

## 1. Overview

<b>Policy Title</b>	<b>Fees Policy 2021/2022</b>
<b>Who does the policy apply to?</b>	This is a corporate policy which sets out the framework that the College will apply in relation to fees. It should be read by any student applying for a course at the College and by all governors and staff
<b>Aims</b>	To set out and communicate the regulations and fees charged for courses and services at the College
<b>To be read in conjunction with</b>	Fees listed on the College website, Financial Support Policy 2021-22 and Financial Regulations
<b>Further advice may be sought from</b>	Head of Finance
<b>Review arrangements</b>	<p>This policy will be reviewed annually to ensure its continuing relevance and effectiveness.</p> <p>The College may review the policy prior to this date should operational and/or legislative/guidance matters require it.</p> <p>Further details regarding revisions and review cycle can be found at Sections 6 and 7.</p>

## 2 Introduction

### 2.1 Purpose and Objectives

- 2.1.1 The fees policy ('the policy') sets out the pricing structure for the academic year 2021-2022 and covers all College course costs, fees and charges. The course costs within the policy are the minimum charges for business/curriculum planning purposes for 2021-2022 and will be adopted for courses and activities from 1<sup>st</sup> August 2021 onwards.
- 2.1.2 The Education and Skills Funding Agency (ESFA) requires Colleges to collect a fee element to complement public funding for further education courses. In 2021-22 the percentage assumed fee element will remain at 50% for part-funded adult provision.
- 2.1.3 The College fees policy covers further education, higher education and all other costs and fees such as facilities hire and associated residential charges. It also outlines the College's policy with regard to the collection of course costs, instalment payments, refunds and eligibility for fee waivers and remission.

### 2.2 Key Responsibilities

The following groups have responsibilities relating to this policy:

- 2.2.1 **The Governors** have responsibility for the solvency of the College and the safeguarding of its assets; to secure the efficient, economical and effective management of all the College's resources and expenditure, capital assets, equipment and staff, so that investment of public funds in the College is not put at risk; to determine tuition and other course costs payable to the College by students.
- 2.2.2 **The Principal** has financial responsibility as chief accounting officer and of the management of resources within budgets approved by the board.

- 2.2.3 **The Assistant Principal – Finance and Business Services** is responsible for ensuring that financial policies are adhered to and for the accurate monitoring and receipt of course costs, charges and other financial information.
- 2.2.4 **The Assistant Principals, Curriculum Managers, the Head of Student Support Services and the Head of MIS** are responsible for the correct interpretation and execution of the policy in business planning and enrolment; use of the policy to ensure that students receive correct initial advice and guidance (IAG) on the financial requirements before starting a course; for passing on information regarding material costs to interested parties such as finance and marketing and for observing refund policies when dealing with withdrawals of students from courses.
- 2.2.5 **The Head of Finance** is responsible for production and maintenance of the fees policy on an annual basis.
- 2.2.6 **All staff** are responsible for maintaining proper records of transactions and contracts, particularly in relation to income and for reporting any matter which involves, or may involve, financial irregularities to the Assistant Principal – Finance and Business Services or the Principal.

### **3 Course Provision**

#### **3.1 Short Course Provision**

- 3.1.1 The College will follow the guidance of the relevant funding agencies when setting its policy. At present this is the ESFA.
- 3.1.2 Short courses that are part of the College curriculum plan are run on a two-day/one-night basis (for example Monday morning until Tuesday afternoon and are either wholly or co-funded by the ESFA (including tuition and associated fees and all residential costs), dependent on the status of the student.
- 3.1.3 Some of these courses attract a 50% ESFA tuition fee element payable by the student, unless they meet any of the fee waiver criteria set out in **Appendix 1**. This tuition fee will be exclusive of other fees and all residential costs.

#### **3.2 Further Education Provision**

- 3.2.1 The College will follow the guidance of the relevant funding agencies when setting its policy. At present this is the ESFA.
- 3.2.2 Students aged 19 or over on 31<sup>st</sup> August in the calendar year when they begin the course will, in general, pay the current ESFA tuition rates and any additional course costs. There are categories of fee remission (where a student does not pay tuition fees) available for certain types of study and certain categories of student – see **Appendix 1**.
- 3.2.3 Students aged 19 or over at the start of the course in the calendar year when they begin a Level 3 (or higher) programme may be eligible for Advanced Learner Loans through Student Finance England – please refer to <https://www.gov.uk/advanced-learner-loan> for more information.
- 3.2.4 The total amount that a student could be asked to pay for a course(s) is made up of several elements (to form the total “course costs”). These elements will depend on the age and eligibility status of the student, as well as their requirement to either be residential or non-residential during the duration of the course and their usage of College services, such as meals from the servery.
- 3.2.5 The College will advertise courses showing a total course cost for all elements (where applicable) to be charged to the student. Similarly, curriculum and associated staff interviewing prospective students must be aware of course costs where these have already been planned, or must be prepared to tell students that these costs have not yet been finalised.

3.2.6 As a general rule the GCSE provision run by the College (English and Maths) is fully funded by the ESFA (including tuition and associated fees plus College services where applicable) and no fees are chargeable to students for these courses.

3.2.7 The college reserves the right to charge students for examination fees if:

- they are re-sitting an examination;
- they do not attend an examination without good reason;
- they fail to show satisfactory progress or attendance during teaching.

The relevant awarding body determines examination fees. Any student who enters for an examination after the normal awarding body deadline will be liable for a late entry fee charged by the awarding body, unless this is the fault of the College.

### 3.3 Higher Education Provision – Huddersfield University

3.3.1 At present, the College's Higher Education Provision is operated through a partnership agreement with Huddersfield University. The College is recognised as a delivery partner and all students on these courses are students of Huddersfield University.

3.3.2 All fees for Higher Education courses (either part-time or full-time) are set by Huddersfield University and all correspondence around tuition fee and maintenance loans plus fee payments will be handled by their finance department. All queries relating to these fees should be directed to Huddersfield University. Access the following link for fee and course-related information: <https://www.hud.ac.uk/undergraduate/fees-and-finance/>

3.3.3 For further guidance, please consult the Huddersfield University Student Handbook – this can be accessed from the following link: <https://www.hud.ac.uk/media/policydocuments/Key-Facts.pdf>

3.3.4 The College will state fees as set by Huddersfield University on its website and in all communications with potential students.

### 3.4 Employer Provision

3.4.1 The College will follow the guidance of the relevant funding agencies when setting its policy. At present this is the ESFA.

3.4.2 Employers will be charged an agreed market rate for tuition fees and additional residential costs as appropriate.

3.4.3 For further guidance please see individual employer contracts and Service Level Agreements that are in place with the College.

### 3.5 Full Cost Provision

3.5.1 Any course either set in the 2021/22 business plan or requested during the year that is not eligible for ESFA or other external funding will be costed on a case-by-case basis. Each course will then be examined in detail and if approved, fees and charges will be applied accordingly.

### 3.6 Instalment Payments

3.6.1 The College appreciates the financial burden for students and employs an instalment scheme to allow payments to be spread over a period of time.

3.6.2 Instalments can be arranged on full-time and some part-time courses (please ask the Finance Department for further details). Instalments must not exceed three payments (in addition to a deposit).

3.6.3 Deposits as part of an instalment plan should be collected at the point of enrolment (minimum of 25% of the total course costs). No student should be enrolled unless the deposit has been paid and cleared.

3.6.4 If a student defaults on an instalment plan, the debt will be treated according to the College's debt collection procedures. Students may have College privileges removed, such as access to College services and barring from examinations.

### 3.7 Refunds

3.7.1 Refunds can only be given if either of the following applies:

- **Course Cancellation:** If the College cancels (or significantly changes the content of) the course at any point before or during the course, the College will refund tuition fees.
- **Exceptional Circumstances:** If a student has to leave a course due to exceptional circumstances and is able to provide supporting evidence, then pro-rata refunds may be considered. Such consideration will be made by the Assistant Principal - Curriculum, Quality & Market Development and Assistant Principal - Finance & Business Services.

3.7.2 Higher Education refunds and withdrawals are dealt with in their entirety by Huddersfield University – as per section 3.3 of this policy.

## 4 College Services

### 4.1 Residential Fees

4.1.1 The College charges fees for overnight accommodation and meals. Rates are published on the College website and are updated annually.

## 5 External Bookings

5.1 The College charges fees for event bookings.

5.2 For further fees guidance and booking information, please see the College website.

## 6 Policy sign off and ownership details

<b>Document Name:</b>	Fees Policy 2021/22
<b>Version Number:</b>	2.0
<b>Effective from:</b>	1 August 2021
<b>Next scheduled review date:</b>	July 2022
<b>Policy owner:</b>	Head of Finance
<b>Approved by:</b>	The Board of Governors

## 7 Revision history

Version No	Effective date	Revision description/summary of changes	Author
1.0	1/8/2020	A substantially re-written policy which replaces all previous versions.	Head of Finance (Neil James)
2.0	1/8/2021	Updated version for 2021/22	Head of Finance (Neil James)

## Appendix 1 – Fee Waivers

Fees are not charged to eligible students\*\* for the following courses:

English and Maths qualifications including GCSE English and Maths where the individual has not reached GCSE Grade 4 or above;

Some introductory courses (designated free by the College).

All other courses attract tuition fees; however, with the exception of fees for Higher Education courses, level 3 courses and full cost recovery courses, fees will be waived for:

- People on Job Seeker's Allowance (JSA), including those receiving National Insurance credits only;
- People on Employment and Support Allowance (ESA);
- People on Universal Credit who earn either less than £338 a month (individual claims) or £541 a month (household claims);
- People in custody who are released on temporary licence, following learning outside a prison environment and not funded by the Ministry of Justice;
- People who are in receipt of any state benefit not listed above, earning less than £338 a month (individual claims) or £541 a month (household claims) who want to enter employment or progress into more sustained employment. The learning must be directly relevant to the student's employment prospects and local labour needs;
- People who are eligible for ESFA funding and who earn less than £17,374.50 annual gross salary;
- People aged 19 to 23\* studying at entry or level 1 aims (excluding English, Maths or ESOL aims) who are entitled for funding for a full level 2 qualification but need a step up from basic skills in order to progress to a full level 2;
- People of any age classified as unemployed (or low wage earning less than £17,374.50 annual gross salary) are fully funded when studying a qualification up to and including level 2. If classified as employed then they are co-funded (excluding 19-23 year olds if they are studying on a non-full level 2 and if they have not already achieved a full level 2, the student would have to pay the full cost of the course);
- People aged 19 to 23\* studying their first full level 2 qualification;
- People aged 19-23\* studying for a first full level 3 qualification;
- People who qualify for fee remission under any other terms of the funding guidance for the relevant academic year as published by the Education and Skills Funding Agency or other funding body.

The College reserves the right to use Principal's discretion in exceptional circumstances, decided by ELT in regard to fee waivers.

Students enrolling on the Access to the Higher Education Diploma may be eligible for financial support towards their living costs.

Students enrolling on a higher education course and students enrolling on a level 3 or level 4 course may be eligible for a student loan to support their fees.

\*All upper age limits are defined as the age of the student at the start of their learning aim/course. However, all students commencing a course must have reached the age of 19 by 31 August 2021 \*\* Students who meet the Education and Skills Funding Agency's eligibility for funding criteria

## Appendix 2 – Pound Plus Policy (Community Learning)

Pound Plus refers to additional income generated by providers over and above the Community Learning Allocation. It is a term used to describe how learning providers can show how they are maximising the value of public investment. This is important because generating additional income and revenue is central to the objective of driving up participation within a very constrained public funding environment.

Providers offering community learning have been required to lever-in additional funding (e.g. through fee income, sponsorship, grants, funding from other government departments and/or commercial sales) and to secure savings (e.g. from contributions in kind, volunteer activities, sharing services and/or pooling resources). This approach is known as “Pound Plus”. The policy objective has been to widen participation in learning by ensuring as much funding as possible is targeted at enhancing opportunities for those experiencing social and/or economic disadvantage.

The College will demonstrate pound plus by pursuing the following.

- Increases in fee income;
- Increases in commercial sponsorship, joint partnership working and support via contributions in kind;
- Where possible the use of volunteers;
- Increased income from external bids;
- Rationalisation, enhancing and re-focusing of the curriculum offer;
- Improved efficiency using shared services or sharing premises;
- Greater social impact of learning on the wider community such as health, wellbeing, employability;

In pursuance of our pound plus policy we will collect the following evidence:

- Levels of fee income generated
- Other funding levered in
- Resources in kind attracted and offered
- Partnership funding arrangements

We will use this evidence to monitor the value of our pound plus strategy through the year.