

TITLE:	College Fees and Charges Policy - 2020/21
AIM:	To outline the College's Policy on fees and charges for 2020/21
RELATED POLICIES & PROCEDURES:	<ul style="list-style-type: none"> ▪ Financial Regulations and Policies ▪ Staff Development and CPD Policy ▪ Examinations Policy ▪ Access and Participation Plan
DATE FOR IMPLEMENTATION:	1st August 2020
APPROVED BY:	<ul style="list-style-type: none"> ▪ College Executive Team - 4th June 2020 ▪ RF&HR - 17th June 2020 ▪ Corporation - 8th July 2020
DATE OF APPROVAL:	July 2020
DATE OF NEXT REVIEW:	2021/22 Draft Fees Policy to be prepared April 2021
DISTRIBUTION:	<ul style="list-style-type: none"> ▪ CLT ▪ Finance Department ▪ Learner Services ▪ All Staff via College Intranet ▪ Website
VERSION CONTROL:	This policy is reviewed annually
PERSON RESPONSIBLE:	Vice Principal, Information, Planning, Learner Experience, Inclusion and Curriculum Operations

EQUALITY IMPACT ASSESSMENT		
Phase 1 Initial Screening completed	Date:	27 th May 2015
Phase 2	<input checked="" type="checkbox"/> Not required	<i>(please tick if appropriate)</i>
Full impact assessment completed/ not required	Completed on (if applicable):	

1. Further Education Fees 2020/21

Key policy drivers:

- This fee policy has been developed in accordance with national/statutory guidance in relation to education and funding, including that published by the Education and Skills Funding Agency, and Office for Students.
- Fees are calculated on the basis of the costs associated with the delivery of each course and the availability of funding.
- The College uses as a basis for fee setting the underlying 50% collection assumption as determined by government policy. The actual fee, however, for each course is individually assessed through a sensitivity analysis which takes into account programme costs, course viability, impact on learner numbers and local market conditions.
- The College's objective is to maximise fee income whilst meeting its strategic commitment to meet the skills training needs of its learners, employers and the wider community.
- Adult learners aged 19 and over, studying qualifications at level 3 and above¹ are not funded by the Education and Skills Funding Agency (ESFA) unless they are aged 19-23 and studying for their first level 3 qualification². These learners are able to apply for Loans to fund their learning. Within this policy, these learners are referred to as "Loans Learners".
- Workplace learners are no longer funded. However, employed learners may be co-funded where their qualification is delivered as "Classroom" learning.
- Fees for Loans Learners take into account the maximum Loan amount available, as specified in the Education and Skills Funding Agency funding matrix, and Loan fees for individual courses are confirmed within the Learning and Funding Information Letter which is produced for all Loans applicants.
- Fees for Apprenticeships are negotiated individually with employers, and take account of the national funding reforms and introduction of the Apprenticeship levy.

Individual course fees are published in the College's prospectuses or are available from Learner Services.

1. FE fees include an administration charge of £25 for all fee-paying learners.
2. In line with Education and Skills Funding Agency funding rules, Adult learners eligible for tuition fee remission will not be required to pay the awarding organisation fees or any other Resource or Miscellaneous Items charge (see section 3.1).
3. Fees for courses at level 2 and below are quoted per annum.
4. Fees for courses at level 3 and above are quoted per annum and per course. The College is required to specify fees for Loans Learners for the full duration of their course, as the Learner applies for a Loan to cover the full cost of the course.
5. The same fee amount will apply to all learners aged 19+ although fee remission entitlements may vary according to age, i.e. 19-23 and 24 and over.

Two Year Courses: Where FE learners began a two-year course in 2019/20 and are entering the second year in 2020/21 the fee for the second year will be as per 2019/20, with no inflationary uplift.

Extra qualifications: If an adult learner (i.e. aged 19+) chooses to study additional qualifications outside of the main full time programme agreed with the College, then normal fee and remission rules apply at 2020/21 rates. For 16-18 year olds, the appropriateness of any additional qualifications will be considered individually as part of the learner's study programme. There will be no tuition fees charged for any additional qualifications agreed for 16-18 year olds. Some qualifications are not available to 16-18 year olds, even if they wish to pay.

"Adults" and 19 Year olds. Defined as 19 or over on 31st August 2020.

¹ Note that this excludes HE courses, which are supported through the Office for Students (OfS) and referred to separately in this policy. This also excludes Adult Apprenticeships which are Co-Funded by the ESFA

² Note that only qualifications listed as part of the "legal entitlement" are funded for learners aged 19-23.

16-18 Learners. 16-18 (classroom learning) are defined as learners who are 16, 17 or 18 years old on 31st August 2020.

- Tuition fees and awarding organisation charges are fully remitted for 16 to 18 year old learners. (This is a statutory remission).
- 16-18 learners cannot be charged for externally accredited qualifications, and therefore are generally not eligible for “full cost” courses.
- 16-18 learners who are already enrolled full-time with another institution will not be able to enrol to classroom provision with the College.
- 16-18 learners will be required to pay any Resources and Miscellaneous Items fee plus any examination resit fees.
- Re-sitting exams. - Details of the fee arrangements for resits are outlined in section 3.2.

Statutory Remitted Tuition Fees. In 2020/21 the following Classroom learners will be entitled to remission of all fees associated with their course. (*Note: different rules apply for Adult Apprenticeships*):

1. Learners aged 19-23 studying their **first** full Level 2 qualification, where the qualification is part of the legal entitlement, as confirmed on the ESFA Learning Aims System. These learners may also be entitled to fee remission for Level 1 courses where they need a step up from basic skills to progress to a full level 2. Note that these learners are not entitled to any funding for other level 2 qualifications (i.e. those which are not full level 2) and must pay fees equivalent to the full funding rate - this will generally be double the fee amount published in the College prospectus.
2. 19-23 year old learners studying their first full Level 3 qualification, where the qualification is part of the legal entitlement, as confirmed on the ESFA Learning Aims System.
3. 19-24 year old learners who have a current Education, Health and Care Plan.
4. Learners undertaking eligible English or maths qualifications who have not previously achieved grade A* - C or grade 9 - 4 in their GCSE English or maths. This applies to learners enrolling to a GCSE English or maths course, and does not apply to learners simply wishing to “re-take” their exam/assessment to achieve an improved grade, without undertaking additional learning. Eligible qualifications include GCSE English language or maths; Functional Skills English or maths from Entry to Level 2; and Stepping-stone qualifications in English or maths approved by the Department for Education.
5. Those in receipt of “active benefits”, i.e. Job Seekers Allowance (JSA) or Employment Support Allowance (ESA) (*level 2 and below only*).
6. Learners who are receiving Universal Credit (*level 2 and below only*) and their take home pay as recorded on their Universal Credit statement (disregarding benefits) is less than £338 a month (learner is sole adult in their benefit claim) or £541 a month (learner has a joint benefit claim with their partner)
7. Those who are in receipt of all other state benefits (*level 2 and below only*). Fees will be remitted for these learners provided:
 - ⊖ Their take home pay as recorded on their Universal Credit statement (disregarding benefits) is less than £338 a month (learner is sole adult in their benefit claim) or £541 a month (learner has a joint benefit claim with their partner)
 - They intend to enter employment and require skills training to do so; and
 - The course they are enrolling to is directly relevant to the job they are seeking; and
 - They sign a declaration to this effect.
8. Those who are employed and are eligible for co-funding, and earn less than £17,004 annual gross salary. Supporting evidence such as a wage slip of current employment contract will be required.
9. Fully funded provision for unemployed learners as described at points 6 and 7 can include units as well as full qualifications.

Note: For determining level 2 and 3 fee remission for adults, their age is defined as 19-23 or 24+ as at the start of their learning aim, not as at 31st August.

A summary of the fee remission entitlements in table format is included at Appendix 1.

Funding for adults who live in specific areas of the country is no longer available to the College via the ESFA. The funding for residents of these areas has instead been allocated to the six seven local Mayoral Combined Authorities of Cambridgeshire and Peterborough; Greater Manchester; Liverpool City Region; Tees Valley; West Midlands, the West of England; North of Tyne and to the Greater London Authority. Adults (i.e. those aged 19 or over on 31st August) who are resident in any of these areas will not be eligible to enrol to courses at East Riding College, unless they:

- are under the age of 25 and have an Education, Health and Care Plan, or
- are continuing on a course they started with the College when aged under 19, or
- pay for the full cost of the course

2. HE Tuition Fees 2020/21

Tuition fees for HE Courses in 2020/21 are set out below.

For courses which are delivered across non-standard years of study, fees will be evenly apportioned across academic years. I.e. where the number of credits is not equally distributed between teaching years, fees will still be applied equally across each teaching year.

Fees for learners who started their HE course in a previous year, and are continuing in year 2 or year 3, may be subject to inflationary increases. For 2020/21, no inflationary increase will be applied to year 2 or year 3 fees.

More detailed guidance is available for College staff covering individual circumstances relating to learners and courses.

2.1 Courses validated by The University of Hull

All fees stated are per annum.

Full Time Foundation Degrees: £6,995

Part Time Foundation Degrees: £4,695

Full Time BA/BSc (Hons.) and Top up, (120 credits over 1 year): £6,995

Part Time BA/BSc (Hons.) and Top up, (120 credits over 2 years): £3,495

Full Time Pre-Service PGCE/Cert Ed in Lifelong Learning: £6,995

Full Time Masters in Education: £5,200

Part Time Masters in Education: £2,600

2.2 Part Time Courses (validated by Huddersfield University)

All fees stated are per annum.

PGCE/Cert Ed in Lifelong Learning (120 Credits over 2 Year course): £3,585

BA (Hons.) Education & Professional Development (180 Credits over 2 Year course): £4,387.50

2.3 Higher National Certificates/Diplomas

All fees stated are per annum.

Higher National Certificates (HNC): £2,745 part time or £5,495 full time

Higher National Diplomas (HND), *top up after studying HNC*: £2,745 part time or £5,495 full time

2.4 HE and FE Payments, Grants, Bursaries and Student Loans

Full details are available through Guidance Services.

1. Fees for HE students, full and part time, and FE Loans learners enrolled to courses at level 3 and above are payable directly by learners, where they have not made alternative payment arrangements through Student Finance England (the Student Loan Company). Details of the Student Finance England (Student Loan Company) application arrangements are available from the Guidance team.
2. Where Student Finance England (the Student Loan Company) is not paying fees, learners will be charged at the beginning of the year for the full year, not by module. For those courses starting part way through the academic year, learners will be charged at the commencement of the course.
3. Details of the financial support available to HE learners including Maintenance Loans, and the Disabled Student Allowance are available from the College's Guidance team and Student Finance England, www.thestudentroom.co.uk/student-finance or www.slc.co.uk/students-and-customers/students-from-england.aspx. Details of the support available from the HE Hardship Fund is available from the College's Guidance team.
4. The Higher Education Access and Participation Fund (introduced from 2018/19) is available to HE learners studying their first year of a Higher Education course in the form of a non-repayable bursary for learners living in specific postcode areas. Further details are available on the College website or from Learner Services.
5. Information is available from the Guidance team on the financial support available to FE Loans Learners from the College's Advanced Learning Loans Bursary allocation.
6. Other support may be available such as Childcare Grant, Child Tax Credits, Dependants Grant, Care Leavers Grants etc. Enquiries should be made to Guidance Services.
7. The Learner will commit, via signature on the Learning Agreement, to being responsible for paying the fee should they fail to secure government funding or a student loan. If an HE or FE Loans learner withdraws, intercalates or transfers to another institution, the College is entitled to retain/charge a proportion of the fee in accordance with current Student Loan Company guidance.

3. Apprenticeships

1. Employers whose pay bill exceeds £3million are required to pay an apprenticeship levy. New starts to Apprenticeships within these employers are no longer funded directly by the Education and Skills Funding Agency, and fee rates will be agreed directly with employers and funded via the online Apprenticeship System.
2. Employers with 50 or more employees will be required to contribute 10% payment towards the cost of Apprenticeships, for both 16-18 and adults.
3. Employers with less than 50 employees will be required to contribute 10% payment towards the cost of adult (i.e. 19+) Apprenticeships, however 16-18 Apprenticeships will be fully funded.
4. Incentives for employers recruiting 16-18 apprentices may be available.
5. For the purposes of this policy, and in relation to Apprenticeships only, the 16-18 rules also apply to 19-24 year old learners who are care leavers and/or who have a current Education, Health and Care Plan (EHCP).
6. More details about the Apprenticeship funding arrangements and charges/incentives to employers are available on request.

4. Other Fees and Charges.

4.1 Resource and Miscellaneous Items Fees.

Resource and miscellaneous items fees are charged for significant additional items or services provided by the College. Examples are the cost of some learning materials, additional print credits, computer equipment and Disclosure and Barring Service (DBS) checks. Where charged, these fees are in respect of each course and are specified in the published course price list.

4.2 Awarding Organisation Charges.

Normal exam and registration fees are included in course fees. However, there may be circumstances where additional charges are made.

1. Late entry fees - chargeable at cost.
2. All Certification Search Fees - £25 per certificate.
3. Resit fees. Learners will be responsible for the full cost of resitting examinations and HE modules. If the learner requests a resit that cannot be accommodated within the College's examination timetable, both invigilator and room charges will also be payable.

4. Resits will be charged as follows:

Type of Qualification	Resit policy to be applied	Resit fee to be applied
Full qualification - no awarding organisation charges	No free resits	£20
Full qualification - awarding organisation charges incurred	No free resits	£50
Individual units - no awarding organisation charges	1 free resit	£20
Individual units - awarding organisation charges incurred	1 free resit	£30
Functional Skills	1 free resit	£50

5. Some awarding organisation fees are paid direct by the learner (specified in the prospectus).
6. A "no show" fee will be charged to candidates who fail to attend one or more exams (e.g. GCSE English or maths). The fee will be £50 per subject.

4.3 Learners not eligible for funding

The College does not hold a Sponsor Licence and therefore does not admit International Students.

Fees for those learners resident in the UK who do not meet the Education and Skills Funding Agency residency criteria, subject to compliance with UK Border Agency controls, are set at the full funding rate for the course.

4.4 Full-cost Course Fees and Employer Charges.

Fees are to be calculated on an individual course basis following a full cost analysis. A minimum contribution level, after direct costs (delivery staff, materials, awarding organisation charges etc.) should be:

- Delivery at College premises - 40%
- Delivery away from College premises (include any venue costs in the direct costs) - 35%.

The College recognises the need to react in a responsive and flexible manner when engaging with employers in order to meet the requirements of a demand-led and price-sensitive market. As such, costs for dedicated training packages for employers will be assessed and authorised on a case-by-case basis by the Business Development Unit, in liaison with the relevant Head of Curriculum. All costs will be taken into consideration, together with the potential for additional future income from the employer, including both funded and full-cost provision.

Authorisation must be given from a relevant member of staff as outlined below:

Proposed employer discount	Authorisation required
Reduction of up to 10% or £50 against the agreed fee per learner (<i>whichever is the lower</i>)	Director of Business Programmes, or more senior postholder
Reduction of up to 15% or £100 per learner (<i>whichever is the lower</i>)	Member of the College Executive Team
Reduction of more than 15% or more than £100 per learner (<i>whichever is the lower</i>)	Vice Principal or Executive Director, Commercial and Finance

All discounts which have been approved must be clearly evidenced by the member of staff with the relevant authorisation. There must also be evidence that the relevant Head of Curriculum has been consulted and supports the discount, before it is approved. Discounts can be approved in advance if appropriate.

Employed learners aged 19 and over undertaking qualifications at level 3 and above (excluding Apprentices) will be able to apply for Loans. Employed learners aged 19-23 who do not already hold a full level 3 qualification, are able to access fee remission when undertaking qualifications at level 3 and above, where these qualifications are part of the legal entitlement (see footnote 2 on page 2).

Any deviation from the College's standard payment terms must be agreed in advance with the finance team.

4.5 Community Learning

For Community Learning (Adult Education), fees will be a minimum of £4.50/hour - individual fee rates will be as advertised on the website and within the prospectus. The College will only refund fees if the College cancels the course. Only exceptional reasons for withdrawal will be considered by the Client Services and Enrichment Manager and any refund will be subject to a £10 admin charge (see section 5 below).

Fee remission for Community Learning applies only to those adults who meet the criteria detailed at points 6 and 7 under "Statutory Remitted Tuition Fees" on page 3.

5. Payments.

1. Fees are payable at the time of enrolment.
2. Instalment payments are allowed where fee payment totals are £300 or more. Two instalment plan options are available depending on the duration of the course:

Instalment Plan A

<ul style="list-style-type: none"> • Instalment plan where payments are £300 or more <u>AND</u> course duration is at least 6 months. • Initial payment of at least 20% of total fee at enrolment followed by 5 consecutive equal monthly payments. 					
Instalment 1	Instalment 2	Instalment 3	Instalment 4	Instalment 5	Instalment 6
Minimum 20% at enrolment	5 monthly instalments, each at 20% of the remainder				

Instalment Plan B

<ul style="list-style-type: none">• Instalment plan where total payments are £300 or more <u>AND</u> course duration is at least 3 months• Initial payment of at least 50% of total fee at enrolment followed by 2 consecutive equal monthly payments.		
Instalment 1	Instalment 2	Instalment 3
Minimum 50 % at enrolment	Two monthly instalments, each at 50% of the remainder	

Notes re instalment plans:

- Learners can opt for either plan where the course duration is 6 months or more
 - Instalments must be paid by Direct Debit and will be taken on the last working day of the month, where possible
 - Learners using an instalment plan will be required to sign an agreement.
3. Learners who find it difficult to pay their fees should discuss their situation with a member of the Guidance team.
 4. Post-dated cheques are not acceptable. Credit/Switch/Maestro card forms can no longer be accepted for instalments. Instalments will be collected by direct debit.
 5. No discount is applied for cash payment.
 6. No payment in cash in excess of £1,000 to be accepted. The receipt of cash amounts in excess of £200 will require to be witnessed by a second member of staff. Cheques, cards or bankers drafts are to be used for large payments. £50 notes will be accepted by exception and only by prior arrangement with a member of the finance team.
 7. All payments to be in GBP (£ Sterling) - no foreign currency payments are acceptable.
 8. For Full Cost courses and employer programmes, course fees are expected to be paid in full **prior to the commencement** of the course. For learners paying personally, instalment payment plan options are available as per section 4.2. In the event of a course starting immediately after the agreement between the College and an employer, alternative payment terms may be agreed but should ensure quick payment, no longer than the College's standard terms of 30 days.
 9. If a learner fails to pay their fees in full, the College reserves the right to withdraw the learner from their course, or withhold certification. This decision will be made by the Vice Principal.
 10. Should a learner withdraw, the full fee remains payable. For Loans learners who withdraw or transfer to another Institution before their Loan is in place, a fee equivalent to the Loan amount due at the point of withdrawal/transfer will be charged to the learner. For Loans learners who withdraw within the first 4 weeks, an administration charge of £25 will be payable as a minimum.
 11. In the event that a learner is placed on an agreed "Break in Learning" with the intention to return in the following year, any remaining instalment payments must continue to be paid as per the initial agreement. There will be no requirement however for the learner to pay additional fees when they return to re-start the course in the following year.

6. Right to cancel

1. Your right to cancel is the same regardless of whether you enrol in person or online. You have 14 days from entering into a service contract (i.e. enrolment) in which you can cancel it, providing the 14 days fall **before the start of the course**.
2. Once the course has started you will have the right to cancel within 14 days, but must pay for the value of the service (i.e. course fees) provided up to that point plus administration costs, whether or not you have attended the classes.

7. Refunds

All fee refund requests need to be made in the first instance to Learner Services.

Fees will only be refunded in specific circumstances:

1. Where courses are cancelled by the College, prior to commencement - full refund.
2. Where a learner advises their withdrawal in writing to Learner Services 14 days or more before the commencement of the course - a full refund less the administration fee and less any awarding organisation charges incurred.
3. Where there are exceptional circumstances, a pro-rata refund may be considered for learners who have paid in full and withdrawn. Refunds will not include administration charges or any awarding organisation charges incurred. Requests must be made in writing with supporting evidence e.g. medical evidence.
4. For Community Learning courses, the College will only refund fees if the College cancels the course, or in the event that the enrolment was made online and the course was subsequently found to have been full at the time of booking. Only exceptional reasons for withdrawal and pro rata refund will be considered by the Client Services and Enrichment Manager and any refund on these grounds will be subject to a £10 administration charge (with the exception of the right to cancel as outlined above).
5. Refunds are **not** available for Full Cost courses

Refunds of awarding organisation charges - The College will refund the amount that the learner has paid provided that the process of registration with the awarding organisation has not started.

All of the arrangements for refunds described above apply equally to learners who are also members of College staff.

7. Staff Development

The College is committed to the development of its staff. Staff development (including HE and FE) **may** be funded through the staff development budget. This requires the approval of the staff member's line manager and the Staff Development Officer **prior to enrolment**. The evidence must be presented at the time of enrolment. Please see separate Staff Development and CPD Policy and related procedures.

ADULT CLASSROOM PROVISION 2020/21

Learning Level	19-23	24+
Standalone units	Funded for unemployed only	Funded for unemployed only
Basic Skills	Funded	Funded
ESOL	Funded for unemployed# or low wage, otherwise Co-funded	Funded for unemployed# or low wage, otherwise Co-funded
Entry and level 1 aims as progression to level 2	Funded (if needed as step to level 2), otherwise Co-funded Unemployed# funded in all cases	Funded for unemployed# or low wage, otherwise Co-funded
GCSE, Functional Skills, or other eligible English and Maths qualifications	Funded for learners without GCSE grade A* to C/ 9 to 4	Funded for learners without GCSE grade A* to C/ 9 to 4
Full level 2	Funded if qualification is listed as part of “legal entitlement” and First FL2 if not Unemployed, else co-funded (or funded for low wage) Unemployed# funded in all cases	Funded for unemployed# or low wage, otherwise Co-funded
Full level 3	Funded if qualification is listed as part of “legal entitlement” and First FL3, otherwise Loans	Loans
Other level 2	Not funded if learner has not got Full Level 2 Funded for unemployed# or low wage, otherwise Co-funded	Funded for unemployed# or low wage, otherwise Co-funded
Other level 3	Loans	Loans
Full level 4 and above	Loans	Loans

#For fee remission purposes, unemployed adults must be on active benefits, or sign a declaration to confirm they are seeking work and need skills training to help them enter employment. From 01/08/18, this definition also includes adults who earn less than 16 times the appropriate age-related rate of minimum wage, or £338 per month.

Learners can apply for loans for advanced learning in the following types of provision: A levels; Access to HE; QCF L3 Certificate; QCF L3 Diploma; QCF L4 Certificate; QCF L4 Diploma.

A learner is identified as 16-18 or 19+ based on their age at 31st August (“academic age”). For the purposes of fee remission, learners whose “academic age” is 19+ are then identified as 19-23 or 24+, based on their age at the start of the course.