

## **Fee Policy 2018/19**

### **Introduction**

This policy outlines the tuition and other fees chargeable to students by Easton and Otley College, based upon fee rates outlined by the Education and Skills Funding Agency (ESFA) and HEFCE for courses commencing in the academic year 2018/19.

The College will take into consideration market analysis of demand for provision and the market rate for fees when setting individual course fees. The College will set the fee suggested by the funding body unless there is a specific reason to vary the fees. For example, where local providers are charging a reduced fee, it may be sensible to reduce the fee to remain competitive.

This policy acknowledges that Easton and Otley College adopts this approach in order to optimise tuition fee income in line with funding regulations and market conditions.

## TUITION FEE FRAMEWORK 2018/19

This document sets out the proposed framework for tuition and other fees for 2018/19.

### 1 FUNDED PROVISION

#### 1.1 Fully funded learning

The following learners will be entitled to full funding for their learning programme. Fully funded learners will not normally be charged for tuition, administration, registration, assessment, materials or examination costs. Learners must be UK or EU member state residents and eligible for funding by the Education and Skills Funding Agency (ESFA).

#### **Learners aged under 19 enrolled on provision funded by the ESFA**

- Learners aged 16, 17 or 18 on 31 August in the funding year in which they began a programme of study.
- It is intended that such students must continue to receive free tuition in any consecutive subsequent year of study on the same study programme as recorded in their learning agreement

#### **Learners aged 16-24 on 31 August in the funding year in which they begin their programme of study with an Education Health Care Plan (EHCP)**

- Including continuing students with high cost additional learning support and whom the ESFA has agreed to fund,

#### **Learners aged 19-23 on the first day of their learning aim or programme where the provision is:**

- English and maths up to and including Level 2 and delivered as one of the qualifications required for the legal entitlement where the student has not previously attained a GCSE grade A\*-C or grade 4 or higher
- Provision to progress to Level 2
- A first and full Level 2
- A first and full Level 3
- Flexible tailored provision including qualifications and components of qualifications and/or non-regulated learning at entry level and or level 1. This is called 'local flexibility'.
- A Traineeship
- ESOL learning up to and including Level 2 **and** the learner is unemployed
- Learning aims up to and including Level 2 where the learner has already achieved at Level 2 or above **and** the learner is unemployed

#### **Learners aged 24+ and unemployed on the first day of their learning aim or programme where the provision is:**

- English and maths up to and including Level 2 and delivered as one of the qualifications required for the legal entitlement
- Provision to progress to Level 2
- A first and full Level 2
- ESOL learning up to and including Level 2
- Learning aims up to and including Level 2 where the learner has already achieved at Level 2 or above

### **Learners aged 24+ on the first day of their learning aim or programme and in employment**

- English and maths up to and including Level 2

### **Learners aged 24 on the first day of their learning aim**

- Individuals who are unemployed and on a Traineeship.

### **Unemployment**

For funding purposes a learner is defined as unemployed if one or more of the following apply.

- They receive Jobseeker's Allowance (JSA), including those receiving National Insurance credits only.
- They receive Employment and Support Allowance (ESA) and are in the work-related activity group (WRAG).
- They receive Universal Credit, earn less than 16 times the appropriate age related rate of the national minimum wage/ national living wage per week or £338 a month (individual claims) or £541 a month (household claims) and are determined by Jobcentre Plus (JCP) as being in one of the following groups:

All Work Related Requirements Group.

Work Preparation Group.

Work Focused Interview Group.

- They are released on temporary licence (RoTL) and studying outside a prison environment and not funded through the Offenders' Learning and Skills Service (OLASS).

Learners will also be fully funded where both of the following apply:

- The learner receives other state benefits and earns less than 16 times the appropriate age related rate of the national minimum wage/ national living wage per week or £338 a month (individual claims) or £541 a month (household claims)
- The learner wants to be employed (or progress into more sustainable employment, they earn less than times the appropriate age related rate of the national minimum wage/ national living wage per week or £338 a month (individual claims) or £541 a month

(household claims) and the College is satisfied that the learning is directly relevant to their employment prospects and the local labour market needs.

Learners who claim remission from fees are required to complete a self-declaration of their status and provide appropriate evidence.

## 1.2 Co-funded learning

The following learners will be entitled to co-funding for their learning programme. Co-funded learners or their employers will be expected to contribute towards the cost of learning. It is anticipated that for ESFA funded activity the tuition fee will be set at 50% of the un-weighted funding rate for the qualification as reported on the Learning Aims section of the ESFA Hub. The Hub can be found at <https://des.fasst.org.uk/Pages/dESFAult.aspx>

The College reserves the right to vary tuition fees with variations being exercised at the discretion of the Executive Team. In addition, co-funded learners or their employers or sponsors will be charged examination and assessment fees and any additional costs of learning including equipment, materials, protective clothing, trips and visits and Data and Barring Service application costs.

### **Learners aged 19 to 23 on the first day of their learning aim or programme where the provision is:**

- ESOL learning up to and including Level 2 where the learner is employed
- Learning aims up to and including Level 2 where the learner has already achieved at Level 2 or above and is employed

### **Learners aged 24+ and employed on the first day of their learning aim or programme where the provision is:**

- Provision to progress to Level 2
- A first and full Level 2
- ESOL learning up to and including Level 2
- Learning aims up to and including Level 2 where the learner has already achieved at Level 2 or above

The fees for co-funded learners in 2018/19 will be charged as follows:

Study Mode	Guided learning hours	Tuition and Exam fee
Full time	>= 450	£1,700
Part time	175 to 449	£850
Part time	120 to 174	£650
Part time	<= 119	£500

## 2 LOAN FUNDED PROVISION

Advanced Learner Loans (loans) help people aged 19 and over undertake vocational, technical and professional qualifications at Levels 3, 4, 5 and 6. Loans provide a source of fees support for learners, enabling them to reap the personal and financial benefits of their study, which in turn will support the economy.

Loans are not means-tested and are available to eligible learners who are:

- aged 19 or older on the first day of their learning aim
- studying one or more approved learning aims at Levels 3, 4, 5, or 6

The availability of loans at Level 3 does not replace an individual aged 19 to 23's legal entitlement to full funding for a first full Level 3. The College must check a learner's entitlement before providing information on loans. A learner aged 19-23 cannot access funding for a first full Level 3 qualification and access a loan for the same qualification at the same time.

Students aged 18 on or before the 31 August that start a full-level 3 programme will be eligible for free tuition. If a student decides to 'top-up' their qualification to an extended diploma (or equivalent) and is aged 19 or over (excluding students aged 19-24 with an EHCP) on or before the 31 August they will either need to make an application for Advanced Learner Loan support or pay the advertised course fee.

Students will remain liable for fees until they can provide the College with evidence of a successful loan application. The College will start to collect fees by direct debit from students with incomplete or unapproved loan applications from 1 November or 6 weeks after the start of the course. In the event that a loan application is subsequently approved any fees collected will be refunded to the student.

Loans are administered by the Student Loans Company and are available for learners as follows:

**Learners aged 19-23 on the first day of their learning aim or programme where the provision is designated as eligible for loan funding:**

- Level 3 and the learner has previously achieved at Level 3 or above
- Level 4, 5 or 6

**Learners aged 24+ on the first day of their learning aim or programme where the provision is designated as eligible for loan funding:**

- Level 3, 4, 5 or 6

Specific details on learning aims that are eligible to be funded through a loan, are available on the learning aims section of the Hub or the Advanced Learner Loans Qualifications Catalogue.

The College will set fees at the maximum loan amount as specified in the learning aims section of the hub for the qualification. The fee will cover all mandatory elements and costs of the learning aim or programme.

The availability of funding and loans is summarised in the table below:

<b>Provision</b>	<b>19-23 year olds</b>	<b>24+ Unemployed</b>	<b>24+ Other</b>
English and maths up to and including Level 2 (must be delivered as part of the legal entitlement)	Fully funded	Fully funded	Fully funded
Level 2 (excluding English and maths) (First full level 2 must be delivered as part of the legal entitlement)	Fully funded (first and full)	Fully funded	Co-funded
Provision to progress to Level 2	Fully funded (up to and including level 1)	Fully funded	Co-funded
First Level 3 (First full level 3 must be delivered as part of the legal entitlement)	Fully funded (first and full)	Loan funded	Loan funded
Second or subsequent Level 3	Loan funded	Loan funded	Loan funded
Traineeship	Fully funded (including 24 year olds)	N/A	N/A
English for Speakers of Other Languages (ESOL) learning up to and including Level 2	Co-funded	Fully funded	Co-funded
	Fully funded – unemployed		
Learning aims up to and including Level 2, where the learner has already achieved at Level 2 or above	Co-funded	Fully funded	Co-funded
	Fully funded – unemployed		

The list of qualifications eligible for full funding is available at:

<https://www.gov.uk/government/publications/qualifications-getting-approval-for-funding>

Learners in receipt of low wages and eligible for co-funding will receive full funding where their annual gross salary is less than £15,736.50. This assumes the learner has a full-time contract of employment with paid statutory holiday entitlement. Learners can access this benefit by providing the appropriate evidence which would include a contract of employment showing gross monthly and/or monthly wages or a wage slip within three months of the learner's learning start date.

### **3 APPRENTICESHIPS**

The new apprenticeship reforms introduced in 2017 change the way apprenticeships in England are paid for, underpinned by a new apprenticeship levy, payable by larger employers from April 2017. Levy-paying employers have been able to purchase training through the new digital system since 1 May 2017. When an employer agrees to buy apprenticeship training then once the apprenticeship has started, monthly payments will be automatically taken from the employer's digital account and sent to the College. This will spread the cost over the lifetime of the apprenticeship.

If employers do not have enough funding in their account in a particular month, they will be asked to make a contribution to the extra cost of training will pay this directly to the College.

Employers will negotiate and agree a price with the college. Our strategy is to agree the price that is in line with the national funding band for the apprenticeship. The agreed price will cover the delivery of apprenticeship training towards a specific standard or framework, and the cost of assessing the apprentice at the end of their apprenticeship.

If the employer does not pay the levy the employer will pay for the apprenticeship through co-investment. There will be a rate set each year, for the proportion of the money that the employer needs to pay and the proportion the government will pay. This year it is set at 10% of the apprenticeship funding band. This means that the employer will pay 10% of the cost and the rest will be funded from the government.

Where an employer has less than 50 employees and can evidence this as per ESFA guidance then apprenticeships will be fully funded up to the value of the relevant funding band and no employer contribution will be requested. This applies where apprentices are aged 16-18 or 19-24 with an EHC plan or has been in the care of their local authority.

### **4 HIGHER EDUCATION PROVISION**

To follow

### **5 OTHER FULL COST PROVISION**

Fees for provision that is outside the scope of ESFA or HEFCE funding, including professional programmes, will continue to be set independently by the College. An additional charge will be levied for any agreed additional learning support.

The College will set fees and minimum group sizes to achieve a minimum contribution of 50% per group.

### **6 STUDENTS AGED UNDER 16**

Where students of compulsory school age wish to follow part of their learning at the College a fee will be agreed in advance with the relevant school or Local Authority.

## **7 INTERNATIONAL STUDENTS**

Fees for international students will be set at £20 per hour (capped at £8,500 for a full time FE course and £11,500 for a full-time HE course) subject to confirmation of the student's right to live and study in the UK. An additional charge will be levied for any agreed additional learning support.

International students are expected to pay fees in full prior to the start of their course in line with UK Border Agency guidelines.

## **8 EXAMINATION FEES**

Examination fees will not normally be payable by learners aged under 19 or adult learners who are fully funded or loan funded.

The College reserves the right to charge for examinations and re-sits where:

- the required attendance or completion of work has not been achieved
- the student fails without good reason to sit the examination for which the College has paid
- the student re-sits an examination resulting from an initial failure
- the students re-sits an examination with the aim of achieving a marginal improvement in grades

Examination fees will be payable by all other adult learners.

## **9 MATERIALS, EQUIPMENT AND OTHER COURSE COSTS**

The College may choose to charge students for materials, equipment and other course costs such as photocopying and printing, the recreational use of leisure facilities, travel, board and lodging associated with trips and visits

Where clothing or equipment is necessary for a 16-19 learner's health or safety, a charge may be made for clothing and equipment that the student retains, but only if the student also has the option of borrowing the clothing or equipment free of charge.

Additional fees for essential materials, equipment, clothing or DBS checks will not be payable by learners aged under 19 or adult learners who are fully funded or loan funded. These costs will be payable by all other adult learners at enrolment and will be determined on a course by course basis.

## **10 ACCOMMODATION**

The College provides accommodation for students at its Easton Campus. Details of fees and charges are published on the College's website.

## **10 COLLECTION OF FEES**

All fees must be paid in pounds sterling.

Fees are payable annually so for a two year course a fee is due at the beginning of each year.

Sponsored students must provide a valid purchase order from their sponsoring organisation before their enrolment can be completed or, in exceptional circumstances, a letter of sponsorship (on headed paper) may be accepted. Should the student's sponsor fail to pay all or part of the fees due, these will become the responsibility of the individual student. All fees and debts are collectable by the college and the college will issue reminders to pay periodically. The college will engage debt collecting agencies to collect fees outstanding where all other recovery options have been exhausted.

Payment will be accepted by cash, cheque, credit card or debit card (but not American Express).

Where the total fee is less than £250 or the course lasts for less than 12 weeks all fees must be paid in full at the time of enrolment.

The option to pay by instalment is available for fees in excess of £250 where a course lasts for more than 12 weeks. This is subject to an initial payment at enrolment of at least 20% of the fee and up to 8 further instalments that must be paid before the end of the course.

Payment by instalment is subject to the agreement of an instalment plan at enrolment and payment by debit or credit card via the College's online payment system. Where learners default on their instalment plan the plan will be cancelled and the outstanding balance will be payable in full with immediate effect.

Where students decide to take out a student loan to meet their course fees evidence of the loan application must be provided at enrolment. In the event that a loan application is unsuccessful outstanding fees will be payable by the student in full.

The College reserves the right to take legal action where all other attempts to collect outstanding debts have failed.

## **11 REFUNDS**

Refunds will only be made when a course is closed by the College or a refund is requested following a complaint that has been upheld.