

BURY COLLEGE
FEEES POLICY
2019 to 2020

APPROVED BY THE CORPORATION BOARD 2ND JULY 2019

BACKGROUND

This document outlines the Fees Policy of Bury College. Tuition Fees are an important part of the income that Bury College generates for the education and training it delivers.

There are a range of factors that influence the Fees Policy, in particular Government priorities and funding rules.

1. CONTEXT

This Fees Policy has been developed to reflect the Education and Skills Funding Agency (ESFA) and Greater Manchester Combine Authority(GMCA) Priorities and Funding for 2019 to 2020.

The Funding Rules emphasise priorities in specific areas:

- **16 to 18 year olds** – funding to deliver high quality study programmes offering substantial qualifications, English and Maths, and other value added activities including work experience where appropriate, enabling students to progress to higher levels of study or skilled work.
- **Apprenticeships** – significant changes to the way apprenticeship funding works were implemented on the 1st May 2017, including:
 - o introduction of the apprenticeship levy
 - o introduction of the apprenticeship service - this is an online service that allows employers to choose and pay for apprenticeship training more easily
 - o introduction of a new 'co-investment' rate to support employers who don't pay the levy ('co-investment' is when employers and government share the cost of training and assessing apprentices)
- **Traineeships** – aimed at young people aged 19 to 24 who have left school and wish to get an apprenticeship or other employment but lack the basic skills and experience that employers are looking for.
- **English and Maths** – students have a statutory entitlement to fully funded English and maths to enable them to progress to Level 2 and achieve a GCSE in these subjects if they have not already done so.
- **First Full Level 2**– students have a statutory legal entitlement to a first full Level 2 qualification and will not pay fees.
- **First Full Level 3** – students aged 19-23 have a statutory legal entitlement to a first full level 3 qualification and will not pay fees.
- For the legal entitlement the government will specify the qualification offer available. There will be a defined list of qualifications focussed on high quality technical and professional qualifications.
- **Engaging Adults** – to provide the skills and learning they need to equip them for work, an apprenticeship or further learning.
- **Advanced Learner Loans** –Loans will be available to those aged 19 and above studying qualifications at levels 3 to 6. Those aged 19-23 retain a legal entitlement for their first full level 3.

2. POLICY OBJECTIVES

The objectives of this policy are:

- a) To provide a framework for setting tuition fees that is fair, transparent and clear.
- b) To ensure that tuition fees are set in accordance with government priorities and that the expectations of the funding bodies are met.
- c) To ensure efficiency and fairness in the fee collection procedures, and provide clarity relating to the refund policy, appeals and financial assistance.
- d) To ensure that the tuition fee income is optimised, whilst remaining competitive and reflecting the quality of the offer.

3. FEES STRUCTURE

Courses are available to all applicants.

It is the student's responsibility to provide information that is both accurate and complete at enrolment to ensure that correct decisions are made in relation to fees

3.1 Students Age 16 to 18 on August 31st 2019

In accordance with Education and Skills Funding Agency (ESFA) 2019 to 2020 Funding Rules, Bury College does not charge tuition, registration or examination fees to students aged 16-18 taking full or part-time courses funded by the ESFA.

However the Funding Regulations do allow colleges to apply reasonable conditions of attendance in order for students to qualify for free examination entry.

Bury College may charge students aged 16-18 for examinations and resits as follows:

- where the required attendance or completion of work has not been achieved.
- where the student fails without good reason to sit the examination
- where a student re-sits an examination resulting from an initial examination failure.
- where a student re-sits an exam with the aim of achieving marginal improvements in grades.

16 to 18 year old students can be requested to pay a voluntary, non-refundable contribution. Hence, a new student pays a one-off payment. This one-off contribution covers their period as a full time student at college irrespective of duration.

3.2 Students Age 19 and over on 31st August 2019

All courses are subject to the Funding Rules issued by the Education and Skills Funding Agency (ESFA) and the Greater Manchester Combined Authority (GMCA) and other funding organisations.

3.2.1 Courses are open to applications from all age groups. However, ESFA/GMCA funding for tuition fees will only be provided in relation to specific age groups, previous achievement and economic circumstances at the date the course commences. Eligibility for ESFA/GMCA full and co-funding is given in Appendix 1.

The ESFA/GMCA will fund 100% of the tuition fee for students who they fully fund.

The ESFA/GMCA will fund 50% of the tuition fee for students they co-fund. Learners will be required to pay the balance of their tuition fee.

The GMCA will fully fund students who have a legal entitlement to their first full level 2 and students aged 19-23 who have a legal entitlement to their first full level 3. There is a defined list of available qualifications published by the ESFA.

3.2.2 The ESFA/GMCA will **not** fund any qualifications at level 3 or above, **except** for Apprentices and students aged 19-23 with a legal entitlement to study for a first full level 3 qualification, as detailed in the ESFA and GMCA Funding Rules. The student is required to pay the ESFA/GMCA tuition fee in full. This fee includes all examination and registration fees. Students may be eligible for an Advanced Learner Loan from the Students Loans Company (SLC) to pay all or part of their fees. Advanced Learner Loans will be paid directly to the College by the SLC.

3.3 ENGLISH, MATHS AND ESOL

- 3.3.1** The ESFA/GMCA will fully fund students aged 19 or older, who have not previously attained a GCSE grade A* to C or Grade 4 or higher in English and maths, to study English and maths, as part of their legal entitlement. Qualifications available include GCSE English and maths, and Functional Skills English and maths from entry to Level 2.
- 3.3.2** For ESOL provision students that are aged 19 and over on the day they start their course will be fully funded if they are unemployed or employed on a low wage. All other students that are aged 19 and over on the day they start their course are co-funded by the ESFA/GMCA and the College will charge an economic rate for this provision.

3.4 APPRENTICESHIP AND WORKPLACE LEARNING

3.4.1 Apprenticeship Students

- i) Employers with 49 or less employees and a salary bill of less than £3 million will not make any contribution to the cost of training if the apprentice is aged between 16-18 or 19–24 and is a care leaver or has an Education and Health Care plan. If the apprentice is aged 19 and over, the Government will contribute 95% of the apprenticeship training costs. For employers with 50 or more employees and a salary bill of less than £3 million the Government will contribute 95% towards your training costs.
- ii) If the employers pay bill is more than £3million, they will pay an annual apprenticeship levy, which is 0.5% of gross annual payroll, less a £15,000 allowance. Digital accounts are also topped up by 10% each month by the Government. The funds within the account can only be used to fund apprenticeships.
- iii) Nationally, from 1 May 2017, all Apprenticeship Frameworks and Standards are set within a funding band. These bands will allow individual employers to discuss their needs with us and for a negotiated price to be agreed.
- iv) The upper limit of each funding band caps the maximum amount of digital funds an employer who pays the levy can use towards an individual apprenticeship. The upper limit of the funding bands will also cap the maximum price that government will 'co-invest', where an employer does not pay the levy or has insufficient digital funds and is eligible for extra government support.
- v) Where funds of the Levy payers' digital account are not sufficient to cover the negotiated price, the government-employer co-investment model will apply to the shortfall in Levy funds. The Employer will be required pay a fee as per the government-employer co-investment model in accordance with the Funding Rules. We will write to employers that this applies to, and they will be invoiced for the co-investment fee.
- vi) Apprenticeship Fees and payment method will be agreed before the start of the apprenticeship. Employers may pay fees by Direct Debit. The college will not ask an apprentice to contribute financially to the cost of their learning.
- vii) The Employer is responsible for the payment of the costs incurred for any resit of examination or assessment including, but not limited to, End Point Assessments.

3.4.2 Workplace Learning

- i) The GMCA will fully fund students who have a legal entitlement to their first full level 2 and students aged 19-23 who have a legal entitlement to their first full level 3. There is a defined list of available qualifications published by the ESFA.
- ii) Students aged 19 and over who are studying a qualification at level 3 or above may be eligible for an Advanced Learner Loan from the Students Loans Company (SLC) to pay all or part of their fees. The Advanced Learner Loan will be paid directly to the College by the SLC.
- iii) A resit fee will be charged to cover the cost of any additional examination re-sits if applicable.

3.5 ELIGIBILITY FOR FUNDING

- 3.5.1** Most individuals will be eligible for funding if they are a citizen of a country within the European Economic Area (EEA) or other countries determined within the EEA, or they have the Right of Abode in the UK, or they have been ordinarily resident in the EEA for at least the previous three years on the first day of learning
- 3.5.2** Other individuals could be eligible for funding as detailed in the ESFA/GMCA Funding Rules.
- 3.5.3** International students pay fees equivalent to ESFA/GMCA funding for specific qualification aims. Also, for international students, a levy may be charged to reflect any additional support provided. International student fees must be paid in full before commencement of the course.

3.6 FULL COST

The Full Cost fee will cover all direct and indirect costs plus a percentage profit, based on market demand. There are no concessions (including 16 to 18 students) for this provision. A 50% deposit will be required to secure a place on the course. Fees must be paid in full at least three weeks before commencement of the course.

Where Bury College offer a qualification that could be ESFA or GMCA or Loan funded as a commercial 'full cost' course students must be told that other providers may offer alternative funding routes.

3.7 HE COURSES

- 3.7.1** Higher Education courses which are categorised as indirectly funded will have a fee set in agreement with the validating HEI which will also take responsibility for collecting the fee from either the SLC for students financing their course through a tuition loan or from the student if they are self-funding.
- 3.7.2** Higher Education courses which are categorised as directly funded will have a fee set by Bury College who will also take responsibility for collecting the fee from either the SLC for students financing their course through a tuition loan or from the student if they are self-funding.
- 3.7.3** The majority of students will be able to access Tuition Fee loans via the Student Loans Company (SLC). The SLC letter must be provided at enrolment. If the SLC letter is not available the student must provide this as soon as possible. It is the responsibility of the student to complete their Student Finance application. However, help will be provided if necessary by the Student Information team.

3.7.4 Self-funding students can opt for the following payment plan:

3 payments: October (25% of the total fee)
 February (25% of the total fee)
 May (50% of the total fee)

3.7.5 Withdrawals

Students who leave in year will be expected to pay the following tuition fees either self funded or via the Student Loans Company (SLC):

Withdrawal Date	Fee Liability
Less than 2 weeks after enrolment	Nil
Before the end of the first term	25%
Before the end of the second term	50%
After the start of the last term	100%

3.7.6 Any student who has not paid their tuition fee in full at the end of the academic year will:

- i) Not have assessed work marked.
- ii) Will not be permitted to progress to the next year of study or enrol on another course at the College until the outstanding amount has been settled.
- iii) Will not be allowed to attend the graduation ceremony

3.7.7 For refunds and compensation please refer to the Bury College Refund and Compensation Policy.

3.7.8 Course Transfers / Changes in study mode

Students wishing to transfer to Bury College from another higher education institution (or vice versa) are advised to discuss the financial implications with both institutions before proceeding with the transfer.

Please note depending on the date of transfer into Bury College, students may still be liable for the full annual course fees even if the initial institution has claimed part liability.

Example: You transferred into Bury College to commence your course after term starts

- You started in September at Institution A and attended for a short period of time after their term start date.
 - o Institution A charges 25% of your annual fee then you transfer to Institution B (Bury College) in term one – Bury College will charge you the full annual fee

For internal transfers, course transfer dates will be aligned to students' points of engagement on both courses. Bury College will notify Student Finance of any change in course and fees.

3.8 **L.E.A. AND SCHOOL LINKS - PRE 16 FEES**

All Pre 16 courses are costed at an hourly rate, have a minimum group size and adhere to the following conditions:

3.8.1 Registration and examination costs, including re-sits, will be paid by the school.

3.8.2. Pupils withdrawing from their course prior to the completion of the autumn term in year 10 or 11 will be charged at the pro-rata rate for the number of weeks attended up to, and including, the final date of attendance.

3.8.3 Pupils withdrawing in either the spring or summer term of year 10 or 11 will be charged for the full academic year.

3.8.4 The rate per hour relates to the Bury College minimum group size. If the viability of any group becomes uncertain due to group size falling below the minimum number, Bury College will issue the school with an 'early warning' and explore possible solutions, which may include a fee increase.

3.8.5 Payment will be made whether or not students attend on a regular basis.

3.9 ELECTIVE HOME EDUCATED STUDENTS

Funding is drawn down from the ESFA for home educated students studying college courses. Specific eligibility criteria will apply and these will be set out in a contract between the learner, parents/carers and the college.

3.10 FEES FOR COURSES WITHIN EXTERNAL SPECIFIC PROJECTS/FUNDING INITIATIVES

There may be external specific projects/funding initiatives available in year. Fees for such courses will be calculated as specified within the project/initiative.

4. REFUND POLICY

4.1 No refund is given for full-time voluntary contribution.

4.2 A full refund will be given to a student who withdraws before the start date of a course.

4.3 Full Cost Courses

4.3.1 No refund is given for Full Cost courses after the start date.

4.3.2 Cancellations 14 days or fewer before the start date will incur a 50% cost.

4.3.3 Cancellations more than 14 days before the start date will incur a 10% cost (or minimum £25 fee)

4.4 For ESFA/GMCA funded courses of less than 24 weeks, no refund is given after the start date.

4.5 For ESFA/GMCA funded courses of 24 weeks or more an application for a refund of course fee must be made within the first six weeks of commencement of course. A £15.00 administration fee may be deducted from the refund. Any costs incurred for examination entry will not be refunded.

4.6 Requests for refunds should be made in writing to the Customer Services Co-ordinator, enclosing the College receipt and ID badge, together with a covering letter.

5. METHODS MODES AND TIMING OF PAYMENT

5.1 Payment can be made at enrolment by cash, cheque, visa/mastercard debit or credit card or through the On Line Gateway, in full or by recurring card payment(RCP). Payment can also be made via SLC Student Loans

5.2 The College will accept a letter confirming that the student's employer will pay and to subsequently invoice the employer.

5.3 Payment by instalment is permitted by setting up an online recurring card payment plan (RCP) at the time of enrolment with the exception of Full Cost courses. Full Cost course fees must be paid in full three weeks prior to the commencement of the course in all instances

- 5.4 If a student on an ESFA/GMCA funded courses withdraws from the course after 6 weeks the student will be liable for the balance of the fee to the end of the term in which they withdraw.
- 5.5 If a student has an Advanced Learner Loan it is the student and not the SLC who is liable for the full fee. If a student withdraws from the course after 6 weeks the SLC loan payments will cease and the student will be liable for the balance of the fee to the end of the term in which they withdraw.
- 5.6 Higher Education students. Please refer to Section 3.7 above.
- 5.7 The Consumer Contracts Regulations 2013 to be fulfilled by the College where appropriate, i.e. where contract is made without any face to face contact between the College and Student.

6. ADDITIONAL COURSE COSTS

There may be additional costs on some courses associated with obligatory residentials and/or the purchase of specialist clothing and/or equipment. These will be fully explained in the course-specific literature.

Where clothing and equipment is necessary for an ESFA/GMCA fully funded student to achieve their learning aim, a charge will only be made if the student retains such clothing or equipment. If an ESFA/GMCA fully funded student does not wish to retain clothing and equipment the student may borrow the clothing or equipment free of charge.

The College reserves the right to charge examination fees if students fail to sit their exam without good reason.

7. FINANCIAL ASSISTANCE

Students can enquire at Student Services regarding all forms of funding that they are entitled to receive to support their studies.

8. OUTSTANDING FEES

Any student who has not paid their fees, set up a payment plan or applied for a Loan after the first 6 weeks of their course will be withdrawn from their course of study.

Any student, who has fees outstanding from a previous year, will not be allowed to enrol until the outstanding amount has been settled.

In addition exam certificates may not be applied for, references will not be issued and the college may take legal action if the debt remains outstanding.

9. APPEALS PROCEDURE

In exceptional circumstances, a student has recourse to appeal to the Director of Planning & Information Services to waive or refund fees.

10. EQUALITY ANALYSIS

The college is required to follow the funding methodology prescribed by the ESFA and GMCA. This has age and circumstance related conditions which may negatively impact on the student.

For anyone excluded from free/reduced fees on the basis of age or circumstance as a result of national guidance, the same provision is available but at an increased fee based on actual cost of providing the service.

Advanced Learner Loans may be available for this provision.

2019/20	Legal entitlement qualification	Prior qualifications	Age Group	Unemployed	Low Waged	Employed	Workplace Learning
English and maths, up to and including level 2	Y	Has not achieved GCSE A*-C / 4-9 in relevant subject	19+	Fully Funded	Fully Funded	Fully Funded	Fully Funded
	Y	Has achieved GCSE A*-C / 4-9 in relevant subject		Co funded	Co funded	Co funded	n/a
Entry Level and Level 1	n/a	Has not achieved Full Level 2	19+	Fully Funded	Fully Funded	Fully Funded	n/a
	n/a	Has achieved Full Level 2		Fully funded	Fully funded	Co Funded	n/a
Level 2 (not a Full Level 2 Legal Entitlement)	N	Has not achieved Full Level 2	19+	Fully funded	Fully funded	Fully funded	n/a
	N	Has achieved Full Level 2		Fully funded	Fully funded	Co Funded	n/a
Full Level 2 (Legal entitlement qualifications only)	Y	Has not achieved Full Level 2	19+	Fully Funded	Fully Funded	Fully Funded	Fully Funded
	Y	Has achieved Full Level 2	19+	Fully funded	Fully funded^	Co Funded	n/a
First full Level 3 (Legal entitlement qualifications only)	Y	Has not achieved Full Level 3	19-23	Fully Funded	Fully Funded	Fully Funded	Fully Funded
	Y	Has achieved Full Level 3	19-23	No Funding – Loan or Pay in Full	No Funding – Loan or Pay in Full	No Funding – Loan or Pay in Full	No Funding – Loan or Pay in Full
	Y	n/a	24+	No Funding – Loan or Pay in Full	No Funding – Loan or Pay in Full	No Funding – Loan or Pay in Full	No Funding – Loan or Pay in Full
Level 3 (not a Legal Entitlement qualification)	N	n/a	19+	No Funding – Loan or Pay in Full	No Funding – Loan or Pay in Full	No Funding – Loan or Pay in Full	No Funding – Loan or Pay in Full
English for Speakers of Other Languages (ESOL) learning up to and including level 2	n/a	n/a	19+	Fully Funded	Fully Funded	Co-Funded	Not Funded

