



Tuition Fee Policy 2017-2018

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This document is based on the latest information available from the Education Funding Agency (EFA) and the Skills Funding Agency (SFA). While the College would be reluctant to do so, it reserves the right to change the policy should guidance significantly change.

Effective from date: August 2017
Planned review date: February 2018

1 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 generally apply to learners aged 19 or over who are co-funded by the Skills Funding Agency (SFA). Separate sections of the policy address the fee expectations relating to learners funded by other agencies or via an Advanced Learner Loan.
- 1.3** Fees will be calculated in line with recommended fee rates specified by the SFA and will generally 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** Course fees cover the contribution required from learners and include associated elements such as tuition, awarding body registration and exam fees.
- 1.5** 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.
- 1.6** 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 ProSolution, the student records 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 due to the complexity of the funding 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 this may be before the funding arrangements for the year have been confirmed. Consequently fees can change significantly.
- 2.3** To make communication as consistent and accurate as possible, the Customer Services Team or for Higher Education students, the HE office, will be the only conduit for communicating fee and payment arrangements to students. It is to these members of staff that any queries should be raised.
- 2.4** The complexity of the various funding rules also means that confirming evidence and eligibility for certain programmes can take some time after enrolment has actually taken place.

3 SECTION 3: PAYMENT OF FEES

- 3.1** Arrangements to pay the fee will be made at enrolment. Full payment will reserve a place on the relevant course. Fees are non-refundable unless the course does not go ahead and the learner does not enrol on another course.
- 3.2** If the course duration is less than one week, fees must be fully 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.
- 3.3** The College reserves the right to remove the learner from the course at its discretion if the learner does not meet the agreed payment arrangements made at enrolment.
- 3.4** 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.
- 3.5** 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.
- 3.6** 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.
- 3.7** 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.
- 3.8** If fees are agreed to be waived then the Customer Services Teams at each campus must be informed.
- 3.9** The College offers a 25% staff discount for its employees. This is subject to the 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: FEES – Classroom-based Learners

4.1 14-16s/Under 16s

If the learner has been home-schooled, the College may be able to claim full funding and there would be no tuition fees payable. If the College agrees to accept other learners in this age category, the fees charged will reflect the funding received for a 16-18 year old enrolled on the same programme of study.

4.2 16-18s

Although no fees are payable by this cohort, the introduction of study programmes for 16-18 year olds has created difficulties for learners wishing to transfer to another

organisation after their course has started and for those who wish to study at different organisations at the same time.

Funding for this age group is allocated to the individual rather than to the qualification. This means that any learner wishing to transfer to the College for all or some 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 so will mean that the College cannot accept such learners.

4.3 Aged 19 years or over

There will be no tuition fee for qualifications which are classed as fully-funded, such as English and Maths, but these courses will incorporate a non-refundable £100 administration fee which is payable on enrolment.

Where the qualification is classed as co-funded, 19+ learners will be expected to contribute 50% of the funding value for each subject taken. This means fees will vary for different qualifications. However, learners may be exempt from paying fees on eligible courses under certain circumstances, for example if the learner is unemployed and seeking employment or the learner is aged 19-23 and enrolls on their first full level 2 or first full level 3 qualification.

Advanced Learner Loans may be available for 19+ learners enrolling on eligible higher level qualifications (level 3 and above). Fees for these courses will typically match the funding value of the qualification and will cover the full duration of the course. See Section 5 for further details.

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

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.

Students wishing to claim fee remission must enrol in person and complete the relevant declaration forms.

4.5 Payment by Instalments

For courses whose duration is more than one week and where the fee is at least £200, students may pay in instalments. An administration fee of £30 will be charged and 25% of the fee is due at registration with the balance being paid in equal instalments. A maximum of eight instalments is allowed with payments being made by monthly standing order. However, full payment is required a month 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 is excluded without having fully paid all instalments due, the remaining instalments fall immediately due.

4.6 Exam Fees

All re-sits of examinations, with the exception of functional skills, will incur the re-sit charge at the full rate determined by the appropriate awarding body plus an administration fee of up to £10. If there is no awarding body cost, a £10 administration fee will be charged.

Where the College is able to act on the student's behalf to obtain a replacement certificate, the fee charged will be 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 3.7

SECTION 5: ADVANCED LEARNER LOANS

- 5.1** 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. The fee charged will generally be the value of the qualification as published on the database of learning aims.

The Student Loan Company ceases to make payments to the College if a learner funded by this route leaves their course early, either by withdrawing or being excluded. In such cases, the full fee remains payable and the learner is responsible for paying any outstanding amounts.

SECTION 6: WORKPLACE LEARNING

6.1 Workplace Learning

All 16-18 Apprenticeship provision is fully funded by government and therefore no charge is put to either the learner or the employer. For 19+ Apprenticeships it is expected that the employer will contribute 50% of the framework value as expected by the Skills Funding Agency. In some circumstances the fee may be varied and in such cases they must be agreed by Vice Principal Business Development & Customer Experience or Vice Principal Finance and Corporate Services.

SECTION 7: FULL COST RECOVERY

7.1 Workplace Provision

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 some circumstances the fee may be varied and in such cases they must be agreed by Vice Principal Business Development & Customer Experience or Vice Principal Finance and Corporate Services.

SECTION 8: COLLEGE FOR SCHOOLS / SCHOOL LINKS

8.1 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 on school premises. Schools will be expected to provide resources for delivery on school premises 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

9.1 For Higher Education courses delivered directly by Tresham University Centre Northamptonshire, the full-time fee is set as £5,950 for 2017/18. The part time fee is set as £3,150 for 2017/18.

Fees for Higher Education programmes delivered in partnership with the University of Bedfordshire will be charged in accordance with their prevailing policy.

Students will be able to apply for a tuition fee loan through Student Finance England. Those students paying for their fees through this route must apply and fully complete the student loan application process by December 2017. Failure to do this will result in the student becoming responsible for the fees themselves and may result in the suspension of the student from the course and legal action to recover all outstanding amounts.

Students are also responsible for paying the full fee if they withdraw or are excluded from the course after the course start date or they fail to attend their course.

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 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. 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.

APPENDIX 1: KEY FINANCIAL INFORMATION FOR LEARNERS

1. Fees are non-refundable.
2. If a student (including Higher Education and learners in receipt of an Advanced Learner 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 but may be subject to change.
4. The fee charged includes exam fees but does not include special equipment, uniforms, trips or exam resit fees.
5. Fee remission eligibility is correct at time of print but may be subject to change.
6. All learners aged 19 or over will be charged a non-refundable £100 administration fee per subject when enrolling on a Maths or English qualification.
7. Learners claiming fee remission are required to enrol in person to complete the relevant declaration forms in support their claim.
8. Payments will only be accepted by cash, credit card, debit card, standing order, on-line banking or through the Student Loan Company.
9. For all courses which are under one week duration, full fees must be paid in advance. For longer courses where the fee is above £300, learners may pay by instalments. An administration charge of £30 is payable for this service.
10. Learners paying by instalments are required to pay 25% on enrolment. The balance must be made within a maximum of 8 equal instalments. Full payment is required prior to the course planned end date.
11. Standing order payments received in error from the learner's bank must be reclaimed by the learner directly from their bank. The payments will not be refunded directly by the College.
12. With the exception of Functional Skills exam resits, all other exam resits are subject to a charge.
13. Learners aged 19 or over who are studying eligible programmes may apply for an Advanced Learner Loan.
14. The Student Loans Company will cease their payments to the College should a learner funded by an Advanced Learner Loan leave their course before completion. If this applies, the learner becomes solely responsible for paying the full outstanding balance.
15. The conditions above also apply to Higher Education students who have taken out loans with Student Finance England. HE students are directly responsible for paying the full fees themselves if they fail to complete the student loan application process or they do not complete the course.
16. Failure to pay all fees may result in legal action and an additional charge to cover these costs.
17. Refunds 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, the exam portion of the course fee will only be refunded if it has not already been paid to the relevant examinations board. All refunds are subject to a £75 administration charge.
18. All fee and payment queries should be discussed with a member of the Customer Services Team or, for Higher Education courses, the Higher Education Office, and not teaching staff.