Level 2	Where learners preferred language is BSL, parents and/or carers of deaf children, or those who meet the unemployed or London Living Wage earnings threshold criteria	Fully funded
	For those who do not meet BSL flexibility eligibility definition	Co-funded
Level 4 vocational/technical qualifications funded under London flexibility	For those who meet the unemployed or London Living Wage earnings threshold criteria	Fully funded
	For those who do not meet the unemployed or London Living Wage earnings threshold criteria	Loan-funded
Eligible learning aims funded through the London flexibility - continued professional development to support disabled learners	Eligible learning aims are published on the GLA website	Fully funded
Level 5 Certificate in Teaching English to Speakers of Other Languages (CELTA)	For those who meet the unemployed or London Living Wage earnings threshold criteria	Fully funded
Licence to practise in key priority sectors: construction and hospitality	For those who meet the licence to practise eligibility definition	Fully funded

Contribution Chart 2: 24+

151. The level of contribution we will fund is as follows:

Provision	Notes and Eligibility	Funding
English and maths, up to and including level 2	Must be delivered as part of the legal entitlement qualifications	Fully funded
Essential digital skills qualifications up to and including level 1	Must be delivered as part of the digital legal entitlement qualifications	Fully funded
Level 2 and learning up to a level 2 (local flexibility)	For those who meet the unemployed or London Living Wage earnings threshold criteria	Fully funded
	For those who do not meet the unemployed or London Living Wage earnings threshold criteria	Co-funded
Level 3 Free Courses for Jobs offer	Learners without a full level 3 or above can access a qualification on the Free Courses for Jobs offer qualifications list regardless of the LLW earnings threshold or employment status	Fully funded
	Learners who already hold a level 3 or higher and meet the unemployed or London Living Wage earnings threshold criteria	Fully funded
	For those who do not meet the unemployed or London Living Wage earnings threshold criteria and already hold a level 3 or higher	Loan funded
GLA level 3 flexibility	For those eligible under the GLA's level 3 flexibility	Fully funded
English for speakers of other languages (ESOL) learning up to and including level 2	For those who meet the unemployed or London Living Wage earnings threshold criteria	Fully funded
	For those who do not meet the unemployed or London Living Wage earnings threshold criteria	Co-funded
British Sign Language (BSL) up to and including Level 2	Where learners preferred language is BSL, parents and/or carers of deaf children, or those who meet the unemployed or London Living Wage earnings threshold criteria	Fully funded
	For those who do not meet the BSL flexibility eligibility definition	Co-funded

Provision	Notes and Eligibility	Funding
Level 4 vocational/technical qualifications funded under London flexibility	For those who meet the unemployed London Living Wage earnings threshold criteria	Fully funded
	For those who do not meet the London Living Wage earnings threshold criteria	Loan funded
Level 5 Certificate in Teaching English to Speakers of Other Languages (CELTA)	For those who meet the unemployed or London Living Wage earnings threshold criteria	Fully funded
Licence to practise in key priority sectors: construction and hospitality	For those who meet the licence to practise eligibility definition	Fully funded
Eligible learning aims funded through the London flexibility - continued professional development to support disabled learners	Eligible learning aims are published on the GLA website	Fully funded

GLA Contribution Chart

<https://www.london.gov.uk/programmes-strategies/jobs-and-skills/training-providers-teaching-skills/adult-skills-fund/information-adult-skills-fund-providers>

DfE funded learners

Chart 1: 19 to 23-year-olds

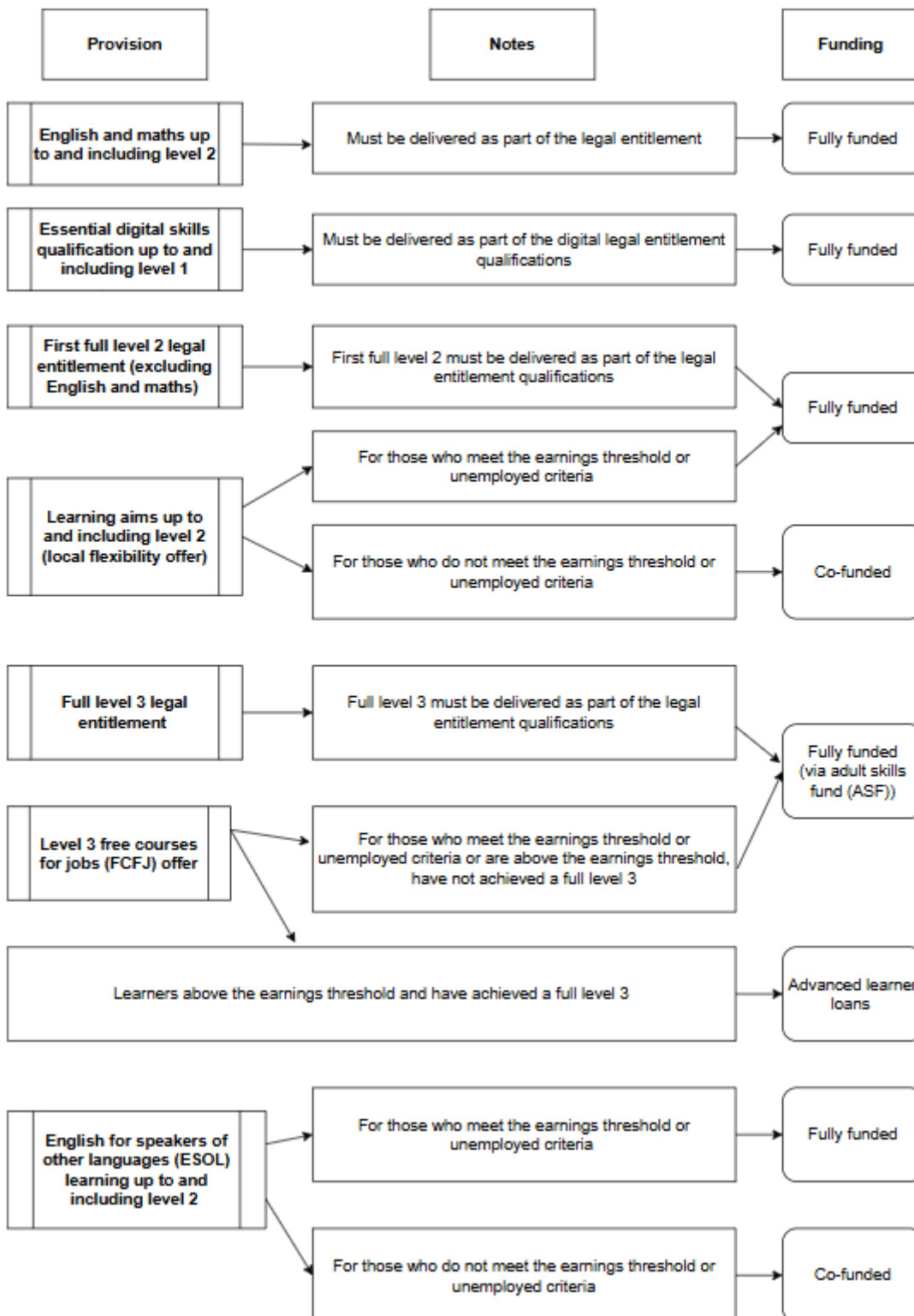
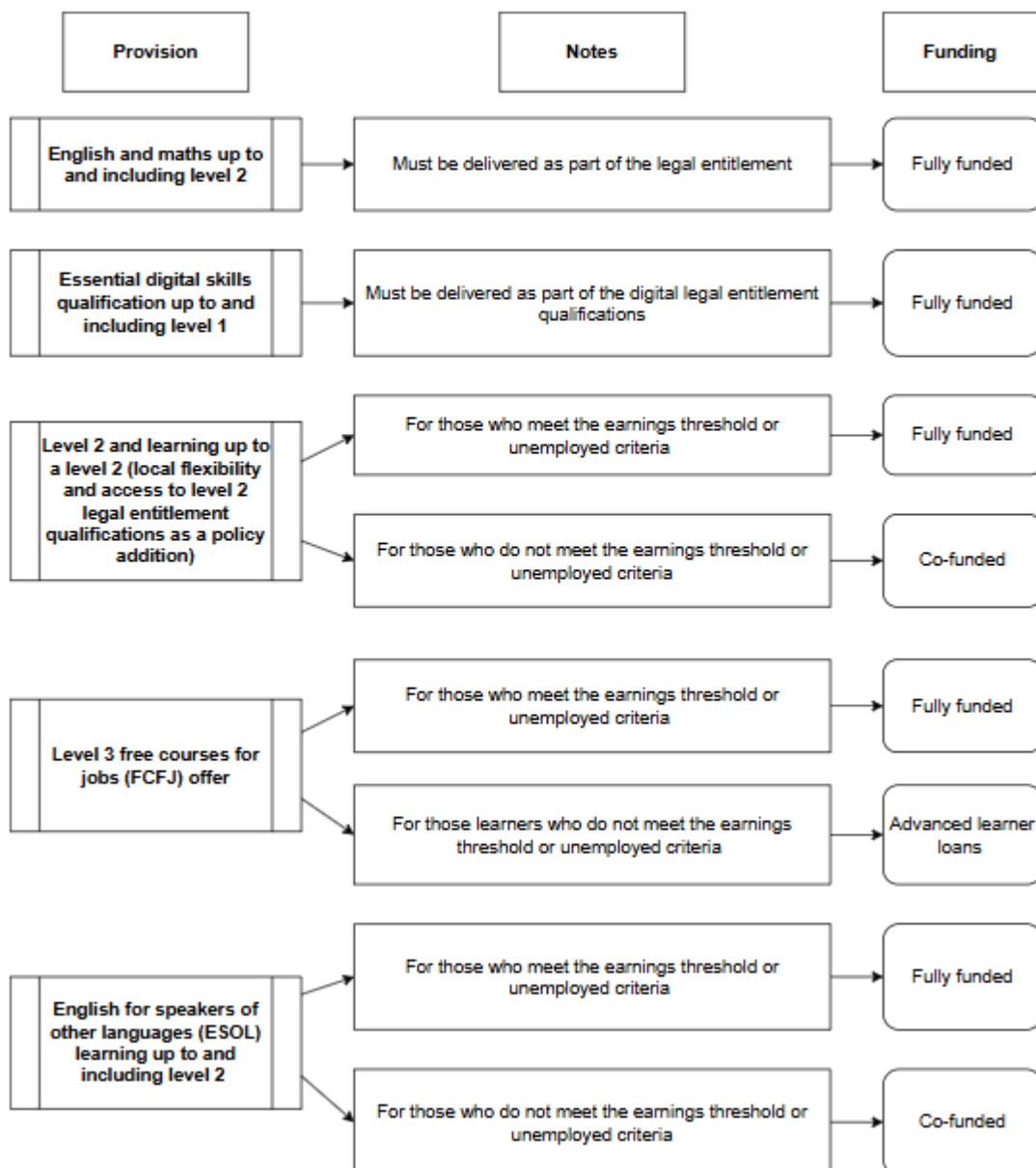


Chart 2: 24+



DfE Contribution Charts

<https://www.gov.uk/government/publications/adult-skills-fund-funding-rules/adult-skills-fund-funding-rules-2025-to-2026#government-contribution-charts>

Note: London Living Wage threshold is calculated based on the hourly London Living Wage at that point in time, multiplied by 37.5 (hours per week), multiplied by 52 (weeks per year). The current annual London Living Wage threshold is 27,007.50.

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 X 0.5 + Exams and material cost

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 4 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 16-19-year-olds and 19+ apprenticeships are provided under the apprenticeship levy or the DfE/ 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 the DfE/ 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 DfE/ 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, provided the course is a full level 3 and is funded by the DfE/GLA.

COURSES NOT SUBSIDISED BY THE DfE OR GLA

All courses not subsidised by the DfE/ 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 DfE/ 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 £6,250 per year tuition fee plus awarding body registration fee. All part-time programmes are individually priced for overseas students.

ADDITIONAL COSTS FOR BOOKS/MATERIALS/EXAMS/TRIPS

Some courses carry charges for materials, which could include uniforms, kits and books as these are available for use outside of the course and are therefore not covered by fees.

Any trips that are provided as enrichment for the course and are optional are chargeable and are not covered by fees.

Where appropriate, Additional Costs for Books/Material/Trips will be payable to meet the costs of providing additional materials that are over and above the course fee (e.g. books, specialist equipment, uniforms, educational visits, Trips, CRB/DBS registration costs).

For a full fee-paying learner, the cost of books/exams/material/Trips where appropriate will be borne by the learner.

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 £90 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 12 weeks after the commencement of the course, no refund will be available.

The Director of Finance will determine any discretionary refund for extenuating circumstances.

PART PAYMENTS AND INSTALMENTS

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

FEE POLICY FOR HIGHER EDUCATION COURSES 2025-26

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