

FEE POLICY

PURPOSE OF THE POLICY

This policy details how Yeovil College will establish fee levels for courses funded by the Education Funding Agency (EFA), the Skills Funding Agency (SFA), the Higher Education Funding Council (HEFCE) and those courses where the college receives no government funding which is referred to as "Full Cost" provision. This policy details the circumstances in which fees are chargeable by the college for provision of services and also details financial support available to learners.

1. SCOPE

- 1.1 Details of college intended course fees for 2016/17 are set out below. The Fees Policy is reviewed annually and fees will increase appropriately.
- 1.2 The Fees Policy does not apply to commercial, partnership or sub-contract provision, which is separately negotiated.
- 1.3 All applicable fees must be paid when enrolling onto the course. For full time further education courses, fees are payable at the start of each academic year.
- 1.4 The college may, at its discretion, vary fees and charges in line with market conditions and special initiatives. Variations can only be authorised by Vice Principal Finance & Resources.

2 GENERAL FEES

- 2.1 Full Cost Fees: the college reserves the right to charge premium fees on individual programmes where market demand and/or cost justifies (within the appropriate funding body parameters) and similarly to reduce/waive fees in exceptional circumstances. Authorisation must be obtained from the relevant Director of Curriculum.
- 2.2 Examination, Registration & Certification Fees: will be charged in advance at the time a learner enrolls. These are not refundable.
- 2.3 Other charges: may apply to individual courses and will be identified separately. These are not refundable. Details are shown in Annex 1.
- 2.4 Tuition Fees: will be charged and must be paid when students enrol onto the course. Tuition fees may be waived as outlined in the following sections.

3. UNDER 16 LEARNERS

- 3.1 Individual learners under the age of 16 for whom no approval for funding has been given and who seek to enrol on a college course will normally require a letter of support from their school or educational psychologist. The school (ie the Local Authority for maintained schools) or parents will be required to pay a fee based upon the income that the college would have received from the appropriate funding body.

- 3.2 The standard fee for a full-time learner in 2016/2017 undertaking a normal programme will be the full funding rate enhanced by programme cost weighting. Where appropriate, weekly, daily and hourly rates will be calculated pro-rata to the total planned hours for the programme. Any additional costs which may be incurred over and above a normal programme will be charged in addition to this basic fee rate.
- 3.3 Some Key Stage 4 pupils will be attending Yeovil College on a part time basis (and in a minority of cases on a full time basis) as part of our partnership with local secondary schools and the alternative provision programme. The funding for these learners will either be direct from the school or other referring agency or through the alternative provision programme.
- 3.4 Under no circumstances should a pre-16 learner be enrolled on to any course, during school hours, without the approval of the Vice Principal Curriculum & Quality.
- 3.5 Learners under 16 wishing to join a non-subsidised course must pay the full cost of the course along with a parent/guardian who would also have to pay and attend the course. Permission must also be obtained from the Curriculum Area Manager.

4. FEES FOR LEARNERS AGED 16-18

- 4.1 Tuition fees, materials, examination and registration fees are not generally chargeable to 16–18 year old learners as defined in the EFA’s funding guidance. The exceptions to this are where the equipment purchased will belong to the learner (e.g. knives for Catering learners) or where additionality is being offered that is not directly funded by the EFA. Fees can generally be charged to 16-18 year old learners undertaking non-EFA funded courses. The 16-18 age category relates to the age of the learner as at the 31st August of the appropriate academic year and therefore a learner who commences a two year learning aim at the age of 18 will not be liable to pay fees when they enrol on to their second year (aged 19).
- 4.2 16-18 year old learners that are enrolled on a programme of study at a school should not enrol on single subjects at the College. The EFA expects that these learners are enrolled onto all subjects at their school.

5. ADULT LEARNERS (19+)

- 5.1 Adult co-funded learners enrolling onto courses at Yeovil College will be charged fees at enrolment. Learners are deemed to be classified as adults if they are aged 19+ on the start date of their learning aim, the following adult learner classifications may be eligible for fee remission (i.e. eligible for full funding):
- 5.2 Learners aged 19 or older at the start of their course (Including units) up to level 2 in receipt of one of the following:
- Job Seekers Allowance (JSA): the required evidence for this waiver is a Job Centre form, College fee remission form or a bank/cash point statement indicating that a JSA payment has been made into the relevant learner’s bank account. This evidence should be dated within three months of the course start date.
 - Employment Support Allowance in the Work Related Activity Group (ESA WRAG): the required evidence for this waiver is a Job Centre form, College fee remission form or a bank/cash point statement indicating that an ESA WRAG payment has been made into the relevant learner’s bank account. This evidence should be dated within three months of the course start date.

- **Universal Credit (UC):** the required evidence for this waiver is a Job Centre form (which must include evidence of being in one of the following groups: all work related groups, work preparation group or the work focused interview group), College fee remission form or a bank/cash point statement indicating that a UC payment has been made into the relevant learners bank account. This evidence should be dated within three months of the course start date; learner's job centre evidence must confirm which group is appropriate.
- Learners released on temporary licence (RoTL) and studying outside a prison environment and not funded through the Offenders' Learning and Skills Service (OLASS).
- Learners with learning difficulties or disabilities with an Education Health Care Plan (EHCP).

5.3 Learners aged 19+ enrolling up to a level 2 course and are in receipt of a state benefit limited to ESA Income Related/Work Related Support Group, Council Tax Benefit, Housing Benefit, Income Support and Disability Living Allowance (Or PIP), who want to enter employment and believe skills training will help them do so. This will be subject to course eligibility, self-declaration and benefit evidence and is at the discretion of the college.

5.4 Learners aged 19+ that are enrolling onto a functional skills English or Maths course or GCSE English and Maths course where the learner does not already have a GCSE C grade or above in that subject.

5.5 Learners aged 19-23 enrolling onto an entry or level 1 qualification (Excluding English, Maths or ESOL) who have previously not undertaken a full level 2 qualification but need a step up from basic skills in order to progress to a full level 2 qualification.

5.6 Learners aged 19-23 enrolling on their first full level 2 qualification.

5.7 Unemployed learners aged 24+ enrolling onto a full level 2 qualification.

6 FEES FOR LEARNERS AGED 19-23 AND 24+ STUDYING BELOW LEVEL 3

6.1 For learners aged 19-23 or 24+ at the start of their course who are studying below Level 3 and do not fall within a category within section 5, the fee for Full Time FE courses in 2016/2017 will be £1,550 for each year of the course payable at the start of each academic year. If a learner withdraws from a two-year programme in the first year, the learner is still liable for the fees for the second year.

6.2 For Part Time learners that do not fall within a category within section 5, fees will be set at 50% of the weighted funding rate.

7. FEES FOR LEARNERS AGED 19+ AND STUDYING LEVEL 3 AND ABOVE

7.1 Funding for 19+ learners that plan to enrol onto Level 3 and above qualifications have changed, the following adult learner classifications will apply.

7.2 Learners aged 19-23 enrolling on their first full level 3 qualification may be eligible for fee remission dependent on the learner's self-declaration and review of their previous qualifications.

7.3 Learners aged 19-23 enrolling on their first full level 4 qualification may be eligible for fee remission dependent on the learner's self-declaration and review of their previous qualifications.

- 7.4 Learners aged 19-23 enrolling onto their second level 3 qualification must apply for an advanced learning loan to cover the fee element of the course; fees will not be remitted for this category of learner. Learners that do not want to apply for a loan can pay the weighted funding rate course fees themselves if desired.
- 7.5 All employed or unemployed 24+ learners enrolling onto a level 3 qualification must apply for an advanced learning loan to cover the fee element of the course; fees will not be remitted for this category of learner.

The fees for advanced learning loans learners will not exceed the weighted funding rate unless approved by the Vice Principal Finance & Resources. For more information on Advanced Learning Loans please refer to the SFA's Advanced Learner Loans Funding Rules 2016 to 2017 document or visit <https://www.gov.uk/advanced-learner-loan/overview>.

This does not apply to ex-military personnel.

The fee charged will be for the planned duration of the qualification.

8. HIGHER EDUCATION LEARNERS – DIRECTLY FUNDED PROVISION

- 8.1 Full-time and part time directly funded HE learners will be charged a fee based on the type of qualification they are studying for the 2016/17 academic year. Fees for each Higher Education programme are clearly outlined within the individual course pages of the University Centre's website: <http://www.ycuc.ac.uk>
- 8.2 Learners who have an Equivalent Level Qualification (ELQ) will be charged the fees identified as well as the equivalent HEFCE funding for that qualification as the college is unable to claim HEFCE funding. To view HE fees, please refer to the University Centre's website.
- 8.3 HE Fees are paid on an annual basis. The Fees will be reviewed by the Senior Management Team each year to take account of market conditions, inflation and Government policies. Learners must be advised that they will have to pay a fee each year for the duration of the course and that the fee is likely to be different.
- 8.4 There will be a re-assessment charge of £50 for each assessment that requires re-marking.
- 8.5 Where a learner has to repeat a unit or module there will be a charge of £500 per occasion. However, the number of permitted attempts an individual will have will be in line with governing academic regulations. Where awarding institutions provide a further charge for the repeating or reassessment of modules/units, this charge will be the responsibility of the learner.

Where an individual wishes to study individual module(s) either as a source of Continuing Professional Development (CPD) or via a Pay-As-You-Go route there will be a charge of £550 per module (attendance only, no credit value); or £650 (accredited) plus registration costs according to the awarding institution.

Part-time non-prescribed Higher Education programmes will be charged at the assumed SFA rate based on credit values adjusted according to market drivers (where applicable). Non-prescribed Higher Education fees will be reviewed annually.

If a learner elects to withdraw from their programme of study, fees will remain chargeable in accordance with a proportionate scale:

- Withdrawal within the period of the 1st semester: liability for 25% of annual fee.

- Withdrawal prior to the commencement of the 2nd semester but after the 1st semester: liability for 50% of annual fee.
- Withdrawal after the commencement of the 2nd semester: liability for 100% of annual fee.

For learners on Blended learning programmes (such as the MoD) the liability for fees following the withdrawal from an academic programme is on a different scale as indicated below:

- Withdrawal within the first 3 months of initial enrolment: liability for 25% of the annual fee.
- Withdrawal after the first 3 months of the initial enrolment: liability for 100% of the annual fee.

- 8.6 Franchised provision – the fees for this provision are set by the appropriate University. To view HE fees please refer to the University Centre’s website.
- 8.7 The fee includes Registration with the awarding University or Edexcel.
- 8.8 Fees are non-refundable. Please refer to Section 13 for full details.
- 8.9 HE Scholarship Programme: learners applying for either full or part-time Higher Education programmes (not CPD or Pay-As-You-Go) may be eligible to apply for funding via the college’s HE Scholarship Programme.

The programme aims to increase participation and accessibility to Higher Education by providing a fee remission of £500 for the first academic year of study (only) to all award holders, plus an additional £500 award to full-time learners to facilitate the purchase of study equipment. Further details, criteria and application forms can be located on the University Centre Yeovil website and the scholarship programme is open to Full and Part-time learners.

Those awarded with a Scholarship who are attaining funding through Student Finance England will have their loan amounts adjusted by the University Centre Yeovil.

9. INTERNATIONAL LEARNERS

International learners are generally non EU nationals and those learners who have not been resident in the EEA for 3 years prior to the start of the course or are nationals from outside of this area with “Permanent Leave to Remain” without restriction. Non EEA or Swiss Nationals require Immigration Sponsorship and a Certificate of Acceptance of Studies (CAS) from Yeovil College to present to the UK Border Agency (UKBA) as part of the entry requirements to the UK. Detailed information can be found at www.ukba.homeoffice.gov.uk/studyintheuk

All international learners are required to pay a non-refundable application fee of £200 when their application is submitted.

International Higher Education learners are required to pay a non-refundable fee of £1000 prior to the confirmation of a place and provision of a CAS to progress a visa application. The costs associated with the learner attaining an appropriate Student Visa for entry into the United Kingdom will be carried by the learner. More information on these costs can be located at <https://www.gov.uk/browse/visas-immigration/student-visas>

It must be noted that learners from outside the EU or EEA who do not hold “Permanent Leave to Remain” can only apply for Full-time Further and Higher Education programmes which are 15 hours per week of in-class study (or greater). The programme must be for a general duration of over 1 academic year (depending on circumstances). Applicants must also demonstrate the appropriate English Language qualification to meet UK Visa and

Course entry requirements – which are specified in course details, but equates to a minimum of IELTS 6.0/6.5.

- 9.1 The learner must have the necessary finances as detailed in Yeovil College's Tier 4 Points Based System Policy Guidance. This must be open to demonstration at the time of application for sponsorship through Tier 4 licence procedures.
- 9.2 The Full Time Further Education course fees for 2016/2017 are £7,500 for each year. The Full Time Higher Education course fees for 2016/2017 are £9,500 for each year.
- 9.3 A deposit of 50% is required upon acceptance of an offer of a place for both Full & Part Time FE. The remainder of the fee must be paid prior to the commencement of the course unless the learner enters into an instalment agreement with the college. Refer to Section 12.
- 9.4 The Part Time Further Education course fees for 2016/2017 are £16.50 per hour. This also applies to full cost courses. Refer to Payment Options section.
- 9.5 All fees paid are non-refundable, unless entry to the UK is denied. In such cases 50% of fees will be refunded less deposit.
- 9.6 If additional learning support is required this will be chargeable additional to the international fee above.
- 9.7 All Higher Education course fees both direct and non-direct are listed on the University Centre's website. A deposit of 50% is required upon acceptance of an offer of a place for both Full & Part Time HE provision. The remainder of the fee must be paid prior to the commencement of the course unless the learner enters into an instalment agreement with the college (see Section 12).
- 9.8 For further information on International learner conditions and procedures, please contact the Student & Customer Services Team.

10 SUPPORT WITH COSTS

- 10.1 Bursary Support Funds are available to support students who are assessed as being in need of financial assistance on either full or part-time funded courses. Please refer to our Discretionary Support & Loans Bursary Fund Policy.

11. OTHER

- 11.1 Apprenticeship & Work Based Learning (WBL): fees should be charged to employers in respect of their contribution towards the cost of supporting apprenticeships for those aged 19 or over in accordance with the current Employer Engagement Fee Paying Guidelines and current SFA funding rules. In April 2017, the government will be reforming the way that employers contribute to the funding of apprenticeships. If necessary, this policy will be updated during the year to reflect the adjustments to government policies.
- 11.2 Full Cost Recovery Courses: these should be fully costed and make a contribution to overheads plus a surplus in accordance with the current Employer Engagement Fee Paying Guidelines.
- 11.3 Late starters: these learners should be charged the full fee if they start after the course has commenced.

11.4 External Candidates: a charge of £100 in addition to the exam fees will be made to any candidate whom the college enters for an examination and who is not a registered learner of the college. The college reserves the right to refuse any such entry.

11.5 The college reserves the right to vary any fee levels to enable it to respond to exceptional circumstances, individually negotiated contract opportunities, or market conditions.

12. PAYMENT OPTIONS

12.1 All appropriate fees must be paid at enrolment. However, to assist learners who would otherwise suffer financial hardship in paying their fees in one sum, fees over £250 may be paid by instalments.

12.2 Learners can pay their course fees for the academic year by a maximum of 4 instalments. The first instalment plus an administration charge of £25 must be paid and all instalment paperwork must be completed and agreed at the time of enrolment. The remaining instalments will be taken over the next 3 consecutive months by direct debit. All instalment plans will be prepared to ensure fees are settled in full before the end of the course.

12.3 If an instalment is declined or cancelled, the college reserves the right to withdraw the learner from the course and the full outstanding amount will become payable.

12.4 Payment options are not available to companies, or for amounts owed under £250.

12.5 Where payment is made by instalments, and a learner has started the course then withdraws before the whole fee has been collected, any amounts outstanding remain payable and will be collected by the College. This includes courses which have been funded by the Student Loans Company. If an advanced learning loan application is successful and the learner later withdraws from their course, the learner will become liable to the college for all fees outstanding.

12.6 International learners must pay full fees in advance.

13. REFUND POLICY

13.1 If the College cancels a course it will contact the learner and automatically refund the fees paid by the learner for that academic year.

13.2 If a learner withdraws due to a serious medical condition or other exceptional circumstances, the student must write to the Head of Finance attaching a medical certificate or other supporting documentation as evidence. It is anticipated that this route will only apply to a very small number of students.

13.3 If a learner withdraws from the course after the course start date or does not attend the course they have enrolled on after the first 28 days, they **may** be eligible for a refund of fees proportionate to the length of the study programme and costs incurred by the college, including tuition, material, registration and exam fees.

13.4 Learners in receipt of an advanced learning loan are liable to pay full fees.

13.5 Where an application for a refund is declined by the Head of Finance, the Head of Finance will advise the learner directly.

13.6 If a learner wishes to appeal, they must write to the Vice Principal Finance & Resources within 14 days of receipt of notification of the refund refusal.

RESPONSIBILITY AND AUTHORITY

All staff enrolling learners onto courses are responsible for ensuring that tuition fees, remissions and discounts are applied in accordance with this policy.

RELATED POLICIES, PROCEDURES, DOCUMENTS, DEFINITIONS

This policy must be applied in conjunction with the procedures that set out fees and rates for the current year and are updated annually.


The following documents should be read in conjunction with this policy:

- Customer Service Policy (Handling complaints)
- Financial Regulations
- Admissions Policy
- Student Enrolment Procedure
- Discretionary Support & Loans Bursary Fund Policy

Annex 1

OTHER CHARGES

Fee Type	Amount	Scope – Courses	Scope – Learners
Exam Fee	Awarding Body Fee + 10%	Courses with Exams + Registration/ Certification	All learners (excluding 16-18, 19+ FT and Skills for Life)
Exam Re-sit Fee	Variable + 10%	Applies to all courses	Applies to all learners
Exam Fee - Private Candidates	Variable	Applies to all courses	Applies to private candidates
Specialist course materials/kit fees and charges (no refund)	Variable	Variable	All learners, including those entitled to fee remission

Policy Review				
Author/Owner	Position	Approved by SMT	Approval date	Review date
Emma Cox	VP Finance & Resources	Signed: 	12.10.16	March 2017

Document Control – Revision History (Policies only)

Author/Owner	Summary of Changes	Date	Date last reviewed by SED	Recommend to SED Y/N
E Cox	Sections re-ordered by learner age category and content consolidated; Annex 1 removed and readers directed to website information.	06.09.16	-	Y

Initial Equality Impact Screening			
Have you consulted on this policy, service, strategy, procedure or function? No Details:			
What evidence has been used for this assessment? N/A			
Could a particular group be affected differently in either a negative or positive way? Indicate Y where applicable			
Group	Negative impact	Positive impact	Evidence
Age Disability Gender (incl. Transgender) Race (incl. Gypsy & Traveller) Religion or belief Sex Sexual orientation Marriage & civil partnership Pregnancy & maternity Other groups (see guidance)			
Please give details:			
If any negative impacts are identified, are there any related policies, services, strategies, procedures or functions that need to be assessed alongside this screening? If yes, please detail below:			
Should the policy proceed to a full Equality Impact Assessment? No If no, please give reasons: there is no impact either negative or positive on any specific group.			
Declaration We are satisfied that an initial screening has been carried out on this policy and a full Equality Impact Assessment is not required. We understand that the Equality Impact Assessment is required by the College and that we take responsibility for the completion and quality of this assessment			
Completed by Author: Emma Cox		Position: VP Finance & Resources	Date: 06.09.16
Reviewed by Safeguarding, Equality & Diversity Group:			Date: 16.09.16
Comments from Safeguarding, Equality & Diversity Group Review:			