



## **FEE POLICY FRAMEWORK 2019/20**

Approved by Board on 11<sup>th</sup> April 2019

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**VERSION** 1

## **FEE POLICY FRAMEWORK 2019/2020**

### **1 PURPOSE**

Fees are set to ensure that when public funding is taken into account the College is able to at least cover the full costs of each programme of study.

The Corporation is committed to a transparent fee structure that informs individuals and companies about the costs of study and examinations and also any exemptions to payment of fees.

### **2 SCOPE**

Calderdale College charges tuition fees in the following categories:

- Education and Skills Funding Agency (ESFA) co funded courses (including employer responsive)
- Learners aged over 19 starting on Level 3 and 4 (unless studying their first level 3 legal entitled course)
- HE funded courses
- Learners Under 16 (fee charged to institution responsible for student)
- Apprenticeships
- Full cost/commercial courses
- Non EU learners

### **3 POLICY OBJECTIVES**

- 3.1 To operate at all times in line with the guidance supplied by the relevant funding bodies e.g. to waive tuition and initial examination fees to all learners funded by the ESFA aged between 16-18 years of age who are following full or part-time courses.
- 3.2 To ensure that the learner is aware of the full annual and total cost of the course on enrolment. This will include tuition, materials, examination, registration and any relevant costs such as residential. Costs for trips, visits or other optional expenditure will be levied directly at the relevant point in the course when the student would be expected to pay for such.
- 3.3 No change to the policy is to disadvantage any individual learner part way through an agreed programme of study, e.g. where an ESFA funded course is for a period of two years, the tuition element of the fee in the second year, will not increase from that in the first year (inflation excepted) provided that the nature of the course has not materially altered.
- 3.4 To provide facilities for staged payment through direct debit arrangements where the total cost is in excess of £90 and where a 20% deposit is paid on enrolment. Fees between £90 and £399 will be taken over 4 monthly payments. Fees of £400 or over can be taken over 8 monthly payments. Where a student leaves a course after the first three weeks and still has an outstanding balance they are still liable for this and it should be paid in full or they can continue to repay it via their direct debit.

- 3.5 The College will levy fees at the start of the course and will expect payment to be made at the point of enrolment. Initiating a direct debit or providing documented proof of sponsorship will be deemed to be classed as payment.
- 3.6 To realise for the Corporation a fee income in pursuit of corporate objectives.
- 3.7 To ensure that fee levels are linked with the College policy on learner financial support/hardship.
- 3.8 To set fee levels that are market related in line with the College's mission and values.
- 3.9 The College reserves the right to pursue defaulters through the courts if deemed necessary and, where applicable, seek to recover any costs thus incurred.
- 3.10 The College reserves the right that it will not release certificates, letters of confirmation of awards etc. until all debts are paid.
- 3.11 No element of the policy is to change more than once a year except where significant changes in Government policy will impact on the delivery of a programme of study.

#### **4 16-18 ESFA FUNDED COURSES**

- 4.1 No subject/tuition fees will be charged to 16-18 year olds for subjects/courses that are funded by the Education and Skills Funding Agency (ESFA), regardless of whether a student's method of study is full or part time, and where the following apply:
  - An applicant has been accepted on to a course/programme by the College
  - Applicants meet the learner eligibility requirements of the ESFA including Nationality, Citizenship and Resident Status
  - The subject/course is considered to be a necessary component for progression as judged by an appropriate member of the College Management Team.
- 4.2 The College reserves the right to charge 16-18 year olds for courses that attract no ESFA funding.

#### **5 19+ ESFA FUNDED COURSES**

- 5.1 For home and other EU/EEA Learners.
- 5.2 The College has a policy for FE fees in accordance with the Education and Skills Funding Agency.
- 5.3 The ESFA contributes towards the cost of tuition for individuals and for employee training through the Adult Education Budget (AEB) rate mechanism.
- 5.4 Fee remission is offered in line with ESFA guidance
- 5.5 For 19+ learners studying below level 3, where fee remission does not apply, 50% of the relevant un-weighted AEB rate for the relevant learning aim represents the assumed fee income. This level of assumed fee income will be the basis of the tuition fee set for the course and is in line with current ESFA policy.

- 5.6 Individual course fees can be set outside of the 50% with the approval of the Senior Management Team (Vice Principal, Deputy Principal or the Principal) where the decision is for strategic or operational reasons.
- 5.7 The College reserves the right to introduce variable remission for individual learners with the approval of the Senior Management Team.
- 5.8 Learners over 19 undertaking a level 3, or above, course will be expected to take an Advanced Learner Loan to pay for the tuition fees except in the case of apprentices and 19-23 year old learners studying their first level 3 legal entitled course (see following advice on Advanced Learning Loans).

## **6 19+ ADVANCED LEARNING LOANS**

- 6.1 Loans are available for eligible learners aged 19-23 in further education and training studying at Level 3 and above (ESFA funding still available for a First Level 3 legal entitled course) who started their courses on or after 1<sup>st</sup> August 2016.
- 6.2 Loans are available for eligible learners aged 24 and above in further education and training studying at Level 3 and 4.
- 6.3 For 19+ learners (level 3 and level 4) 100% of the relevant weighted Adult Education Budget rate (AEB) for the relevant learning aim represents the assumed fee income. This level of assumed fee income will be the basis of the tuition fee set for the course and is in line with current ESFA policy.
- 6.4 Advanced Learner Loans are available to pay tuition fees only. Any additional fees that are not mandatory for the course (e.g. visits) or any materials that the student chooses to retain (e.g. hair and beauty equipment) will be charged directly to the learner during the year as necessary.
- 6.5 Learners are now able to apply for loans directly to the SLC (Student Loans Company). The loan will be paid directly to the College during the period the learner is on the course.
- 6.6 Should a learner leave the course then payments from the SLC will stop and the learner is liable to the SLC for the payments made for the period of study undertaken. The learner will however remain liable to the College for the total course fee less that already received from the SLC.
- 6.7 All learners applying for a loan will be required to sign an indemnity form confirming liability for the full course fee applicable at enrolment.

## **7 WBL (APPRENTICESHIPS)**

- 7.1 For 16-18 learners there are no fees for tuition or initial examinations to be raised in line with Government policy.
- 7.2 There is a requirement for the employer to contribute 10% (reducing to 5% for learners starting after 1<sup>st</sup> April 2019) of the agreed fee for 19+ apprentices coming from non-levy paying employers.
- 7.3 If a levy paying employer exceeds their levy allocation they are required to contribute 10% (reducing to 5% for learners starting after 1<sup>st</sup> April 2019) of the additional tuition costs incurred.

7.4 Additional fees for associated professional qualifications will be charged at the market rate.

## 8 FULL COST/ COMMERCIAL COURSES

8.1 Courses not funded through the ESFA, or other funding bodies are to be priced at a level to reflect the full cost to the College, with cognisance of the market.

8.2 All costings are to be agreed by the Finance department and are to take account of all relevant costs of delivery and wherever possible produce a contribution rate in the region of 40%.

8.3 Under no circumstances are these fees to be remitted in full or in part.

8.4 All learners undertaking these courses are liable for the full cost of their fees.

## 9 HE COURSES

9.1 The College has elected not to charge maximum fees of £9,250 for the 2019/20 academic year on the HND, BA Top Up or Foundation Degree courses that are delivered under direct contract with the OfS (Office for Students). As such the College will charge a fee of £6,950 per annum for a standard full time Higher Education Courses, £7,950 for full time BA Top-Up and a proportionate fee for part time courses.

9.2 For HE courses delivered by the College but where the learners are registered with partner Universities, who award the qualification, the fees will be set by the relevant University and will be subject to the relevant institutions Access Agreement.

9.3 Should a learner leave the course then payments from the SLC will stop and the learner is liable to the SLC for the payments made for the period of study undertaken. The learner will however be liable to the College for the total course fee less that already received from the SLC.

9.4 All learners applying for a loan will be required to sign an indemnity form confirming liability for the full course fee applicable at enrolment.

Details				Annual Fees		
Course	Full or Part Time	No of Years	No of credits per year	2019/20 Start	2018/19 Returning	2017/18 Returning
HNC	Full	1	120	£6,950	N/A	N/A
HNC	Part	2	60	£3,990	£3,990	N/A
HNC to HND	Full	1	120	£6,950	N/A	N/A
HNC to HND	Part	2	60	£3,990	£3,990	N/A
HND	Full	2	120	£6,950	£7,000	N/A
HND	Part	3	80	£5,370	£5,370	£4,600
Foundation Degree	Full	2	120	£6,950	£7,000	N/A
Foundation Degree	Part	3	80	£5,370	£5,370	£4,600

Foundation Degree	Part	4	2 Years @ 80	£5,370	£5,370	N/A
			2 Years @ 40	£2,690	£2,690	N/A
BA Top Up	Full	1	120	£7,950	N/A	N/A
BA Top Up	Part	2	60	£5,270	£5,270	N/A
BA Top Up	Part	2	1 Year @ 80	£6,143	£6,143	N/A
			1 Year @ 40	£3,070	£3,070	N/A
BA Hons Education & Professional Dev	Part	2	90	£5,550	£5,550	N/A
PGCE	Part	2		£3,475	£3,475	N/A

## 10 LEARNERS UNDER 16

- 10.1 The College currently aims to base fees for under-16s on what would have been around the Education and Skills Funding Agency (ESFA) LA national rate had the learner been eligible for ESFA funding.
- 10.2 The rates that the College intends to charge schools for learners studying at the College are as follows:
- 10.3 £7.70 per hour per student studying on practical programmes such as construction, animal care or hair and beauty (subject to a minimum of 12 learners in the class, therefore if there were only 8 learners at the start of the course the fee would rise to £11.55 per hour per student).
- 10.4 £5.70 per hour per student studying on classroom based programmes such as Business administration English and IT (subject to a minimum of 12 learners in the class, therefore if there were only 8 learners at the start of the course the fee would rise to £8.55 per hour per student).
- 10.5 If learners leave part way through the year then the school/sponsoring body is responsible for continuing to pay the fees for that student to the end of the relevant course of learning. If a learner leaves during the first term then with the course leaders agreement it may be possible to substitute a new learner.
- 10.6 Transport and additional learning support are all to be paid over and above the tuition fee from the organisation that sends the learner.
- 10.7 Early College Transfer (ECT)
- 10.8 The College aims to base fees for under-16s on ECT on what would have been around the ESFA/LA rate.
- 10.9 The fee per learner undertaking ECT in 2019/20 is to be £5,775 per annum plus £450 per learner towards Pastoral Support giving a total annual fee of £6,225.

- 10.10 If learners leave part way through the year then the school/sponsoring body is responsible for continuing to pay the fees for that student to the end of the relevant term in which they left.

## **11 NON EU LEARNERS**

- 11.1 Since ESFA funding only extends to home or European Economic Area (EEA) learners it is College policy to charge other learners (international learners) an international fee, which reflects the delivery costs associated with such programmes of learning. The level of fees will be calculated by the Deputy Principal Finance and Resources/Head of Finance and will naturally be set at a level, which whilst giving an acceptable contribution also remain commercially viable.
- 11.2 The course fees charged will include the cost of the first attempt of any approved examination cost. Any agreed additional learning support will be charged in addition to these fees.
- 11.3 Where an international student is in host family accommodation the fee for this has always to cover the full cost incurred by the college for the provision of such accommodation.

## **12 FEE REMITTED COURSES**

- 12.1 The College may offer a number of fee remitted courses for specific reasons, generally around widening participation. The discretion to offer such courses lies with the Principal/Chief Executive.

## **13 COLLEGE STAFF**

- 13.1 Staff undertaking staff development at College, which is endorsed by line management and approved by the Staff Development Officer, will pay no fees. Exceptions may apply where a contribution to the cost may be made. All fees paid on an individual's behalf are subject to the terms of the "Training Agreement".
- 13.2 College staff undertaking ESFA funded courses in their own time may apply for fee waiver (with the exception of 19+ learners undertaking level 3 or 4 courses). Staff have, however, to pay the full cost of exam, registration and materials for the course.
- 13.3 If staff are undertaking a PGCE/Cert Ed course then they may apply to Student Finance England for a tuition fee loan to cover the cost of the fee. They must then pay their fees to the College, be this through the Student Loans Company (as a Tuition Fee Loan), or personally, in line with the rate recommended by OfS. In 2019/20 the fee has been set at £3,475, (this fee may be reduced by a contribution from staff development but this must be applied for).
- 13.4 Fees for HE and Full Cost Recovery courses are not to be waived for College Staff.

## **14 MONITORING**

- 14.1 Fees reviewed when Curriculum Planner has been completed.

## **15 LINKS TO OTHER POLICIES/PROCEDURES/DOCUMENTS**

15.1 Calderdale College Refund Policy 2019/20

**16 POLICY REVIEW**

16.1 The policy will be reviewed on an annual basis or such times that tuition and examination fees are amended by the relevant funding bodies.

Change(s) Made		Reason for Change			
e.g. 2.1.1 wording change from student to learner		College has requested use of learner rather than student			
Review Date	Reviewed by:	Initial Approval by:	Final Approval by:	Next Review Date:	Review Period
Mar 2019	Head of Finance	Finances and Resources Committee	Board	Mar 2020	1 Year

**17 EQUALITY IMPACT ASSESSMENT**

First Assessment Conducted by:	Date:	Final/Approved Assessment Conducted by:	Date:
Head of Finance	5 February 2019	A member of the EDI Group conducts and approves	

**18 PUBLICATION**

Audience:	Published:
Staff	Staff Internet
Learners	College Website



## **1. Definitions**

### **16-18**

16-18 means students who are between 16 on the 1<sup>st</sup> September of the year they start their course and no more than 18 on the 31<sup>st</sup> August of the year they start their course.

### **19+**

19+ means students who are 19 or over on 31<sup>st</sup> August of the year they start their course.

### **24+**

24+ means students who are 24 or over at the start of their course.

Students who are under 16 but who have completed their Year 11 in school and taken their GCSEs will, in most cases, be counted as over 16 for the purposes of the Fees Policy and subject to agreement by the ESFA.

### **AEB**

Adult Education Budget

### **FE**

Further Education

### **HE**

Higher Education

### **Co-funded courses**

Co-funded courses are courses funded by the ESFA where the learner is expected to contribute a percentage of the total funding.

### **Level 3**

A full level 3 qualification is where a programme of study forms steps towards the achievement of two or more A levels, or the vocational qualification equivalent.

### **Level 2**

A full level 2 qualification is 5 or more GCSEs/O Level at grades A-C (or CSE Grade 1) or the vocational qualification equivalent.

### **EEA**

European Economic Area. This includes all members of countries of the EU plus Iceland, Liechtenstein, Switzerland and Norway and each of their overseas territories.

### **ESFA**

Education and Skills Funding Agency

### **OfS**

Office for Students

### **SLC**

Student Loans Company

### **SME**

Small and medium-sized enterprises