



# Fees Policy

2017-2018

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## **Fees Policy 2017/18**

### **1. Introduction**

- 1.1. The purpose of this policy is to outline the College's policy and approach in regards to fees associated with tuition for the period 1<sup>st</sup> August 2017 to 31<sup>st</sup> July 2018 (the 2017/18 Academic year).
- 1.2. This policy covers Further Education, Higher Education, school provision, commercial work and international students.
- 1.3. The College aims to optimise income from fees by adopting a market driven approach to setting fees, but also wherever possible to take account of an individual's ability to pay.
- 1.4. The College has a policy of equal opportunities and seeks to ensure that arrangements for fees and charges are consistent with this.
- 1.5. Due to the current changes with the Apprenticeship Reform and Levy the College is now required to charge employers a contribution to the cost of delivering an Apprenticeship. For more information please contact refer to the College's Business Solutions Team [www.businesssts.co.uk](http://www.businesssts.co.uk) 01670 841268 or email: [training@northland.ac.uk](mailto:training@northland.ac.uk)

### **2. The National Fee Framework (Further Education Provision)**

- 2.1. For funding purposes the eligibility of the learner must be established at the start of the programme. In order for a learner to be eligible for Skills Funding Agency (SFA) or Education Funding Agency (EFA) - (to be referred to in the rest of this document as 'Agency') funding for their learning programme, the learner must have the legal right to be resident in the United Kingdom at the start of their programme.
- 2.2. The National Fee Framework assumes that all learners (other than those eligible for fee remission, those learners aged 16-18, or those in receipt of a 19+ Advanced Learning Loan) are charged a tuition fee as a contribution. This assumed fee will, where relevant, be reflected in a reduction of the funding payable for the programme by 50% of the national base rate, or banded via Guided Learning Hour (GLH) delivery as per Appendix 1, whichever is most appropriate. This is part of the wider strategy "to raise the contribution of employers and learners who can afford to pay in order to redirect funds to support growth in priority areas of learning".

#### *Learner Responsive Funding Models*

- 2.3. As set out in the SFA and EFA Funding Guidance notes fee remission is applicable to all 16-18 year old learners, including those on part time programmes, and continues to be available for adult learners who meet the specified criteria (see Appendix 3). Where fees are remitted no charge will be made by the College to the learner as the fully-funded national funding rate will be payable. Where the learner is ineligible for fee remission they will be considered co-funded learners because it is assumed that the learner themselves will pay a tuition fee and the exam fee either themselves or via an Advanced Learning Loan if they are following a Level 3 Certificate or Diploma course and are aged over 19.

### *Employer Responsive Funding Model*

- 2.4. As set out in the Agency Funding Guidance 2017/18: Learner Eligibility, the rules on whether learners are fully funded or co-funded reflects Agency's designated priority groups. For learners in lower priority groups employers are expected to make a contribution that recognises the benefit to them of the training that their employees are undertaking at public expense. Appendix 3 provides guidance on the priority groups eligible for full Agency funding. If learners are not included in this guidance they will be considered co-funded learners because it is assumed that the employer will pay a tuition fee.

### **3. The College's Approach to Fees**

#### *16-18 and Adult Classroom based*

- 3.1. Further Education course are fully funded for those aged 16 to 18 who are UK or European Union Nationals.
- 3.2. For the funding of FE it is proposed that for 2017/18 the overall level of fees charged to learners remains at 50% of the national base rate for the learning aim to reflect the national framework (Appendix 1). Co-funded fees are banded based on planned Guided Learning Hours (GLH).
- 3.3. Learners not eligible for fee remission will be expected to pay a fee on enrolment.
- 3.4. Those learners eligible for Fee Remission are listed in Appendix 3
- 3.5. Learners on Full Cost Recovery courses (i.e. courses for which no Agency funding is received) are not to have their fees waived under any circumstances.
- 3.6. Learners aged 19+ undertaking a course at Level 3/4/5/6 (with the exception of Higher Education courses) will need to apply for an Advanced Learning Loan or pay the fees themselves, unless this is their first full Level 3 qualification.

#### *Workplace Based*

- 3.7. The Agency assumption is that employers will pay at least 50% of the national rate for all learners who are not subject to fee remission (Appendix 3). Due to market forces, the College will regularly review its charges in relation to workplace activity to ensure competitive pricing. As a **minimum**, employers will be charged a suitable fee where funding provided by the Agency falls short of the cost of delivery of that provision. For more information please contact refer to the College's Business Solutions Team [www.businesssts.co.uk](http://www.businesssts.co.uk) 01670 841268 or email: [training@northland.ac.uk](mailto:training@northland.ac.uk)
- 3.8. Learners on Full Cost Recovery courses (i.e. courses for which no Agency funding is received) are not to have their fees waived under any circumstances.
- 3.9. Learners aged 19+ undertaking a Level 3/4/5/6 (with the exception of Higher Education courses) will need to apply for an Advanced Learning Loan or pay the fees themselves, unless it is their first full level 3 qualification.

### *Apprenticeships*

- 3.10. Due to the introduction of the Apprenticeship Levy, learners enrolled on Apprenticeship programmes are subject to complex funding arrangements that involve the participation of employers and contribution criteria dependent upon a variety of factors.
- 3.11. Employers will fund the Apprenticeship through either the digital account or government-employer co-investment. These funds will only be used to pay for training and assessment, including end-point assessment to attain an apprenticeship that is eligible for funding up to the limit of the funding band.
- 3.12. Employers who do not pay the Apprenticeship levy will be required to pay a 10% contribution of the agreed Apprenticeship cost to the College and the other 90% will be Government funded.
- 3.13. Employers who do pay the Apprenticeship levy will pay the full cost of the Apprenticeship via their digital account. Where the monthly cost of the Apprenticeship cannot be met fully by funds from this digital account (due to insufficient funds), the employer must co-invest 10% of the outstanding balance for that month.
- 3.14. Employers with under 50 employees will not be required to pay a 10% contribution to training Apprenticeships if the Apprentices are aged between 16 and 18. Additionally, if the Apprentice is a care leaver, or subject to an EHCP and aged between 19 and 24 the employer will be exempt from making a 10% contribution.

### *Higher Education*

- 3.15. Tuition fees for HE courses are set by the College following discussion with HE partners and HEFCE. Fees for 2016/17 have been agreed as follows:
  - £6,500 for Full Time courses
  - £3,800 for Part Time courses

### *School Pupils*

- 3.16. Students under the age of 16 as at 31<sup>st</sup> August 2017 are not eligible for Agency funding without express written permission from the Agency. Therefore where school pupils attend the College on a part time basis as part of their school education the funding is negotiated between the College and the school. The College receives significant benefits from working with schools in terms of progression to our FE programmes and as such, the College effectively looks to recuperate its costs only in the delivery of schools related activity.
- 3.17. Since the Agencies will not fund courses taken by learners aged under 16 who wish to take an evening class out of school hours it is College policy to charge the course fees as quoted in the part-time prospectus (providing prior approval for the enrolment is given by the school, the parent/guardian and the Course Leader or lecturer).

### *International Students*

- 3.18. Since Agency funding only extends to home or European Union (EU) learners, it is College policy to charge other learners (International Students) a special international fee determined and agreed by both Vice Principals and Director of Finance, ICT & Data. Any agreed additional learning support will be charged in addition to this fee.

### *Commercial Work*

- 3.19. Commercial and full cost work will be assessed on an individual basis and must be commercially viable.

### *Deviations from Fee Policy*

- 3.20. It will remain the policy of the College to authorise each Head of Academy to challenge the tuition fee to be charged for any of the learning aims delivered by his/her Academy.
- 3.21. The challenge can only be from a commercial perspective i.e. by proposing a fee or the packaging of a program that does not comply with the guidance above in order to generate increased revenue for the College.
- 3.22. The challenge must be documented and presented to the College Academic Board, accompanied by a robust business case.
- 3.23. Any variations must have prior approval from the Chair of the Academic Board, who has the final say on the matter.

### *Financial Support*

- 3.24. Learners may be able to obtain financial support for fees or other costs where they are experiencing difficulty in commencing or continuing their studies. Learners should contact the College Help Hub which is located in the reception area of the College.

## **4. Fee Remission Policy**

### *Adult Learners Full-Time*

- 4.1. The College follows Agency policy in that tuition fees are not charged for adult learners, who are eligible for fee remission, 19-23 year olds studying for their first full level 2 qualifications, or for 19-23 year olds studying for their first full level 3 qualification. It is also College policy that no full-time adult learner will be charged **ANY** fees for any Functional Skills or GCSE Maths or English.

### *College Staff*

- 4.2. Tuition fees for Agency funded part-time courses attended by College staff are normally remitted subject to the approval of the line manager and budget holder. If attendance would fall inside of the normal contracted working hours this must be agreed in advance with the line manager along with an agreed amended working pattern.
- 4.3. College staff will be charged the registration fee only although this fee can be waived by the College Continual Professional Development (CPD) Panel only if the course is considered as essential staff development.
- 4.4. This remission does not apply for Teacher in Education courses, Degree Programmes, Masters Degrees or Doctorates, however staff can submit an application to the CPD Panel for a contribution of up to £400.

### *Higher Education*

- 4.5. HE learners wishing to enrol for part-time Agency funded courses are not entitled to fee remission. These learners are eligible to apply to the College for support and assistance in paying the course fees for any Agency funded qualification.

### *19+ Adult Learners*

- 4.6. Learners aged 19+ undertaking a Certificate or Diploma course at Level 3/4/5/6 (with the exception of Higher Education courses) will need to apply for an Advanced Learning Loan or pay the fees themselves, unless this is their first full Level 3 qualification.

## **5. Examination and Registration Fees**

- 5.1. All learners whose fees are not eligible for remission are normally charged the fee set by the examination boards/awarding organisations for entering examination at the time of enrolment.
- 5.2. It is currently College policy that examination entry fees are not charged to 19+ learners whose tuition fees are eligible for remission provided the following criteria are met:
  - It is the learner's first attempt at the examination at this centre.
  - The relevant subject lecturer approves the entry. If a learner's examination entry is not supported by his/her lecturer (for example due to poor attendance or lack of progress), the examination fee is charged.
- 5.3. 19+ learners retaking examinations previously undertaken at the College may be charged the examination fee, which would be payable prior to the examination entry. **Please note: students with Advanced Learning Loans will not be able to add the costs of re-sits to their loan, and will be liable to pay costs incurred.**

- 5.4. 19+ learners who fail to take the examination without good reason are charged the examination/awarding body fee, except where the absence is due to illness and a doctor's certificate can be provided. **Please note: students with Advanced Learning Loans will not be able to add the costs of re-sits to their loan, and will be liable to pay costs incurred.**
- 5.5. The policy to remit examination fees for those learners aged over 19 whose tuition fees are remitted does not extend to the cost of registration with a professional body such as AAT, CMI and NEBOSH, these fees must be paid by the learner or employer.

## 6. Other Fees

- 6.1. Some programmes require materials, equipment and/or clothing, an additional separate charge may be made for these and learners should check before enrolling on the course. These fees must be paid by all learners or employers.

## 7. Refund of Fees

- 7.1. It is College policy that a full refund of fees paid by learner/employer is approved only in the following circumstances:
- If a course is cancelled by the College.
  - If a learner's complaint regarding the quality of the delivery of a course or about the advice/guidance provided and verified by the Director of Student Services following an investigation in accordance with the College's complaints procedure. It is expected that any complaints will be made within 3 weeks of the issue arising and this will be taken into account in deciding whether a refund will be made.
- 7.2. It is College policy to approve a pro-rata refund calculated on the basis of the number of actual attendances less a £30 administrative charge in the following circumstances:
- If a learner withdraws from a course due to illness or as a result of a change in employment or having to leave the area for employment reasons.
  - If a learner notifies the College to cancel his/her place on a course before the commencement of the course.
- 7.3. All other requests for fee refund will be at the discretion of the Vice Principal Quality, Learning and Outcomes and will only be considered in exceptional circumstances.
- 7.4. Learners requesting refunds must apply in writing to the Vice Principal Quality, Learning and Outcomes who will pass any approved refunds to the Finance department for processing.

7.5. A refund of exam fees will only be made if a learner withdraws his/her entry for an examination and the College is able to obtain a refund from the examination board.

## **8. Payment**

8.1. Costs to the learner of the programme of study will be identified as fully as possible and communicated to the learner in a timely manner.

8.2. Fees will be due at time of enrolment however instalment options are available (see below).

8.3. Employers or sponsors who are funding learner's fees must provide the learner with a letter of support for them to submit at enrolment stating that they will be funding the learning. Letters must be the original, on headed paper and signed, no photocopies will be accepted and the learner will not be able to enrol without this letter of support.

8.4. HE learners, and those paying for courses with Advanced Learning Loans are expected to pay on enrolment, unless their employers are paying or they are awaiting a decision from the Student Loans Company (SLC), for both of which formal evidence must be provided. Learners are informed to bring a copy of the SLC document when received, and if this shows that the SLC will not pay, the learner will be invoiced.

### ***Instalments***

8.5. Instalment programs are only available to individual learners, not employers.

8.6. All fees should be paid in full at time of enrolment unless the learner makes a specific request to pay in instalments.

8.7. Learners wishing to pay by instalment have the option to do this via 'FlexEd', an external company.

8.8. Payment in full must have been made before the end of the course.

## **9. Debtors**

9.1. It is proposed that College policy be applied to the following sanctions for any learner who has not paid their tuition fees in full at the end of the academic year:

- Exam certificates will be withheld.
- References for employment will not be issued.

9.2. The learner will not be permitted to progress to the next year of study or another course at the College.

9.3. Any student who falls into arrears with their proposed payment plan and fails to bring the arrears up to date when requested can be removed from their program of study.



9.4. The College employs normal business processes to recover amounts due. This will involve invoicing, debt chasing, referral to debt collection agency, and ultimately court action.

**10. Distribution**

10.1. All staff and students via the intranet

10.2. Externally via the College website

## Appendix 1

### Tuition Bands for Learner Responsive Provision (*Not 19+ Advanced Learning Loans*)

	<b>Fee Band Description</b>	<b>2016/17</b>	<b>2017-18 Proposed increase of 5%</b>
<b>HF</b>	Full Time - Higher Ed	6000	6500
<b>HP</b>	Part Time - Higher Ed	3600	3800
<b>HD</b>	Part Time - Foundation Degree	3600	3800
<b>V1</b>	NVQ band 1 - F/T College based	1997	2097
<b>V2</b>	NVQ band 2 - Mixed / Part time	910	956
<b>V3</b>	NVQ band 3 - Work based	600	630
<b>A</b>	Part Time Fee Band 9 to 19 GLH	57	60
<b>B</b>	Part Time Fee Band 20 to 29 GLH	102	107
<b>C</b>	Part Time Fee Band 30 to 39 GLH	142	149
<b>D</b>	Part Time Fee Band 40 to 49 GLH	183	192
<b>E</b>	Part Time Fee Band 50 to 59 GLH	223	234
<b>F</b>	Part Time Fee Band 60 to 89 GLH	284	298
<b>G</b>	Part Time Fee Band 90 to 119 GLH	425	447
<b>H</b>	Part Time Fee Band 120 to 149 GLH	546	573
<b>I</b>	Part Time Fee Band 150 to 179 GLH	668	701
<b>J</b>	Part Time Fee Band 180 to 209 GLH	789	828
<b>K</b>	Part Time Fee Band 210 to 239 GLH	910	956
<b>L</b>	Part Time Fee Band 240 to 269 GLH	1031	1083
<b>M</b>	Part Time Fee Band 270 to 299 GLH	1153	1211
<b>N</b>	Part Time Fee Band 300 to 329 GLH	1274	1337
<b>O</b>	Part Time Fee Band 330 to 359 GLH	1395	1465
<b>P</b>	Part Time Fee Band 360 to 389 GLH	1516	1592
<b>Q</b>	Part Time Fee Band 390 to 419 GLH	1638	1720
<b>R</b>	Part Time Fee Band 420 to 449 GLH	1759	1847
<b>S</b>	Part Time Fee Band 450 to 539 GLH	1997	2097
<b>T</b>	Part Time Fee Band 540 to 729 GLH	2563	2691

## Appendix 2

### Costs for 19+ Advanced Learning Loans

<b>A</b>	The charges for all 19+ Advanced Learning Loans are set against the LARS (HM Government Learning Aims Reference Service) weighted funding rate.
<b>B</b>	Depending on the qualification type and level LARS weighted funding rates range between £724 and £11,356
<b>C</b>	<ul style="list-style-type: none"> <li>Any variation from the LARS weighted funding rate must be applied for, by the relevant Head of Academy to the Academic Board for approval.</li> <li>All variation applications must be accompanied by a robust business case.</li> <li>The Chair of the Academic Board has the final decision on all variation applications</li> </ul>

## Appendix 3

### Full government funding

	Provision	Learner
1	16-18 learners	Learners aged 16-18 on the 31 <sup>st</sup> August 2017
2	English and maths qualifications and units to help adults progress to GCSE A* to C (Level 2)	Learners aged 19 and over
3	Traineeships to help young people progress to an Apprenticeship or other job	Young people aged 16 to 24
4	Qualifications and units (up to and including Level 2) to help adults into work	Learners aged 19 and over
5	Qualifications and units (Level 3 or above) to help adults into work	Learners aged 19 to 23
6	Entry and Level 1 qualifications (not English, maths or ESOL) to help adults to progress to their first full level 2	Learners aged 19 to 23
7	First full Level 2 qualification	Learners aged 19 to 23
8	First full level 3 qualification	Learners aged 19 to 23

### Contributory Government Funding (Co-Funded)

The SFA will contribute funding, as shown in table below, to promote shared responsibility for investing in skills, recognising that in most cases, and especially at higher levels, most of the benefit goes to the learner by way of increased wage gains and progression and to the employer by having a higher skilled, more productive workforce.

	<b>Provision</b>	<b>Learner</b>
1	Intermediate-level Apprenticeships (Level 2)	Apprentices aged 19 and over
2	Advanced-level Apprenticeships (Level 3)	Apprentices aged 19 and over
3	Higher Apprenticeships (at Levels 4,5 and 6) – non-prescribed HE qualifications	Apprentices aged 19 and over
4	Entry, Level 1 and Level 2 qualifications	Learners aged 19 and over who do not qualify for full-funding
5	Level 3/4/5 qualifications	Learners aged 24 and over have access to 19+ Advanced Learning Loans
6	Second Level 3	Learners aged 19+