



FEES POLICY

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Purpose

This document outlines Telford College's approach to the setting and operation of fees associated with academic provision for the period 1 August 2022 to 31 July 2023.

In preparing this document care has been taken to ensure that the recommendations of the Education & Skills Funding Agency (ESFA) for fees have been given due consideration. The College has a policy of equal opportunities and seeks to ensure that arrangements for fees and charges are consistent with this.

This policy will be reviewed annually in accordance with the ESFA Funding Rules.

Fee Rate

Fees quoted are only valid for the current academic year. Learners commencing courses covering more than one year will be charged their tuition fee annually. The fee calculated will be applicable for the duration of the course and indicative fees for future years may be given but these are subject to change each year.

Learners who fail to complete their ESFA funded programme within the allocated time are no longer eligible for ESFA funding. If the learner wishes to return in order to complete these studies a further charge will be made.

Learners who apply to transfer to an alternative learning programme may incur an additional charge if there is an increased fee level associated with the new programme of study.

Late joiners will be charged the full tuition fee applicable to the programme followed.

Fee Policy

FE Courses

16-18 year old students

Full-time and part-time students aged under 19 years on the 31 August in the calendar year when their course commences are not required to pay tuition fees for full or part-time FE funded courses.

The rate charged will be based on the Awarding Organisations' prevailing rate.

NB. Some 2 year provision have fees assessed for each year separately so learners may be charged fees for second year if are 19 years old.

Adult Students (19+)

Learners aged 19 years or above at the start of their course will be charged a standard tuition fee for each year of their course, unless they are eligible for fee concessions. The assumed fee income will be a percentage of the National Funding Rate for the learning aim in line with ESFA recommendations.

Qualification resit costs and exams costs for learners who fail to attend exams (without good reason) will be charged by the College. Additional charges may be made for materials, equipment, uniforms, educational visits and non-attendance at assessment tests or exams.

Learners aged 19 and over may be eligible for an advanced learner loan if they are studying level 3, 4, 5 or 6 qualifications. These loans may cover the cost of tuition so learners do not have to pay upfront. The fees applicable for these learners will be based on a maximum calculated from the Learning Aims Reference Application calculation of funding and will be supported by the availability of the advanced learning loan. www.gov.uk/advanced-learning-loans.

The course fees can be found on the College website www.telfordcollege.ac.uk.

Students eligible for Advanced Learner Loans must first get a funding and information letter from Student Services on receipt of a course offer so that they can apply for their Advanced Learner Loans from the Student Loans Company (SLC) prior to their enrolment.

The Student must bring proof the loan has been approved on enrolment. If a student cannot provide this evidence they are required to pay a 50% deposit at enrolment which will be refunded once the loan is approved. Any student whose loan has still not been approved within 6 weeks of start date they will become liable for the full fees. Non payment of fees will result in the learner being removed from their course of study.

The learner must be:

- a) Resident in the UK for 3 years or more
- b) Aged 19 or older as of 31st August in the teaching year in which they start their course
- c) Aged 19 or older on the first day of their course and;
- d) The course must be an approved and legible course.

Further details on Advance Learner Loans can be obtained from Student Services on 01952 642237.

Apprenticeships

Employers of Apprentices are liable to pay a fee via levy or non-levy contract with the exception of 16-18 year olds who are fully funded by the ESFA.

Fees will be based on the cost of sign-up, delivery and end-point assessment; they are governed by a nationally agreed cap. The College may choose to charge above the cap level for some Apprenticeship Standards; the employer is liable for any proportion of a fee agreed above the cap level. Full details can be found in the apprenticeship agreement and contract. The contract for the apprenticeship delivery and associated fees must be signed prior to delivery commencing.

Levy Paying Employers will have this agreed fee automatically paid to the College from its Digital Levy Account by the ESFA. Should the employer utilise all of its Levy funds, it will be liable for any unpaid fee elements. Levy paying employers who are unable to utilise all of their levy have the option of transferring up to 25% of the annual value of funds entering their digital account to other employers. Employers receiving transferred funds will only be able to use them to pay for training and assessment for apprenticeship standards. Transferred funds cannot be used to pay for training and assessment for apprenticeship frameworks.

Non-Levy Paying Employers must pay 5% of the agreed fee to the College based on the terms in the signed contract. The remaining 95% will be paid to the College by the ESFA.

Workplace Learning

Learning in the workplace will be fully funded for English and/or Maths up to and including level 2, qualifications defined within the ESFAs legal entitlement as a first full level 2 (for level 2 aims) or a first full level 3 (for level 3 aims) for students aged 19 and above.

All other aims in the workplace are delivered on a full cost basis, fees will vary based on the relative size and level of qualification.

Full Cost Courses

Full cost courses, particularly for employers are subject to a contract and cost-sheet. The length of the contract must match the accompanying scheme of work. The cost sheet

takes into account any co-funding, the length of the contract, the number of hours of delivery, additional costs such as hotels and travel and the hourly rate of the lecturer and assessor. The College aims to make a margin of 50% for approval of any contract and cost sheet. Charges and rates will be reviewed annually and discounts will be considered depending upon the size of the contract.

HE Fees

The Browne Review into Higher Education Funding and Student Finance made a number of recommendations regarding, amongst other things, the tuition fee levels that may be charged and the level of financial support higher education students can expect to receive from the government.

The basic fee which will be charged has been determined by the College based on full or part-time attendance, and in conjunction with the appropriate validating University where applicable.

A tuition fee loan up to the full tuition fee amount charged is available from Student Finance England. Repayment of the loan will commence once the student has completed the course and is earning over £27,295 a year.

Financial support is available through a means tested maintenance loan to help pay tuition fees and living costs for eligible students.

Other Fees

If the ESFA fully funds a learner's programme, the College must not make compulsory charges relating to the direct costs of delivering a learning aim. Direct costs mean administration, registration, assessment, materials or examination costs (Excluding resits and non-attended exams. See note below) and can include charges for identification passes, uniforms, tools and materials where the learner cannot achieve their learning aim without them.

Note: Qualification resit costs and exams costs for learners who fail to attend exams (without good reason) will be charged by the College.

Optional extras may be charged as a fee to the learner and this can be applied to trips and visits that are not a central part of their learning. The College may also charge for items not relating directly to the learning activity. Charges may be made to fully funded learners or learners funded by loans if they want to keep materials used in a learning activity outside of the learning environment e.g. artwork, models, food.

If learners are directly responsible for the payment of other fees, staff should ensure that learners are made aware of these additional costs.

Any late entry fees incurred by the College will be recharged to learners, unless the late entry is the fault of the College. Once sums have been paid over to an external body, refunds cannot be made nor any sums invoiced waived.

Any learners who fail to attend an examination will be charged the awarding body fee, except where the absence is due to illness and a doctor's certificate can be provided.

Additional Qualification – Full-time Learners

If learners over the age of 19 wish to enrol on additional qualifications that are not part of their full-time programme, then they will be liable for payment of all fees incurred. The additional qualification must be checked and agreed by the Head of Management Information Systems before the learner is enrolled.

Educational Visits and Materials

Some full-time programmes include field trips and residential, which are an integral part of the programme.

All educational visits should be self-financing. Charges for visits should be in line with College policy. The College does not aim to generate any surplus from student visits; any deficit resulting from an educational visit will be borne by the organising department.

The cost of materials should generally be additional to the tuition fee.

Payment of Fees

All fees become payable on the completion of an enrolment form either by the learner or their sponsor unless the learner is entitled to full fee remission.

Payment of fees may be made by cash, credit or debit card, or cheque.

If an employer is paying course fees for a learner, they must either:

- a) Bring written and signed confirmation from the employer on letter headed paper stating that the company agrees to pay for the course fee; or
- b) Bring a purchase order from the employer.

Email will be accepted provided the letter headed authorisation is attached. Following enrolment, the College will issue an invoice to the sponsor

Instalments

Option to pay by instalment is available to students who are self-funding.

- a) Payment over 3 instalments
 - a. The course should cost more than £150 and there will be a £10 administration fee for this option.
 - b. 1st payment is taken at the time of enrolment and the 2nd and 3rd instalments over 2 consecutive months.
- b) Payment over 5 instalments
 - a. The course should cost more than £500 and there will be a £20 administration fee for this option.
 - b. 1st payment is taken at the time of enrolment and the 2nd, 3rd, 4th and 5th instalments in 5 consecutive months.
- c) Payments over more than 5 instalments are not the norm but can be agreed by the Head of Finance in exceptional circumstances.

Instalment payments may be made via standing order or credit card (in person only).

Where the College is unable to collect any instalment payment on its due date an additional £20 charge will be levied to cover the costs of re-collection.

All fees for courses over 6 months in duration must be paid in full 2 months prior to the completion of the course of study.

Any other proposed instalment arrangement must be approved by Finance and agreed with Student Services before any commitment is made.

Fee Concessions

Fee remission is available to all 16-18 year old FE learners, including those on part-time programmes and for adult learners who meet the specified criteria.

Where fees are remitted for learners who meet the criteria, the provider should not charge the learners tuition fees, or exam registration.

Provision	19-23	24+ un-employed (looking for work and on a benefit or low wage)	24+ other	WMCA
Maths & English	Fully funded	Fully funded	Fully funded	N/A
Learning to progress to L2 (up to and including L1 learning)	Fully funded	Fully funded	Co-funded	Unemployed or on a low wage, courses are <u>free</u> (Don't need to be on a benefit)
Up to and including L2 (learner already has a L2 or above)	Co-funded <u>Fully-funded</u> if unemployed	Fully funded	Co-funded	
Level 2	Fully funded(first)	Fully funded	Co-funded	
Level 3	Fully funded (first)	Fees due or Loan Funded	Fees due or Loan Funded	Fully funded (first)
	Fees due or Loan funded if second			Fees due or Loan funded if second
NSF Fund	Free if first L3 or if hold a L3 and on benefit/low wage. Only one through offer	Free if first L3 or if hold a L3 and on benefit/low wage. Only one through offer	Free if first L3 or if hold a L3 and on benefit/low wage. Only one through offer	Free if first L3

The categories of learners who are entitled to fee remission are:

- All 16-18 year old FE learners (the Secretary of State does not expect tuition fees to be charged to full-time or part-time 16-18 year olds)
- 19-23 Learners studying up to their first full Level 2 qualification
- 19-23 year old learners studying their first full Level 3 qualification
- 24+ year old learners studying their first Level 3 qualification on the National Skills Fund approved list
- 24+ year old learners who earn up to £20,319 annual gross salary (from 1st April 2023) studying a Level 3 qualification on the National Skills Fund approved list.
- All learners aged over 19 studying English and Mathematics learning aims as part of the new suite of English and Mathematics qualification, up to and including Level 2 English and Mathematics
- Those learners on universal credit, because they are unemployed and required to undertake skills training up to level 2 and ESOL, or are receiving Job Seekers Allowance, Employment and Support allowance and are in work-related activity group
- Unemployed learners wanting to enter employment and in receipt of state benefit studying up to level 2 and ESOL
- Learners over the age of 19 who earn up to £20,319 annual gross salary (from 1st April 2023) on the assumption of a 37.5hr contract with paid statutory holiday entitlement, and were previously entitled to co-funding.
- Any other remission categories as advised by the Education & Skills Funding Agency in the funding rules 2023-2024

The categories of learners who are entitled to co-funding are:

- 19+ Learners studying a full Level 2 qualification who have previously attained at Level 2 or above
- 19+ Learners studying an ESOL course
- Learners aged 24 or older – for Entry and Level 1 qualifications (not English and Mathematics), if a learner is entitled to a full Level 2 qualification, they must have prior learning accreditation at Level 1 or below and need a step up from basic skills to progress to a full Level 2

Learners not in receipt of full fee remission are expected to pay tuition fees.

HE Fees – Bursaries and Support

Fees for new HE students joining the college in September 2023 are detailed in the attached schedule. All students including part time students will be able to apply for a tuition fee loan and in some cases to obtain further financial support.

All students will be able to apply for a tuition fee loan. For those students who choose not to take out a fee loan, upfront payment of fees will be expected.

Students must bring proof the loan has been approved on their start date. If a student cannot provide this evidence they are required to pay a 50% deposit which will be refunded once the loan is approved. Any student whose loan has still not been approved by October half term may be removed from their course of study.

Students may also be entitled to apply for Maintenance Loans*. Parent's Learning Allowance, Childcare Grant, Adult Dependant's Grant and Disabled Student's Allowances may also be available for some students.

* In order to apply for a Maintenance Loan – students need to be under the age of 60 at the start of their course and studying on a full-time basis.

Learners with an Education Health Care Plan (EHCP)

Learners aged 19-24 years on 31st August and have an Education Health Care Plan (EHCP) in the year will be funded through the EFSA. There is an assumption from the EFSA that no fees would be collected for learners in the above category.

Non-Payment of Fees

Continued attendance on a programme of study is dependent upon the learners' payment of their fees.

Where instalment terms have been agreed, but an instalment is not paid by the due date the full outstanding balance will become immediately payable, together with an additional administration charge to cover the extra collection costs. Learners who default on instalment agreements will not be offered this facility for any subsequent enrolment and will be excluded from the course.

If a learner or their sponsor pays for fees by cheque, and the issuing bank subsequently dishonours this cheque, an administration fee of £20 per default will be charged to cover the additional costs of re-collection.

Learners undertaking a two year programme will **not** be allowed to progress to the second year of the course where fees relating to the first year remain unpaid.

Where fees remain outstanding on completion of a programme of study examination and other certificates may not be released and learners will not be entitled to graduate. In addition, learners who complete a programme of study but have fees outstanding will be flagged on the MIS system, and will not be allowed to enrol on further programmes of study until the outstanding debt has been cleared.

Course Cancellation or Postponement

- a) **Postponed classes:** The learner's enrolment will remain active and the learner will be advised of a new date by the College.
- b) **Class closure:** The learner will be contacted by the College to notify them of the closure. If the College closes a class, the learner will be reimbursed their course fee. The learners will not be required to come into the College to collect their refund. Cheques will be forwarded in the post as soon as possible, unless the learner has paid by card, in which case their bank account will be credited.

Refunds

Refunds of tuition fees will be given in the following circumstances and on completion of the attached form, see Appendix 2:

- Excludes HE Students
- When the College cancels a course (as set out above in paragraph 9b)
- In exceptional circumstances, e.g. for medical or personal reasons. An application for a refund, setting out these circumstances and providing appropriate evidence, must be made in writing to the Assistant Principal Student Experience and Safeguarding

and approved by the Head of Finance. Any refund will be based upon the evidence available. The College does not refund tuition fees where a learner simply decides to stop attending a course.

COMPLETED LESSONS OF TOTAL COURSE LENGTH	MAXIMUM REIMBURSEMENT (if appropriate)
25% of lessons or less	30% minus £20 administration fee
Between 25% and 50%	20% minus £20 administration fee
Between 50% and 100%	No refund

Reasons for consideration of refund:

- Moving away from area (if the learner had no expectation of having to move away from the area when they enrolled on their course)
- Serious sickness or prolonged illness
- Change in family circumstances resulting in continued attendance not being possible

HE refunds

In the event of the College discontinuing a programme of study, the College has a comprehensive Refund and Compensation policy detailing the circumstances in which learners are entitled to refunds and/or compensation regarding their course fees as part of the Student Protection Plan.

Any breaks in learning student must contact student Finance England.

Refunds are recognised where the College is no longer able to preserve the continuity of study and has terminated or intends to terminate either:

- a College programme of study on which an individual has been offered or accepted a place before that individual can register as a student or
- a College programme of study on which a student is registered before that student has completed that programme

Apprenticeship refunds

If an apprentice withdraws from their programme of study their employer may be eligible for a full or partial refund of their 5% Employer Contribution payment.

The value of the refund will be based on the proportion of the course completed at date of withdrawal, and in line with the guidance given in the ESFA Provider Support Manual.

2023/24 Fees Schedule

Part-time Courses aged 19 years plus

For part time courses the assumed fee income will be 50% of the National Funding Rate for the learning aim in line with the ESFA recommendations.

Other Fees

Course specific depending on materials and trips to be charged.

Instalment Set Up Fee

£10 per application. Amounts above £500 will be charged at £20 per application.

Default Fee

£20 per unpaid instalment/dishonoured cheque

Higher Education Fees

The following Fees will apply for higher education courses which are offered by the College (See Appendix 1)

Appendices

Appendix 1 - Higher Education Fees

Course	Level	Cost per year (£)	No. of Years	Total Cost (£)
Access - Health	3	3,384	1	3,384
Access - Social Science	3	3,022	1	3,022
Prof Accounting	4	2,573	2	3,860
CIPD Cert	3	1,000	1	1,000
CIPD Cert	5	2,000	1	2,000
Early Years Services	Fnd Degree	Y1 - 4,110 Yr 2 - 4,110 Y 3 - 2,055	2.5	10,010
Computing	HNC	2,950	2	5,900
Computing	HND	5,900	2	11,800
Engineering	HNC	Pt 2,950	2	Pt 5,900
Engineering	HND	Y1 - 4,425 Yr 2 - 1,475	1.5	Pt 5,900
Business	HNC	2,950	2	5,900
Business	HND	5,900	2	11,800
Healthcare Professions Support	HND	5,900	2	11,800

Appendix 2 – Request for refund Form

TELFORD COLLEGE REQUEST FOR REFUND OF TUITION FEES (EXCLUDING CANCELLED CLASSES)			
STUDENT: MR / MRS / MISS _____			
ADDRESS: _____			

MOBILE NUMBER: _____		POST CODE: _____	
PERSONAL NUMBER: _____		TELEPHONE NO: _____	
COURSE TITLE: _____		ENROL NO: _____	
COURSE CODE: _____		_____	
RECEIPT NO: _____		DATE OF RECEIPT: _____	
PERIOD OF ATTENDANCE: FROM: _____ TO: _____			
GROUND FOR REFUND (TICK ONE BOX ONLY)			
ILL HEALTH OF STUDENT *	<input type="checkbox"/>	CHANGE OF VENUE FROM ADVERTISED	<input type="checkbox"/>
ILL HEALTH OF DEPENDENT*	<input type="checkbox"/>	CHANGE IN COURSE DATE / TIME	<input type="checkbox"/>
FAMILY BEREAVEMENT*	<input type="checkbox"/>	CHANGE IN COURSE FEE	<input type="checkbox"/>
REMITTED FEE APPLICABLE**	<input type="checkbox"/>	SPONSOR NOW PAYING FEE**	<input type="checkbox"/>
OTHER REASON (PLEASE SPECIFY) _____			
All refunded students will be withdrawn unless one of the reasons below is chosen. Change in course fee will NOT be withdrawn.			
NB * WHERE THE STUDENT IS PREVENTED FROM CONTIN ** ONLY IF STUDENT HAS PROVIDED PROOF EVIDENCE			
AMOUNT OF REFUND: £ _____			
CERTIFIED BY: _____		DATE: _____	
APPROVED BY: _____		DATE: _____	
COMPLETED LESSONS OF TOTAL COURSE LENGTH		MAXIMUM REIMBURSEMENT (if appropriate)	
25% of lessons or less		30% minus £20 administration fee	
Between 25% and 50%		20% minus £20 administration fee	
Between 50% and 100%		No refund	