

## 1. Overview

<b>Policy Title</b>	<b>Fees Policy 2019/20</b>
<b>Who does the policy apply to?</b>	This is a corporate policy which sets out the framework the College will apply in relation to fees. It should be read by any student applying for a course at the College, and all staff involved in the implementation of fees.
<b>Aims</b>	To set out the regulations regarding the fees charged by the College for courses.
<b>To be read in conjunction with</b>	Access to HE Fees and Allowances Short Course Support Funds Access to HE Support Funds
<b>Further advice may be sought from</b>	Head of Finance
<b>Review arrangements</b>	This policy will be reviewed annually to ensure its continuing relevance and effectiveness.  The College may review the policy prior to this date should operational and/or legislative/guidance matters require it.  Further details regarding revisions and review cycle can be found at Section 9.

## 2. Fee Waivers

- 2.1. Fees are not charged to eligible students\*\* for the following courses:
  - 2.1.1. English and maths qualifications including GCSE English and Maths where the individual has not reached GCSE level C or above;
  - 2.1.2. Some introductory courses (designated free by the College).
  
- 2.2. 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:
  - 2.2.1. People on Job Seeker's Allowance (JSA), including those receiving National Insurance credits only;
  - 2.2.2. People on Employment and Support Allowance (ESA);
  - 2.2.3. People on Universal Credit who earn either less than £338 a month (individual claims) or £541 a month (household claims);
  - 2.2.4. People in custody who are released on temporary licence, following learning outside a prison environment and not funded by the Ministry of Justice;
  - 2.2.5. 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;
  - 2.2.6. People who are eligible for ESFA funding and who earn less than £16,009.50 annual gross salary;
  - 2.2.7. 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;

\*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 2019

\*\* Students who meet the Education and Skills Funding Agency's eligibility for funding criteria

- 2.2.8. People aged 19 to 23\* studying level 2 aims (excluding English, maths or ESOL aims) where they are unemployed or on a low wage as set out above;
- 2.2.9. People aged 19 to 23\* studying their first full level 2 qualification;
- 2.2.10. People aged 19-23\* studying for a first full level 3 qualification;
- 2.2.11. 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.

2.3. The College reserves the right for students or groups of students deemed to meet local or national priorities to have their fees waived at the discretion of the Executive Leadership Team.

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

2.5. 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.

### **3. Courses at Level 3 and above**

3.1. Students who are studying for a qualification at level 3 or above, must pay tuition fees in full unless the course has been specially exempted by the Education and Skills Funding Agency.

3.2. Students studying for a substantial qualification at level 3 or above (e.g. an Access to Higher Education Diploma) may qualify for a student loan to support their fees.

### **4. Loan Funded Students**

4.1. Students applying for a grant or loan are responsible for making the application and ensuring the grant or loan is in place and will be invoiced for all tuition and any residency fees. This can be paid on an instalment basis with the first instalment payable within five weeks of the start date of the course. If an Advanced Learner Loan or Student Loan is approved a credit note will be raised to cancel the invoice. If there is neither an approved loan application nor an instalment payment within five weeks the student will be withdrawn from the course. Exceptions to this will be considered on an individual case basis.

### **5. Fee Rates**

5.1. Fee rates will be approved by the Executive Leadership Team. The College reserves the right to amend fees rates at any time.

### **6. Accommodation Fees**

6.1. The College will levy accommodation fees for students who exceed the income threshold for student support.

### **7. Non-Payment of Fees**

7.1. Students who arrive for a course without having paid a fee or made arrangements for an employer or other organisation to pay and are not eligible for a free place, may not be permitted to take up a residential place and will have to pay for all meals. Students will be invoiced for the outstanding fee and until the fee is paid will not be offered places on any further Northern College course.

7.2. Students, including those on higher education courses and those not securing student loans, who have made arrangements to pay their course fees by instalments, will not be permitted to continue with their course, or to graduate/receive certification if they fail to comply with the conditions of their instalment payment plan.

7.3. Students whose courses are eligible for student loans but who do not secure a loan will not be permitted to complete their course unless the course fees are paid in full.

### **8. Cancellations and Refunds**

8.1. Fees will only be refunded where a course is cancelled by the College, or where a student cancels a place. In the event that the College cancels a course, fees will be refunded in full.

- 8.2. If a student cancels their place on the course, after making a payment, refunds may be made at the discretion of the College. There will be no refund if a student fails to arrive or leaves partway through the course.
- 8.3. The College reserves the right to levy a refundable booking fee of £15 which will be returned to the student at enrolment. The booking fee will not be refunded if the student fails to attend and enrol.

#### 9. Policy sign off and ownership details

<b>Document Name:</b>	Fees Policy 2019/20
<b>Version Number:</b>	V1
<b>Effective from:</b>	1/8/2019
<b>Next scheduled review date:</b>	April 2020
<b>Policy owner:</b>	Assistant Principal – Finance and Business Services

#### 10. Revision history

<b>Version No</b>	<b>Effective date</b>	<b>Revision description/summary of changes</b>	<b>Author</b>
V1	1/8/2019	Updated to include 2019/20 funding regulations.	Vice Principal (Denise Pozorski)

## Northern College Pound Plus Policy

Pound Plus refers to additional income generated by providers over and above core income from the ESFA's Adult Education Budget. 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;
- Other measurable indicators - CHANGE.

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.