

**BURY COLLEGE**  
**FEES POLICY**  
**2018 to 2019**

APPROVED BY THE CORPORATION BOARD 2<sup>ND</sup> JULY 2018

## **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) Priorities and Funding for 2018 to 2019.

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 1<sup>st</sup> 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 and 3** – students aged 19 to 23 have a statutory legal entitlement to a first full Level 2 or 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** – from 2016 to 2017 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 31<sup>st</sup> 2018**

In accordance with Education and Skills Funding Agency (ESFA) 2018 to 2019 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 31<sup>st</sup> August 2018**

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

**3.2.1** Courses are open to applications from all age groups. However, ESFA 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 full and co-funding is given in Appendix 1.

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

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

**3.2.2** The ESFA 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 Funding Rules. The student is required to pay the ESFA 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 Education and Skills Funding Agency 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. All other students that are aged 19 and over on the day they start their course are co-funded by the ESFA and the College will charge an economic rate for this provision.

### **3.4 APPRENTICESHIP AND WORKPLACE LEARNING**

#### **3.4.1 Apprenticeship Students**

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 90% 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 90% towards your training costs.

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.

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.

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.

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.

#### **3.4.2 Workplace Learning**

- i) Where a student aged 19 to 23 years meets the eligibility requirements for full funding (see Appendix 1) of the learning aim delivered at their workplace and relevant to their job or their employers business there will be no fees to pay. For students aged 19 to 23 that have a legal entitlement to their first full level 2 or level 3, there will be 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.



**3.7.6** 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.

### **3.8 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.

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

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

**4.5** For ESFA 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 Paula Klusiatis, 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 prior to the commencement of the course in all instances
- 5.4 If a student on an ESFA 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 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 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. 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.



Appendix 1

FUNDING ENTITLEMENTS 2018/19

| 2018/19   | Age Groups              | Unemployed (as defined by Job Centre Plus(JCP)) on Active Benefits Incl JSA/ESA(WRAG) | Classroom Based                      | Workplace Learning               |
|---|-------------------------|---|--------------------------------------|----------------------------------|
| Stand Alone Units<br>(excluding <i>English and maths</i> )  | 19+                     | Fully Funded  |                                      |                                  |
| English or maths up to and including Level 2 where student does not hold GCSE English and Maths A*-C or 9-4 | 19+                     | Fully Funded*   | Fully Funded*                        | Fully Funded*                    |
| GCSE English and maths where student already holds A*-C or 9-4  | 19+                     | Fully Funded  | Co-Funded <sup>^</sup>               | Co-Funded <sup>^</sup>           |
| ESOL up to and including Level 2  | 19+                     | Fully Funded  | Co-Funded <sup>^</sup>               |                                  |
| Learning aims up to and including Level 1 (Local Flexibilities)   | 19-23 without L2        | Fully Funded  | Fully Funded - if progressing to FL2 |                                  |
|   | 19-23 with FL2          |   | Co-Funded <sup>^</sup>               |                                  |
|   | 24+                     |   |                                      |                                  |
| Level 2 (Local Flexibilities)   | 19+                     | Fully Funded  | Co-Funded <sup>^</sup>               |                                  |
| Full Level 2  | 19-23 without FL2       | Fully Funded  | Fully Funded* (first and full)       | Fully Funded* (first and full)   |
|   | 19-23 with FL2 or above |   | Co-Funded <sup>^</sup>               |                                  |
|   | 24+                     |   |                                      |                                  |
| Level 3   | 19-23 without FL3       | Fully Funded* (first and full)  | Fully Funded* (first and full)       | Fully Funded* (first and full)   |
|   | 19-23 with FL3 or above | No Funding – Loan or Pay in Full  | No Funding – Loan or Pay in Full     | No Funding – Loan or Pay in Full |
|   | 24+                     |   |                                      |                                  |
| Level 4 or above (Non prescribed HE only)   | 19+                     | No Funding – Loan or Pay in Full  | No Funding – Loan or Pay in Full     | No Funding – Loan or Pay in Full |

\*Must be delivered as one of the qualifications required for the legal entitlement.

<sup>^</sup>Low wage flexibility may apply