



Bury College Policy and Procedures

FEES POLICY

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BURY COLLEGE
FEE POLICY
2016 to 2017

AGREED BY THE CORPORATION BOARD 5th JULY 2016

BACKGROUND

This document outlines the Fees Policy of Bury College. Tuition Fees are an important part of the income that Bury College generates for the education and training it delivers.

There are a range of factors that influence the Fees Policy, in particular Government priorities and funding rules.

1. CONTEXT

This Fees Policy has been developed to reflect the Education Funding Agency(EFA) and Skills Funding Agency (SFA) Priorities and Funding for 2016 to 2017.

The Funding Rules emphasise priorities in specific areas:

- **16 to 18 year olds** – funding to deliver high quality study programmes offering substantial qualifications, English and Maths, and other value added activities including work experience where appropriate, enabling students to progress to higher levels of study or skilled work.
- **Apprenticeships** – the government is committed to delivering three million apprenticeships by 2020. 2016 to 2017 is a transitional year and reforms are in place to put employers in the driving seat of designing and delivering apprenticeships.
- **Traineeships** – aimed at young people aged 19 to 24 who have left school and wish to get an apprenticeship or other employment but lack the basic skills and experience that employers are looking for.
- **English and Maths** – students have a statutory entitlement to fully funded English and maths to enable them to progress to Level 2 and achieve a GCSE in these subjects if they have not already done so.
- **First Full Level 2 and 3** – students aged 19 to 23 will not pay fees if they study a first full qualification at either level 2 or level 3. There will be a defined list of qualifications focussed on high quality technical and professional qualifications.
- **Engaging Adults** – to provide the skills and learning they need to equip them for work, an apprenticeship or further learning.

Advanced Learner Loans – from 2016 to 2017 loans will be available to those aged 19 and above studying qualifications at levels 3 to 6. Those aged 19-23 retain a legal entitlement for their first full level 3.

2. POLICY OBJECTIVES

The objectives of this policy are:

- a) To provide a framework for setting tuition fees that is fair, transparent and clear.
- b) To ensure that tuition fees are set in accordance with government priorities and that the expectations of the funding bodies are met.
- c) To ensure efficiency and fairness in the fee collection procedures, and provide clarity relating to the refund policy, appeals and financial assistance.
- d) To ensure that the tuition fee income is optimised, whilst remaining competitive and reflecting the quality of the offer.

3. FEES STRUCTURE

Courses are available to all applicants.

It is the student's responsibility to provide information that is both accurate and complete at enrolment to ensure that correct decisions are made in relation to fees

3.1 Students Age 16 to 18 on August 31st 2016

In accordance with Education Funding Agency (EFA) 2016 to 2017 Funding Regulations, Bury College does not charge tuition, registration or examination fees to students aged 16-18 taking full or part-time courses funded by the EFA.

However the Funding Regulations do allow colleges to apply reasonable conditions of attendance in order for students to qualify for free examination entry.

Bury College may charge students aged 16-18 for examinations and resits as follows:

- where the required attendance or completion of work has not been achieved.
- where the student fails without good reason to sit the examination
- where a student re-sits an examination resulting from an initial examination failure.
- where a student re-sits an exam with the aim of achieving marginal improvements in grades.

16 to 18 year old students can be requested to pay a voluntary, non-refundable contribution. Hence, a new student pays a £20 one-off payment. This one-off contribution covers their period as a full time student at college irrespective of duration.

3.2 Students Age 19 and over on 31st August 2016

All courses are subject to the Funding Rules issued by the Skills Funding Agency (SFA) and other funding organisations.

3.2.1 Courses are open to applications from all age groups. However, SFA funding for tuition fees will only be provided in relation to specific age groups, previous achievement and economic circumstances at the date the course commences. Eligibility for SFA full and co-funding is given in Appendix 1.

The SFA will fund 100% of the tuition fee for students who they fully fund.
The SFA will fund 50% of the tuition fee for students they co-fund. Learners will be required to pay the balance of their tuition fee.

The SFA will fully fund students aged 19 to 23 who have a legal entitlement to their first full level 2 or level 3, there will be a defined list of available qualifications published by the SFA.

3.2.2 The SFA will **not** fund any qualifications at level 3 or above, **except** for Apprentices and students aged 19-23 with a legal entitlement to study for a first full level 3 qualification, as detailed in the SFA Funding Rules. The student is required to pay the SFA tuition fee in full. This fee includes all examination and registration fees. Students may be eligible for an Advanced Learner Loan from the Students Loans Company (SLC) to pay all or part of their fees. Advanced Learner Loans will be paid directly to the College by the SLC.

3.3 English, maths and ESOL

3.3.1 The Skills Funding Agency will fully fund students aged 19 or older, who have not previously attained a GCSE grade A* to C in English and maths, to study English and maths, as part of their legal entitlement. Qualifications available include GCSE English and maths, and Functional Skills English and maths from entry to Level 2. -

3.3.2 For ESOL provision students that are aged 19 and over on the day they start their course will be fully funded if they are unemployed. All other students that are aged 19 and over on the day they start their course are co-funded by the SFA and the College will charge an economic rate for this provision.

3.4.1 Apprenticeship Students

The college will not ask an apprentice to contribute financially to the cost of their learning.

The college may charge an employer for a contribution towards the cost of the apprenticeship dependant on their circumstances and the circumstances of their apprentices.

Fees will be agreed before the start of the apprenticeship.

3.4.2 Workplace Learning

- i) Where a student aged 19 to 23 years meets the eligibility requirements for full funding (see Appendix 1) of the learning aim delivered at their workplace and relevant to their job or their employers business there will be no fees to pay. For students aged 19 to 23 that have a legal entitlement to their first full level 2 or level 3, there will be a defined list of available qualifications published by the SFA.
- ii) Students aged 19 and over who are studying a qualification at level 3 or above may be eligible for an Advanced Learner Loan from the Students Loans Company (SLC) to pay all or part of their fees. The Advanced Learner Loan will be paid directly to the College by the SLC.
- iii) A resit fee will be charged to cover the cost of any additional examination re-sits if applicable.

3.5 Eligibility for funding

3.5.1 Most individuals will be eligible for funding if they are a citizen of a country within the European Economic Area (EEA) or other countries determined within the EEA, or they have the Right of Abode in the UK, or they have been ordinarily resident in the EEA for at least the previous three years on the first day of learning

3.5.2 Other individuals could be eligible for funding as detailed in the EFA and SFA Funding Rules.

3.5.3 International students pay fees equivalent to SFA funding for specific qualification aims. Also, for international students, a levy may be charged to reflect any additional support provided. International student fees must be paid in full before commencement of the course.

3.6 Full Cost

The Full Cost fee will cover all direct and indirect costs plus a percentage profit, based on market demand. There are no concessions (including 16 to 18 students) for this provision. Fees must be paid in full before commencement of the course.

Where Bury College offer a qualification that could be SFA or Loan funded as a commercial 'full cost' course students must be told that other providers may offer alternative funding routes.

3.7 HE Courses

3.7.1 Higher Education courses which are categorised as indirectly funded will have a fee set in agreement with the validating HEI which will also take responsibility for collecting the fee from either the SLC for students financing their course through a tuition loan or from the student if they are self-funding.

3.7.2 Higher Education courses which are categorised as directly funded will have a fee set by Bury College who will also take responsibility for collecting the fee from either the SLC for students financing their course through a tuition loan or from the student if they are self-funding.

3.7.3 The majority of students will be able to access Tuition Fee loans via the Student Loans Company (SLC). The SLC letter must be provided at enrolment. If the SLC letter is not available the student must provide this as soon as possible. It is the responsibility of the student to complete their Student Finance application. However, help will be provided if necessary by the HE team.

3.7.4 Self-funding students can opt for the following payment plan:

3 payments:	October (25% of the total fee)
	February (25% of the total fee)
	May (50% of the total fee)

3.7.5 Withdrawals

Students who leave in year will be expected to pay the following tuition fees either self funded or via the Student Loans Company (SLC):

Withdrawal Date	Fee Liability
Less than 2 weeks after enrolment	Nil
Before the end of the first term	25%
Before the end of the second term	50%
After the start of the last term	100%

3.7.6 Any student who has not paid their tuition fee in full at the end of the academic year will:

- i) Not have assessed work marked.
- ii) Will not be permitted to progress to the next year of study or enrol on another course at the College until the outstanding amount has been settled.
- iii) Will not be allowed to attend the graduation ceremony

Hardship Loans

The above may also apply to any student who has not repaid any other monies owed to the college.

3.8 L.E.A. and School Links-Pre 16 Fees

All Pre 16 courses are costed at an hourly rate, have a minimum group size and adhere to the following conditions:

3.8.1 Registration and examination costs, including re-sits, will be paid by the school.

3.8.2. Pupils withdrawing from their course prior to the completion of the autumn term in year 10 or 11 will be charged at the pro-rata rate for the number of weeks attended up to, and including, the final date of attendance.

3.8.3 Pupils withdrawing in either the spring or summer term of year 10 or 11 will be charged for the full academic year.

3.8.4 The rate per hour relates to the Bury College minimum group size. If the viability of any group becomes uncertain due to group size falling below the minimum number,

Bury College will issue the school with an 'early warning' and explore possible solutions, which may include a fee increase.

3.8.5 Payment will be made whether or not students attend on a regular basis.

3.9 Fees for courses within external specific projects/funding initiatives

There may be external specific projects/funding initiatives available in year. Fees for such courses will be calculated as specified within the project/initiative.

4. REFUND POLICY

4.1 No refund is given for full-time £20.00 voluntary contribution.

4.2 A full refund will be given to a student who withdraws before the start date of a course.

4.3 No refund is given for Full Cost courses after the start date.

4.4 For SFA funded courses of less than 24 weeks, no refund is given after the start date.

4.5 For SFA funded courses of 24 weeks or more an application for a refund of course fee must be made within the first six weeks of commencement of course. A £15.00 administration fee will be deducted from the refund. Any costs incurred for examination entry will not be refunded.

4.6 Requests for refunds should be made in writing to Paula Klusiatis, Customer Services Co-ordinator, enclosing the College receipt and ID badge, together with a covering letter.

5. METHODS MODES AND TIMING OF PAYMENT

5.1 Payment can be made via the On-line store and the College will continue to accept payment by cash, cheque, visa/mastercard debit or credit card and Loans.

5.2 The College will accept a letter confirming that the student's employer will pay and to subsequently invoice the employer.

5.3 An all-inclusive payment will be collected in full at enrolment.

5.3.1 Payment by instalment is permitted by setting up an online recurring card payment plan (RCP) with the exception of Full Cost courses. Full Cost course fees must be paid in full prior to the commencement of the course in all instances

5.3.2 All students (except Higher Education students) are liable for the full course fee if they withdraw after the first 6 weeks

5.3.3 If a student has an Advanced Learner Loan it is the student and not the SLC who is liable for the full fee. If a student withdraws from the course after 6 weeks the SLC loan payments will stop and the student will be liable for the balance of the full fee.

5.3.4 Higher Education students. Please refer to Section 3.7 above

5.4 The Consumer Contracts Regulations 2013 to be fulfilled by the College where appropriate, i.e. where contract is made without any face to face contact between the College and Student.

6. ADDITIONAL COURSE COSTS

There may be additional costs on some courses associated with obligatory residentials and/or the purchase of specialist clothing and/or equipment. These will be fully explained in the course-specific literature.

Where clothing and equipment is necessary for a SFA fully funded student to achieve their learning aim, a charge will only be made if the student retains such clothing or equipment. If a SFA fully funded student does not wish to retain clothing and equipment the student may borrow the clothing or equipment free of charge.

The College reserves the right to charge examination fees if students fail to sit their exam without good reason.

7. FINANCIAL ASSISTANCE

Students can enquire at Student Services regarding all forms of funding that they are entitled to receive to support their studies.

8. OUTSTANDING FEES

Any student who has not paid their fees, set up a payment plan or applied for a Loan after the first 6 weeks of their course will be withdrawn from their course of study.

Any student, who has fees outstanding from a previous year, will not be allowed to enrol until the outstanding amount has been settled.

In addition exam certificates may be withheld, references will not be issued and the college may take legal action if the debt remains outstanding.

9. APPEALS PROCEDURE

In exceptional circumstances, a student has recourse to appeal to the Director of Planning & Information Services to waive or refund fees.

10. EQUALITY ANALYSIS

The college is required to follow the funding methodology prescribed by the SFA. This has age and circumstance related conditions which may negatively impact on the student.

For anyone excluded from free/reduced fees on the basis of age or circumstance as a result of national guidance, the same provision is available but at an increased fee based on actual cost of providing the service.

Advanced Learner Loans may be available for this provision.

Appendix 1

FUNDING ENTITLEMENTS 2016/17

2015/16	Age Groups	Unemployed (as defined by Job Centre Plus(JCP)) on Active Benefits Incl JSA/ESA(WRAG)	Classroom Based	Workplace Learning
Stand Alone Units (excluding <i>English and maths</i>)	19+	Fully Funded		
English or maths up to and including Level 2 where student does not hold GCSE English and Maths A*-C	19+	Fully Funded*	Fully Funded*	Fully Funded*
GCSE English and maths where student already holds A*-C	19+			
ESOL up to and including Level 2	19+	Fully Funded	Co-Funded	
Learning aims up to and including Level 1 (Local Flexibilities)	19-23 without L2	Fully Funded	Fully Funded - if progressing to FL2	
	19-23 with FL2		Co-Funded	
	24+			
Level 2 (Local Flexibilities)	19+	Fully Funded	Co-Funded	
Full Level 2	19-23 without FL2	Fully Funded	Fully Funded* (first and full)	Fully Funded* (first and full)
	19-23 with FL2 or above		Co-Funded	
	24+			
Level 3	19-23 without FL3	Fully Funded* (first and full)	Fully Funded* (first and full)	Fully Funded* (first and full)
	19-23 with FL3 or above	No Funding – Loan or Pay in Full	No Funding – Loan or Pay in Full	No Funding – Loan or Pay in Full
	24+			
Level 4 or above (Non prescribed HE only)	19+	No Funding – Loan or Pay in Full	No Funding – Loan or Pay in Full	No Funding – Loan or Pay in Full

*Must be delivered as one of the qualifications required for the legal entitlement.