



**Tresham**  
College of Further and Higher Education

# Tuition Fee Policy 2016-2017

**Effective from date:** August 2016  
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## CONTENTS

- Section 1: Introduction
- Section 2: Publication of Fees to be charged
- Section 3: Payment of Fees
- Section 4: Fee Levels
- Section 5: Advanced Learner Loans
- Section 6: Work Based Assessment Fees and Employer Responsiveness Funding
- Section 7: Full Cost Recovery
- Section 8: College for Schools
- Section 9: Higher Education
- Section 10: Refund Procedures & non-payment of fees
- Appendix 1: Key financial Information for Learners

*This document is based on the best information available at the time from the College's principle funder, the Skills Funding Agency (SFA). While the College would be reluctant to do so, it reserves the right to change it should SFA guidance significantly change.*

## **SECTION 1 - INTRODUCTION**

- 1.1** 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.
- 1.2** “Tuition fees” as referred to in this policy apply to learners aged 19+ that are co-funded by the Skills Funding Agency (SFA). Separate sections of the policy address the fee expectations that relate to learners funded by non-SFA agencies and or via an “Advanced Learning Loan”.
- 1.3** Consequently, fees will generally be calculated in line with recommended fee rates specified by the SFA, which will represent 50% of the cost of the programme. Variations to this policy will be agreed on an exceptional basis by the Vice Principal Finance and Corporate Services
- 1.4** Fees cover the full contribution required from learners and cover all associated elements, including tuition, awarding body registration and exam fees. A registration fee in addition to these costs is also payable per course, see section 1.5. For certain courses a material charge will also be included.
- 1.5** A registration fee of £50 is payable per enrolment, with the exception of 16 – 18, HE, distance learning, international, or unemployed learners claiming fee remission. This fee is refundable to the learner upon the achievement of his / her qualification. To receive the registration fee refund the learner is required to apply to the Head of Finance by the end of November 2017, or for courses which have duration of more than one year, within three months of achievement. In circumstances where the learner has enrolled on more than one course, the refund will only be given for the courses which have been achieved. Any amounts still owing by the learner to the college, including the cost of outstanding library books, will be deducted from the registration fee refund.
- 1.6** The published fees do not include the circumstances where certain courses require **all** learners to purchase special equipment and/or uniforms. These will be charged in addition to the published fees and will be made clear to learners at the various information sessions they attend. Learners will keep the uniforms and equipment they have purchased through this route when they leave.
- 1.7** If learners wish to benefit from any educational trips, they will be expected to pay for those as well.

## **2 SECTION 2 – PUBLICATION OF FEES TO BE CHARGED**

- 2.1** The definitive guide for fees to be charged within the College is the College Reporting System, the detail of which is generally reflected on the Website. This will be the fee that will be charged regardless of any other information that may have been disclosed to a learner by a member of staff. This is once again due to the complexity of the rules that govern who should be charged and how much they should be charged.
- 2.2** The fee information published in the prospectuses is correct at the time of going to press, but due to timing issues this is before the funding arrangements for the year have been confirmed. Consequently they can change significantly.

- 2.3** To make communication as consistent and accurate as possible, the Customer Services Team, or for Higher Education learners the Higher Education office, will be the only conduit for communicating fee and payment arrangements to learners. It is to these members of staff that any queries should be raised.
- 2.4** The complexity of the various rules also means that confirming evidence and eligibility for certain programmes can take some considerable time after enrolment has actually taken place.

### **3 SECTION 3 – PAYMENT OF FEES**

Arrangements to pay the fee will be made at enrolment. Full payment will reserve a place on the relevant course. Fees are non-refundable, however should the course not go ahead for whatever reason then provided the learner does not enrol on any other course, it will be refunded.

- 3.1** For all courses whose duration is under 1 week, all fees must be paid in advance of the course start date. For other courses, and where a learner is sponsored by a company or a learner meets the criteria to pay by instalments (see section 4.6) then payment can be made later in line with agreed College process and evidential requirements. A reminder for fees and completion of a standing order mandate will be sent to each learner in late August.
- 3.2** If learners do not meet the agreed payment arrangements made at enrolment, then the College reserves the right to remove the learner from the course at its discretion.
- 3.3** Payments will not be accepted by cheque, unless authorised by the Head of Finance. If payment by cheque is approved and the cheque is subsequently returned unpaid by the bank, a charge of £15 will be implemented for its re-submission to the bank.
- 3.4** If a learner withdraws or is excluded from the course after the course start date or does not attend the course they have enrolled on they will still be liable to pay the full fee.
- 3.5** Fees are payable at the levels specified regardless of when the learner starts therefore if a learner starts part way through a course, then the full fee is still payable.
- 3.6** Fees charged to students under these procedures must not be waived or discounted on an individual or cohort basis without the written authorisation of either the Principal or the Vice Principal Finance and Corporate Services.
- 3.7** If fees are agreed to be waived then the Customer Services Teams at each campus must be informed to ensure the correct amounts are taken.
- 3.8** All staff employed by the College will be eligible to a discount of 25% of the course fee, excluding exam and materials costs. This will be subject to availability of places on the relevant course. The College also reserves the right to review the arrangement if a member of staff leaves the College for whatever reason. In such circumstances any outstanding fee will be payable immediately.

## **SECTION 4: FEE LEVELS**

### **4.1 Full Time Courses – SFA / EFA Funded**

**16-18: £nil**

Although no fees are payable by this cohort, the introduction of study programmes for 16-18 year olds has created difficulties for part time learners and learners wanting to transfer to Tresham part way through their course from another organisation.

Funding is now allocated to the individual rather than to the qualification. This means that any learner wishing to transfer to the College for all or part of their studies part way through the year must make arrangements to ensure that their previous institution passes over the proportion of funding that Tresham will then deliver. Failure to do will mean that the College cannot accept such learners.

**19+:** £1,200 plus £50 college registration fee

Learners returning on the second year of a two year programme £980 plus £50 college registration fee

Learners following a programme that had been marketed as a two year programme will have any fee increase capped to no more than 3% increase from 2015-16

### **4.2 Other Full Time Students**

Tuition fees for full time students who do not fit into the above categories will be set by the Vice Principal Finance and Corporate Services

### **4.3 Part Time Courses – SFA Funded**

**16-18: £ nil,**

**19+:** set at 50% of the qualification value plus £50 college registration fee and other amounts as relevant for the programme.

The Vice Principal Finance and Corporate services is authorised to adjust the fees set for part time course should the application of the 50% SFA principle significantly disadvantage the College compared to its competitors.

Certain “high demand” programmes, for example those that were oversubscribed in 2015-16, as advised by the Vice Principal Finance and Corporate Services, can have a higher fee assigned up to 100% of the qualification value.

The College registration fee is non-refundable and is to be paid at interview or enrolment stage. Learners following a programme that had been marketed as a two year programme will have any fee increase capped to no more than 3% increase from 2015-16.

#### **4.4 Fee Remission**

Fee remission entitles the learner to receive their training “fully funded” by the SFA and so tuition fees would not normally be payable.

The College will grant fee remission in line with the categories and criteria that the SFA stipulate in their guidance which changes periodically. When confirmed for 2016-17, the SFA guidance will be appended to this policy.

Learners claiming fee remission, excluding the unemployed, are still required to pay the £50 registration fee.

#### **4.5 Claiming Fee Remission**

Students wishing to claim fee remission must enrol in person supplying the required pieces of evidence which will be stated at the end of this policy when they are confirmed by the SFA. For this reason, learners wishing to claim fee remission cannot enrol over the telephone.

#### **4.6 Payment by Instalments**

For courses longer than a week in duration, and where the fee is £300 or more (excluding the registration fee), students may pay in instalments, but will be charged an administration fee of £30, 25% of the fee is due at registration, with the balance being paid in equal instalments, for a maximum of five instalments. Such payments will be made by monthly standing order. Full payment is required prior to the course planned end date.

The agreement by the College to allow a learner to pay by instalments does not alter the liability of the learner to pay the full fee. If a learner withdraws or excluded without having fully paid all instalments due, the remaining instalments fall immediately due.

#### **4.7 Exam Fees**

All re-sits of examinations, with the exception of functional skills and basic skills, will incur the re-sit charge at the full rate determined by the appropriate awarding body plus an administration fee of £10. One re-sits of the functional / basic skills exam costs will be College funded. Where there is no apparent awarding body charge a £5 administration fee may be charged.

All students requesting a re-issue of a replacement certificate will be charged at the rate set by the awarding body plus a £10 administration fee.

The College does not act as an exams centre for other organisations or private candidates. Exceptions may be made, however, at the discretion of the Head of MIS & Exams and would be subject to a fee to cover awarding body, invigilation, administration and any other associated costs

**Any decision to waive the right to collect these fees will be taken as per paragraph 3.6**

## **SECTION 5 – ADVANCED LEARNING LOANS**

Learners aged 19+ studying certain eligible programmes at level 3 or higher do not receive any funding to subsidise their study. Instead they can apply, via the College, to the Student Loan Company for a loan to finance their fees.

However, despite that, the policy of the College will be to comply with the extensive guidance issued by the SFA, and for most learners, the fee charged will generally be that published on the database of learning aim values.

Should a learner funded by this route leave their course early, either by withdrawing or being excluded, then the full fee will become payable despite the Student Loan Company no longer making funds available. This is consistent with the provisions in the section regarding instalment plans.

## **SECTION 6 – WORKBASED & WORK PLACE LEARNING**

### **6.1 Work Based Learning (WBL) Learners for other SFA funded providers**

The College contracts with other SFA funded training providers who wish to purchase WBL training and assessment services. It is expected that each Training Provider will enter into a contract which outlines the roles, responsibilities and services to be provided agreed by both parties and that a fee of 80% of the funded value will be charged by the College to the funded provider in line with SFA expectations.

### **6.2 Workplace Learning**

Eligible learners studying apprenticeship programmes that are fully or partially assessed in the workplace at level 2 or level 3 will be charged a rate subject to negotiation which must be agreed by the Vice Principal Finance and Corporate Services and the relevant Director.

## **SECTION 7 - FULL COST RECOVERY**

### **7.1 Provision/assessment/verification in the work place**

Such fees are generally negotiated responsively and consequently they will be determined by the College on a case by case basis to ensure it remains competitive. In arriving at the fee, all delivery costs should be taken into account, the competitive nature of the provision and where ever possible should include a minimum gross contribution of 50% to college overheads.

In some circumstances, to remain competitive, the above may be waived, and the course runs at a lower contribution level. However this should be on the basis that such courses have a potential to generate higher levels of income in the future, provide a feeder into other courses or are run in order for the College to meet its objectives and targets.

Where such courses are proposed then they must be agreed by the Principal or Vice Principal Finance and Corporate Services

## **SECTION 8 - COLLEGE FOR SCHOOLS**

Schools will be charged at rates based on delivery costs.

These rates include resources and staff travel costs depending on where the delivery is taking place, either in College or in Schools, although Schools will be expected to provide resources for delivery in School and some courses may incur additional charges for materials, exams, travel or learning assistant's time.

Schools will be invoiced at the beginning of each term.

## **SECTION 9 - HIGHER EDUCATION FEES**

The College delivers Higher Education programmes to learners in partnership with the University of Northampton and the University of Bedfordshire, where the fees will be charged in accordance with the prevailing policy of the relevant University.

For Higher Education courses delivered by Tresham College direct the full time fee is set as £5,750 for 2016/17, and £5,950 for 2017/18. The part time fee is set as £2,950 for 2016/17, and £3,150 for 2017/18.

Learners in Higher Education programmes are not subject to the £50 registration fee, or its corresponding refund.

Learners will also be able to apply for a Tuition Fee Loan through Student Finance England. Learners paying for their fees through this route must apply and fully complete the student loan application process by December, failure to do this will result in the fees becoming payable by the learner direct, and may result in the suspension of the learner from the course, and legal action to recover all outstanding amounts,.

If a learner withdraws or is excluded from the course after the course start date or does not attend the course they have enrolled on they will still be liable to pay the full fee.

## **SECTION 10 - REFUNDS & NON PAYMENT OF FEES**

### **10.1 Non-payment of fees**

All learners are required to pay in full all fees in accordance with the expectations laid out in this policy.

The agreement by the College to allow a learner to pay by instalments does not alter the liability of the learner to pay the full fee. If a learner withdraws or is excluded without having fully paid all instalments, all outstanding amounts will fall immediately due.

Failure to pay all fees by the due dates may result in the suspension of the learner from the course, the withholding of any exam certificates that might have been achieved and also legal action to recover all outstanding amounts,.

## **10.2 Refunds for the cancellation of Programme of Study**

If a course is cancelled a refund will be automatically generated, via the Customer Services Team. Authorisation to cancel a course is required from the senior lead on curriculum matters.

For Higher Education programmes delivered in partnership with a University, fee refunds will be made in accordance with the prevailing policy of that University.

## **10.3 Other Refunds**

If a learner withdraws from the course after the course start date or does not attend the course they have enrolled on there will be no refund of payments made (including tuition, material, registration and exam fees). In exceptional circumstances, The Vice Principal Finance and Corporate Services or Head of Finance may agree to either defer payment or offer a refund to the extent the College has not incurred third party costs such as for exam fees. All such refunds will be subject to an administration charge of £75 or the value of the refund if this is less than £75. In such cases the learner must apply to the Vice Principal Finance and Corporate Services or Head of Finance in writing for a refund. If the refund request is due to a serious medical condition a medical certificate will be required as evidence. In the event of a refund being authorised, exam fees will only be refunded if they have not already been paid to the relevant Examinations Board.

## APPENDIX 1 – KEY FINANCIAL INFORMATION FOR LEARNERS

1. **Fees are non-refundable**
2. **If a learner (including Higher Education and learners in receipt of a advanced learning loan) withdraws or is excluded from the course after the course start date or does not attend the course they have enrolled on they will still be liable to pay the full fee**
3. The Fee published is correct at the time of print, and maybe subject to change.
4. The fee charged includes exam fees, but does not include special equipment required, uniforms or trips.
5. Each enrolment (with the exception of 16-18, HE, distance learning, international or unemployed learners claiming fee remission) attracts a £50 registration fee, which is added to the overall fee upon enrolment. This fee is refundable to the learner upon the achievement of his / her qualification. To receive the registration fee refund the learner is required to apply to the Head of Finance by the end of November 2017 or for courses which have duration of more than one year, within three months of achievement. In circumstances where the learner has enrolled on more than one course, the refund will only be given for the courses which have been achieved. Any amounts still owing by the learner to the college, including the cost of outstanding library books, will be deducted from the registration fee refund.
6. Fee remission eligibility is correct at time of print, but maybe subject to change.
7. Maths and English part time courses, for 19+ learners, incur a £50 tuition fee, in addition to the registration fee. This fee also payable by unemployed learners.
8. Learners claiming fee remission are required to enrol in person and supply all the required evidence to support their claim. Learners claiming fee remission, except those unemployed, are still liable to pay £50 registration fee.
9. Payments will only be accepted by cash, credit card, debit card, standing order, on-line banking or through the student loan company.
10. For all courses which are under 1 week duration, all fees must be paid in advance. For longer courses where the fee is above £300 (excluding the £50 registration fee) learners may pay by instalments, which will attract an additional administration fee of £30.
11. Learners paying by instalments are required to pay 25% at registration, with the balance being paid in equal instalments, for a maximum of 5 instalments. Full payment is required prior to the course planned end date.
12. Any standing order payments received from the learner's bank, due to an error with their bank, will not be refunded directly by the college, but will need to be reclaimed direct from the learner's bank by the learner.
13. All exam resits are subject to a charge.
14. Learners aged 19+ who are studying certain programmes can apply for a student loan.
15. Should a learner funded by this route leave their course early, either by withdrawing or being excluded, after the course start date or does not attend, the full fee is still payable. The student Loans Company will cease payment upon withdrawal, any balance outstanding will then be payable by the learner.
16. For learners on Higher Education courses, the above conditions are still applicable. Learners paying for their fees through ~Student Loans must apply and fully complete the student loan application process by December, failure to do this will result in the fees becoming payable by the learner direct. Student Finance England will only

cover the cost of fees up to the point of withdrawal/exclusion and will not pay for any fees owed after this date. Any balance outstanding will then be payable by the learner.

17. Student Finance England will only cover the cost of fees up to the point of withdrawal/exclusion and will not pay for any fees owed after this date. Any balance outstanding will then be payable by the learner.
18. Failure to pay all fees may result in legal action, which will result in additional costs.
19. Refunds, other than that of the registration fee, will only be given when a course is cancelled. In exceptional circumstances the learner can apply for a refund in writing to the Vice Principal Finance and Corporate Services or Head of Finance. Only the Vice Principal Finance and Corporate Services or Head of Finance can approve refunds, and their decision is final. In the event of a refund being authorised, exam fees will only be refunded if they have not already been paid to the relevant Examinations Board, Any refunds are subject to a £75 admin charge.
- 20. All fee and payment queries should be discussed with customer services, or for Higher Education learners the Higher Education office, and not teaching staff.**