



Fees Policy

March 2016

For Review in January 2017

Key Purpose and Objectives

The Fees Policy ('The Policy') sets out the pricing structure for the academic year 2016-2017 and covers all College course costs, fees and charges. The course costs within the Policy are the minimum charges for business planning purposes for academic year 2016-2017, and will be adopted for courses and activities from 1 August 2016 onwards.

The Skills Funding Agency ("SFA") requires colleges to collect a fee element to complement public funding for further education courses. In 2016-2017, the percentage assumed fee element ("AFE") will remain at roughly 50% for part funded adult provision and 100% for Adult Learner Loans.

The College Fees Policy covers further education, higher education and international provision. In addition, the Policy covers other costs and fees such as childcare, facilities hire and freedom of information charges. It also outlines the College's policy on payments and refunds.

In previous years the Fees Policy has been subject to annual review, however, due to the fluctuating nature of SFA policy and the emerging commercial/competitive markets, reviews will be undertaken on a termly basis if required, and any major changes will be brought to Corporation for approval.

With a merger planned for the 1st August 2016, where possible pricing has been aligned with New College Nottingham's policy to ensure equality in costs for students at the College next year.

Key Responsibilities

The following groups have responsibilities relating to this policy:

- Governors
- Principal
- Vice Principal Corporate Services
- Vice Principal Curriculum
- Heads of School and Curriculum Managers
- Academic and Relevant Support Staff
- All Staff

Policy and Legislative Connections

Course costs and fees are to be changed in accordance with funding body/government policy.

This Policy can be read in conjunction with the following College policies:

- Financial Regulations

Review Cycle	Annual
Next Review	January 2017
Next Review	Vice Principal Corporate Services
Distribution	Sharepoint
College Success Areas	Business, Market, Student Success.
Approving Body	Corporation
EDI Impact Assessment	March 2016

Contents

Section		Page Number
1	Purpose and Objectives	4
2	Responsibilities	4
3-6	Further Education Funded Provision (Skills Funding Agency/Full Cost)	6
7-8	HEFCE Funded Provision	10
9-10	International Funded Provision	11
11-12	Instalments and Discounts	12
13	Refund Policy	13
14-15	Non-Payment of Fees	15
16	Appendix 1 - Choices Price List	17
17	Appendix 2 – Learner Responsive Price List	18
18	Appendix 3 – Employer Responsive Price List	19
19	Appendix 4 - Higher Education Price List	21
20	Appendix 5 - International Price List	22
21-22	Appendix 6 - Other Charges	23
23-24	Appendix 7 – SFA Remission Rules	23

Introduction

1 Purpose and Objective

- 1.1 The purpose of the Fees Policy is to provide guidelines on what course costs the College should charge for various types of provision and activities. This includes providing guidance for curriculum and business planning purposes.
- 1.2 Pricing levels are set for all types of provision and service to clearly show the fee levels to be charged. The fees quoted are minimum charges and Heads of School have the authority to increase charges where the market will allow.
- 1.3 The SFA do impose funding guidance that indicates fee levels to be charged by colleges and the current guidance is incorporated into the Fees Policy. In addition to changing the appropriate and current level of fee, the policy ensures measures are in place with regard to the collection of course costs, instalment payments, refunds and discounts.
- 1.4 The Skills Funding Agency (SFA) has issued guidance on fee charges for the 2016-2017 academic year and these are summarised in appendix 7.

2 Responsibilities

- 2.1 Key responsibilities in relation to the Fees Policy include:-

2.2 **Governors**

- Responsibility for the solvency of the College and safeguarding of its assets;
- Secure the efficient, economical and effective management of all the College's resources and expenditure, capital assets and equipment and staff, so that investment of public funds in the College is not put at risk;
- Determine tuition and other course costs payable to the College by students.

2.3 **Principal**

- Financial responsibility as chief accounting officer;
- The management of resources within estimates approved by the Corporation.

2.4 **Vice Principal Corporate Services**

- Production and maintenance of the Fees Policy on an annual basis;
- Responsibility for the accurate monitoring and receipt of course costs, charges and other financial information;
- Agreement to certain types of non-standard course cost frameworks such as international course costs;
- Ensuring that financial policies are adhered to.

2.5 **Vice Principal Curriculum**

The Vice Principal Curriculum has the following responsibilities:

- Authorising "principal's discretion" fee remission;
- Authorising fee deals with employers regarding employer responsive provision.

2.6 **Heads of School, Curriculum Managers**

- Correct interpretation and execution of the Policy in business planning and enrolment;
- Use of the Policy to ensure that learners receive correct initial advice and guidance (IAG) on financial requirements when enquiring about or starting on a course;
- Passing on information on material costs to interested parties such as Student Finance and Finance.

2.7 **Academic and relevant support staff**

- Imparting accurate financial IAG on course costs to prospective and new learners;
- Observing refund policies when dealing with withdrawing learners.

2.8 **All Staff**

- Maintaining proper records of transactions and contracts, particularly in relation to income;
- Report any matter which involves, or may involve, financial irregularities to the Vice Principal Corporate Services or the Principal, or via the College's Whistle blowing Policy.

Further Education and Employer Provision (Skills Funding Agency, Education Funding Agency or Full Cost)

3 Eligibility

- 3.1 The College will follow the guidance of the relevant funding agencies when setting its Policy. At present, this is the Education Funding Agency (“EFA”) for 16-18 learner responsive provision and the Skills Funding Agency (“SFA”) for all other learner responsive and employer responsive provision.
- 3.2 **Full time learners**, for the purpose of this Policy, are learners attending a full time programme of study (a series of courses with one aim) consisting of at least 540 guided learning hours in an academic year.
- 3.3 **Part time learners** are learners attending a part time programme of less than 540 guided learning hours in an academic year.
- 3.4 **16-18 learners** aged 16, 17 or 18 years old on the 31st August in the calendar year when they start the course will be EFA funded and entitled to free tuition and examination fees. This also includes 19-24 year old learners on an LLDD course aim, and home educated students. A learner who turns 19 during the second or third year of a continuous course is also considered eligible. These learners will be funded by the SFA but at the EFA 16-18 funding rate.
- 3.5 **Classroom based Learners aged 19 or over** on 31st August in the calendar year when they begin the course will, in general, pay the current SFA tuition rates and any additional course costs. These fees and costs will be charged “per year” whether it is a two year course or two one year courses. There are categories of fee remission (where a learner does not pay tuition fees) available for certain types of study and certain categories of learner (see Section 5).
- 3.6 **Apprenticeship Learners aged 19 or over** on the date that they start their course will, in general, pay the current SFA tuition rates and any additional course costs as in 3.5 above.
- 3.7 **Learners aged 24 or over** at the start of the course in the calendar year when they begin a Level 3 (or higher) programme will be eligible for Adult Learner Loans through Student Loans England. This does not apply to Apprenticeship programmes who are charged as in 3.5 and 3.6 above.
- 3.8 The College follows SFA guidance on the domicile status of learners. Section 24 contains a list of current EU and EEA countries.

4 Course Costs

- 4.1 The total amount that a learner could be asked to pay for a course or courses will be made up of several elements (the “course cost”). These different elements of the course cost are defined below:-

Course Cost = Tuition Fee + Exam Fee / Registration Fee + Material Fee + other course costs

- 4.2 The College must advertise courses showing a total course cost for all elements to be charged to the learner. Similarly, tutors interviewing prospective learners must be aware of course costs where these have already been planned, or be prepared to tell learners that course costs have not yet been finalised.

Course Costs	Tuition*	Exam/Reg Fee	Materials	Others
14-18 Learners	-	-	a	If applicable
19+ Fully Funded	-	-	a	If applicable
19+ Part Funded	✓	✓	✓	If applicable
19+ Non Funded	✓	✓	✓	If applicable
Adult Learner Loans	✓	✓	a	If applicable

* = payable only for main qualification within a programme of study

a = charge applies where the item is critical for the completion of the course, and the item is retained by the student at the end of the course.

4.3 Tuition Fee

This cost covers the delivery costs to the College and is paid in lieu of SFA funding where a learner does not qualify for fee remission from the SFA.

4.4 Some adult learners will qualify for adult learner loans for unfunded SFA provision:

- 19 -24 at the start of their course, and are undertaking a second Level 3 qualification or higher.
- 24 or older at the start of their course, and are undertaking classroom Level 3 qualification or higher,

4.5 Learner Loans are issued through Student Loans England (“SLE”) and paid directly to the College.

4.6 Examination Fees

Examination fees must be paid by all learners unless they are EFA or SFA fully fee remitted learners taking their first examination. Only the examination fee for the main qualification in a programme of study is payable.

4.7 Learners can be charged for examinations if:-

- They are re-sitting an examination;
- They do not attend an examination without good reason (including 16-18 learners);
- Fail to show satisfactory progress or attendance during teaching (including 16-18 learners).

4.8 Other examination related charges are shown below:-

Exam Related Fees	Charge
External learner entry fee	£POA
College late entry fee	£20.00

4.9 The relevant Awarding Body determines examination fees. Any learner 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.

4.10 Examination fees which are not known at the time of business planning should be estimated as current year +4.0%.

4.11 Examination costs which cannot be refunded by the awarding body will not be refunded to the learner should the learner withdraw from the course. If the College closes the course and the learner cannot be redirected to another course, the examination fee will be refunded.

4.12 **Registration Fee**

This covers the costs of registering learners with awarding bodies or other organisations which are essential to gain a course qualification. Registration fees are paid by all learners unless they are EFA or SFA fully fee remitted learners. Only the registration fee for the main qualification in a programme of study is payable.

4.13 If SFA fee remitted learners fail to demonstrate satisfactory progress or attendance in classes, then they will be asked to reimburse the College for the full cost of the registration fee.

4.14 Registration fees which are not known at the time of business planning and/or A-Z production should be estimated as current year +4.0%.

4.15 **Materials Fees**

Some courses will require learners to purchase (or make a contribution towards) materials to support teaching and learning on that course, such as hair and beauty kits, textbooks, equipment, DBS checks or study trips. These additional costs must be included in course literature, and be clearly explained to the learner prior to enrolment. This is not meant to be an exhaustive list.

4.16 These costs will be charged where the learner is SFA non-funded or part-funded, and may be charged if the student is fully funded.

4.17 These costs are calculated by the relevant Head of School. Heads of School are responsible for providing Student Finance with a list of all relevant material costs for each course by the end of June prior to enrolment so that Student Finance can plan and manage Learner Support Funds effectively.

4.18 Non-refundable costs for the College will not be refunded to the learner should the learner withdraw from the course. If the College closes the course and the learner cannot be redirected to another course, the costs will be refunded on return of unused materials (if possible).

4.19 **Other Fees**

There are various other fees that may be charged as an essential part of the course or as part of the learner's activities at the College. These might include additional photocopying, late return fines, deposits for equipment or lockers, reimbursement of exam fees for non-attendance, and field trips or educational visits. This is not meant to be an exhaustive list and other fees are not necessarily charged on enrolment.

4.20 Ideally, prospective learners should be given an estimate of other fees which will be incurred during the course of their learning at the College. Student Finance should also be made aware of these costs in order to plan and manage Learner Support Funds effectively.

4.21 **Employer Training Fees**

Tuition fees for workplace provision such as apprenticeships and Workplace Learning are shown in section 18. Employer Training fees are based on contracts commercially negotiated by Heads of School.

4.22 Negotiated pricing and total contract arrangements should be agreed with the Vice Principal Corporate Services or Vice Principal Curriculum prior to completion.

4.23 Part time tuition fees should be based on the hourly vocational rates in section 17.

4.24 **Personal and Community Development Learning (PCDL) Fees**

PCDL funding has now been subsumed into the main SFA funding allocation.

5 Fee Remission

- 5.1 The SFA funding methodology allows the remission of fees for certain learners on vocational further education courses. This means that learners can be
- Fully Funded – the learner does not pay a tuition fee i.e. the fee is remitted;
 - Part Funded – the learner is partly SFA funded and will need to pay a fee contribution;
 - Non-funded – there is no SFA funding and the learner will need to pay the full cost of the course, or take out an Adult Learner Loan if aged 24 or more on level 3+ courses, to cover the cost.
- 5.2 The College will continue to follow SFA guidance on fee remission. College fee remission (“Principal’s Discretion”) will still be available in exceptional circumstances at the discretion of the Vice Principal Curriculum on referral from Student Services or Heads of School/Curriculum Managers. This includes learners taking out Adult Learner Loans. The accepted categories will be:
- SFA funded students who are employed but on state benefits such as Income Support;
 - SFA funded students who are in receipt of Employment Support Allowance, Incapacity Benefit or Income Support
 - SFA funded students who are in receipt of disability benefits;
 - Adult apprenticeship provision where market forces are making the College uncompetitive
- 5.3 A summary of SFA fee remission policy is included in section 17. Fee remittance is not available on full cost courses.
- 5.4 Scholarships should be agreed as part of the Curriculum Planning process and approved by the Student Success Committee on an annual basis.
- 5.5 In instances where the College is working with subcontractors, contractual arrangements must address the process of calculating partner payment taking account of any tuition fee that may have been payable through the partner. This would normally result in a reduced payment to the partner to take into account any other tuition fee income they had received.

6 Adult Learner Loans

- 6.1 Learners need to apply for financial assistance from Student Finance England before commencement of their course.
- 6.2 Fee collection from the learner may be delayed if Student Loans England prior to the start of the course has not processed the financial assessment. Learners must produce proof that an application to the Student Loans England has been made. If proof cannot be produced, the College will request that the full fee be charged or the student be withdrawn.
- 6.3 Learners who withdraw and are subject to Learner Loans will normally have their instalment payments to the College from Student Loans England retained by the College. If a Learner Loan had not been approved prior to withdrawal, the College will invoice for fees based on the Further Education Refund Policy (see section 13.1).

HEFCE Funded Provision

7 Eligibility

- 7.1 **Home learners** are classified as learners who have a relevant connection with the United Kingdom and Islands and have been ordinarily resident in the United Kingdom and Islands throughout the three years prior to the start of the Course. The qualifying date is 1st September prior to the course start date;
- 7.2 **Non-home learners** should refer to the section on International Students (Section 9).
- 7.3 **Full time learners** are classified as learners who are on a course awarding 120 credits per academic year. **Part time learners** are classified as learners who are on a course awarding less than 120 credits per academic year.

8 Course Costs

- 8.1 The total amount that a learner could be asked to pay for a course or courses will be made up of four elements (the “course cost”). These different elements of the course cost are defined below:

Course Cost = Tuition Fee +Exam/Registration Fee +Material Fee +any other course specific cost.

- 8.2 Full time tuition fees for Higher Education courses are determined by the individual institution at up to £9,000. The College, under its current arrangements with the Office for Fair Access (OFA), can charge up to £6,000 per year for full time courses.
- 8.3 The College has decided to charge the tuition fees indicated in section 19, following discussion with partners and assessing the local market.
- 8.4 Part time courses are charged a fee based on the number of units or hours as a proportion of the full time tuition fee. For tuition fees in the current academic year see section 19.
- 8.5 Learners need to apply for financial assistance from Student Finance England before their course starts.
- 8.6 Fee collection from the learner may be delayed if Student Loans England prior to the start of the course has not processed the financial assessment. Learners must produce proof that an application to the Student Loans England has been made. If proof cannot be produced, the College may request that the full fee be charged or the student be withdrawn.
- 8.7 Learners who have a Sponsor or Employer paying course costs on their behalf will need a headed letter from the Employer or Sponsor when registering. The document must include the following
- The learner’s name and course title;
 - Acceptance of liability for all course costs;
 - A signature by the employer’s representative.
- 8.8 An invoice will be sent to the sponsor/employer within one month of the learner starting the course. Finance will be provided with a copy of the sponsor letter and EBS updated.

International Funded Provision

9 Eligibility

- 9.1 **Contracted** international learners generally attend the College as part of agreed contracts or agency agreements through the International Department. Course costs for contracted international learners are described below in section 10, and a list of international course fees can be found in appendix 20.
- 9.2 **Individual** international learners generally attend the College on an individual basis with applications and admissions through the International Office. Some students who live locally, but are classified as “international for fee purposes” due to funding eligibility rules also attend College on an individual basis, but through personal enquiry with respective Schools.
- 9.3 **Full time learners** are classified as learners who qualify for a student visa based on the type of course and the number of hours per week they are (or will be) studying at the College. International individuals may only study full time at the College if they are in possession of a valid visa, under which study is allowed. All queries related to eligibility to study on different visa types should be addressed to the International Office.
- 9.4 **Part time learners** are classified as students who are not currently studying enough hours per week at the College to qualify as full time students. Most international students are not eligible for part-time study, with the exception of those who are living locally but classified as “international for fee purposes”.

10 Course Costs

- 10.1 Individual international course costs are based on full cost tuition fees charged to non-funded learners.
- 10.2 Part time tuition course costs should be based on the hourly vocational rates in section 17.
- 10.3 Contracted international course costs are based on contracts commercially negotiated by the International Department. Negotiated pricing and total contract arrangements should be agreed with the Vice Principal Corporate Services prior to completion.
- 10.4 A deposit of 60% must be paid prior to the College issuing a “CAS” (Confirmation of Acceptance for Study) for students applying under Tier 4 of the Points Based System, or on issuing a visa confirmation letter for those applying as “student visitors”.
- 10.5 The remaining fees due on enrolment at the start of the full time course. The only exception to this is students who are fully sponsored by their government or organisation, who must submit a valid “financial guarantee letter” in place of their deposit. The letter must clearly state the College name and the course being funded.
- 10.6 Refunds are not normally allowed except for those reasons outlined in section 13.

Instalments and Discounts

11 Instalments

- 11.1 The College appreciates the increasing financial burden for students to enrol on courses and employs a number of schemes to allow discounts or to spread payments over a longer period of time.
- 11.2 Instalments are not available for international students on international courses.
- 11.3 Instalments can be arranged on full time or part time courses and allow learners to spread out the costs of enrolment. Instalments must not exceed three payments (in addition to a deposit) by law as the College does not have a consumer credit licence.
- 11.4 Deposits should be collected at the point of enrolment. No learner should be enrolled unless the deposit has been paid and cleared.
- 11.5 Learners opting to take instalments using direct debits are not charged more to do this, but those opting to be invoiced are charged an additional administration amount of £10.00.
- 11.6 Where an instalment paid by direct debit or by cheque is not honoured by the bank (i.e. it bounces), the College has the right to charge a further £25.00 administration fee to cover costs.
- 11.7 Where an instalment has not been honoured and the College is chasing payment, the College has the right to charge interest at 3% above inter-bank interest rates on a daily basis.
- 11.8 If a learner defaults on an instalment plan, the debt will be treated according to the College debt collection procedures. The debt may eventually be referred to a debt collection agency, and the learner may have College privileges removed such as access to College facilities and barring from examinations.
- 11.9 Instalment plans for Further and Higher Education can be reviewed in the relevant Price List section.

12 Discounts

12.1 Promotional Discounts

These may be available to prospective learners on an occasional basis and will be advertised through College marketing brochures, fliers, website or other media channels.

- 12.2 Such promotions must be signed off in advance by the Vice Principal Curriculum or the Vice Principal Corporate Services.

Refund Policy

13 Refunds

13.1 Further Education Refunds

Refunds can only be given in the following cases:-

- **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 the tuition fee.
- **Exceptional Circumstances:** If a learner has to leave a course due to exceptional circumstances, and is able to supply supporting evidence, pro-rata refunds may be considered. Exceptional circumstances are adjudged by the Head of School and include health, maternity and employment grounds. The complaints procedure can also be used if a learner wishes to have a refund on quality grounds.

13.2 All course withdrawal dates are calculated from the date of **written notification** by the learner.

13.3 Only the tuition fee element of the learner fee can be reimbursed by the College.

13.4 Costs that have been incurred by the College in enrolling a learner, e.g. examination costs, registration fees and purchased materials cannot be reclaimed by the learner, even if they withdraw from the course prior to the start, unless the course is closed by the College.

13.5 Heads of School may decide to charge learners for additional costs at their discretion. In some cases, these costs may be repaid to learners on successful completion of their programme, again at the Head of School's discretion. The process must be agreed at enrolment with the learner, including clear guidance on what objectives must be completed for the learner to reclaim the costs.

13.6 Higher Education (HE) Refunds

Course fees are normally not refundable and refunds can only be given in the following cases:-

- **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 the tuition fee.
- **Exceptional Circumstances:** If a learner has to leave a course due to exceptional circumstances, and is able to supply supporting evidence, pro-rata refunds may be considered. Exceptional circumstances are adjudged by the Vice Principal Curriculum and include health, maternity and bereavement grounds. The complaints procedure can also be used if a learner wishes to have a refund on quality grounds.

13.7 All course withdrawal dates are calculated from the date of **written notification** by the learner. In the absence of written notification of withdrawal, the College will assume that the student is still engaging with the course and will continue to provide learning opportunities and support for the student. The student will therefore remain enrolled on their course and their case presented for consideration at an examination board where their studies may be terminated if the student has failed to meet course learning outcomes or engage with the support provided.

13.8 Where a Higher Education student demonstrating exceptional circumstances withdraws from their course payments will be as follows:

- 25% of the annual course fee if written withdrawal is before 5pm on the 31st October
- 50% of the annual course fee if written withdrawal is before 1 February
- 100% of the annual course fee if written withdrawal is on or after 1 February.

13.9 The deposit is non-refundable unless the College closes the course.

13.10 Costs that have been incurred by the College in enrolling a learner, e.g. examination costs, registration fees and purchased materials cannot be reclaimed by the learner, even if they withdraw from the course, unless the course is closed by the College.

13.11 The liability for any HE loan through the Student Loans England remains with the student if they withdraw.

13.12 International Refunds

International refunds will not normally be given except in exceptional circumstances, as detailed in the “terms of conditions of acceptance”. Any refund will be granted less an administration charge of £100.00.

13.13 Costs that have been incurred by the College in enrolling a learner, e.g. examination costs, registration fees and purchased materials cannot be reclaimed by the learner, even if they withdraw from the course, unless the course is closed by the College.

Non-Payment of Fees

14 Instances of Non-Payment

- 14.1 The College is financially vulnerable when learners or their sponsors do not pay the full agreed fee in the timescale expected. This covers fees paid as a lump sum or as instalments.
- 14.2 Where learners are expected to pay fees via Student Loans England (i.e. for Higher Education courses or FE courses for eligible for adult learners on courses at Level 3 or above) the College is also financially at risk if the learner does not apply for a loan.
- 14.3 The principle that the College follows is that all students should pay the amount of fee required through the guidance of the Funding Agency as set down in this Fees Policy. Exceptions should be dealt with equitably through the waiver process.
- 14.4 Learners who refuse to pay or delay payment significantly cannot expect to receive the full services of the College, and may even be withdrawn from their qualification.
- 14.5 The College operates a number of hardship schemes which are in place to support financially vulnerable learners. The College can support and advise such learners through its Student Finance department.

15 Implications of Non-Payment

- 15.1 Full Time students starting in September/October who have not completed the process of applying for a higher education or an Adult Learner Loan by the end of October in the same year will be invoiced for their course on a full cost basis. These learners will then be treated as fee paying students.
- 15.2 Learners who continue to refuse to make the full cost payment or apply for a loan support will be withdrawn from their course at Christmas.
- 15.3 Such learners who start later in the academic year will need to have grant funding in place within two weeks of starting their course. If this is not completed, and invoice will be created for the learner as in 15.1 and payment will be expected within three weeks.
- 15.4 Part time students will be treated in the same way as learners in 15.3.
- 15.5 Fee paying students who have not paid their fees by the required time, or have defaulted on instalment payments, will receive a final written warning to make the required payment.

- 15.6 If the written warnings are further ignored, the College will commence its procedures to withdraw the learner from the course.
- 15.7 If the learner applies to join further College courses, the College would only enrol them if it sees evidence of grant application or full payment before the start of the course.

Appendix 1 - Choices Price List

16 Choices Course Fees and Costs

16.1 Vocational and Academic Provision

	Tuition Fee Per Hour
Individual Learners (College programmes)	£8.00
Discrete Group Provision	£80.00

In addition, schools are also charged for:

Item	Cost Per Learner
Registration and certification fees	Various
PPE where needed	£40.00
Salon uniforms where needed	£25.00
Salon kits where needed	£100.00
Consumables for resource intensive courses	Max £40.00

16.2 Consultancy

Consultancy fees are charged at the following rates: -

Description	Minimum Rate
Consultancy Rates (daily)	£500.00
Consultancy Rates (half daily)	£350.00

16.3 Payment

Invoices will be raised in February for the full year costs.

Appendix 2 – Learner Responsive Price List

17 Course Fees and Costs

17.1 SFA Supported Vocational Tuition Fees

Vocational Full Time Course Costs	Tuition Fee Per Year	
14-18 Learners	FREE	
19-23 Learners (fully-funded)	FREE	+Costs
19-23 Learners (part-funded)	£600.00	+Costs
24+ Learners Level 2 (part-funded)	£600.00	+Costs
19-23 Learners undertaking a 2 nd Level 3-6 (non-funded)	100% of LARS	+Costs
24+ Learners Level 3-6 (non-funded)	100% of LARS	+Costs
19+ Learners with Special Fee Remission	£100.00	+Costs

Vocational Part Time Course Costs	Tuition Fee Per Hour	
Further Education General	£3.25	+Costs
ESOL Course	£3.00	+Costs
PCDL Course (for Nottm City residents in work)	£2.80	+Costs

17.2 Non-SFA Supported Part Time Fees – Non-funded

Non-Vocational Part Time Course Costs	Tuition Fee Per Hour	
Vocational Courses	£6.00	+Costs
Non-Vocational (Leisure) Courses	£4.00	+Costs
PCDL Course (for non-Nottm City residents in work)	£4.00	+Costs

17.3 All costs are minimum costs and can be increased by Heads of School if market conditions allow.

17.4 Full time Instalments (other than Adult Learner Loans)

Instalments are available on full time courses with costs of £500.00 and above as follows:-

Full Time Vocational Fee Instalments	Instalment % Charge	Charge for invoicing
Deposit payable at enrolment	25%	£20.00
3 instalments payable bi-monthly thereafter	25%	

17.5 Part time Instalments (and Learners with Special Fee Remission)

Instalment payments are available on course costs of £100.00 and above, with the type of repayment depending on the length of the course:-

Part Time Learners OVER 25 Week Course	Instalment % Charge	Charge for invoicing
Deposit payable at enrolment	25%	£20.00
3 instalments payable bi-monthly thereafter	25%	

Part Time Learners UNDER 25 week Course	Instalment % Charge	Charge for invoicing
Deposit payable at enrolment	50%	£10.00
Payable by mid-point of course	50%	

Appendix 3 - Employer Responsive Price List

18 Course Fees and Costs

18.1 Apprenticeships

The costs for frameworks vary according to age range, level and the size of the employer. Tuition fee costs are shown below.

Apprenticeship Course Costs*	Level 2			Level 3		
	16-18	19-23	24+	16-18	19-23	24+
Supporting Teaching and Learning in Schools	£0	£500	£2,000	£0	£500	£2,000
Children and Young People's Workforce	£0	£500	£2,000	£0	£500	£2,000
Health and Social Care	£0	£500	£2,000	£0	£500	£2,000
Hairdressing and Barbering	£0	£386	£1,500	£0	£386	£1,500
Beauty	£0	£385	£2,000	£0	£385	£2,000
Business Administration (SME)	£0	£450	£600	£0	£450	£600
Business Administration (Large)	£0	£600	£750	£0	£600	£750
Customer Service (SME)	£0	£575	£675	£0	£575	£750
Customer Service (Large)	£0	£750	£850	£0	£675	£850
Enterprise (SME)	£0	-	-	£0	£750	£1,000
Enterprise (Large)	£0	-	-	£0	£1,000	£1,150
ICT (SME)	£0	£350	£500	£0	£350	£500
ICT (Large)	£0	£350	£500	£0	£350	£500
Social Media (SME)	£0	-	-	£0	£750	£1,000
Social Media (Large)	£0	-	-	£0	£750	£1,000
Contact Centre Operations (SME)	£0	£500	£750	£0	-	-
Contact Centre Operations (Large)	£0	£700	£800	£0	-	-
Accounts (SME)	£0	£500	£750	£0	£750	£1,250
Accounts (Large)	£0	£500	£750	£0	£1,500	£1,750
Management	£0	-	-	£0	£1,000	£1,300
Hospitality and Catering	£0	£600	£1,500	-	-	-
Paint and Body Repair	£0	£1,500	£1,500	£0	£1,500	£1,500
Parts & Service Aftercare	£0	£1,500	£1,500	£0	£1,500	£1,500
Caravan Maintenance	£0	£1,500	£1,500	£0	£1,500	£1,500
Light Vehicle/Motorcycle Maintenance	£0	£1,200	£1,200	£0	£1,200	£1,200
Engineering	£0	£1,200	£1,200	£0	£1,200	£1,200
Laboratory Technician Advanced	£0	-	-	£0	£2,100	See 15.2
Pharmacy Assistant/Technician	£0	£750	£750	£0	£1,500	See 15.2
Dental Nursing	£0	-	-	£0	£750	See 15.2
Dental Technician	£0	-	-	£0	£2,500	See 15.2
Certificate in Oral Health Education	£0	-	-	£0	-	-
Horticulture	£0	£600	£1,300	£0	-	-
Cleaning	£0	£350	£1,300	£0	-	-
Warehouse and Storage	£0	£350	£1,300	£0	-	-
Activity Leadership	£0	£0	£0	£0	-	-
Leisure Operations	£0	£0	£695	£0	-	-
Sports Development	£0	-	-	£0	£0	£695
Exercise and Fitness	£0	-	-	£0	£495	£495
Construction Building	£0	£1,200	£1,200	£0	£1,200	£1,200
Plumbing and Heating	£0	£1,200	£1,200	£0	-	-
Electrical	£0	-	-	£0	£1,200	£1,200

18.2 A number of Health Science Level 3 courses require a contribution from the employer and the learner:

Level 3 Health Science Apprenticeships	Employer	Learner
Laboratory Technician Advanced	£2,100	£5,608
Pharmacy Assistant/Technician	£1,500	£3,536
Dental Nursing	£750	£2,259
Dental Technician	£2,500	£6,451

- 18.3 The length of apprenticeship provision is variable depending on level, area of provision, previous experience and the demands of the employer.
- 18.4 The College should ensure that contractual arrangements with subcontractors take account of tuition fees which are payable under the Policy or as part of the SFA assumed fee element (see section 5).
- 18.5 The employer or learner may opt to take the instalment option on costs over £500.00 (as per section 17). The learner or employer will need to come into College to set up this arrangement.
- 18.6 The costs in 18.1 and 18.2 will be the normal charges wherever possible, however, this is a commercially sensitive area and course costs can be varied with the approval of the Vice Principal Curriculum, if required.
- 18.7 **Full costs and Consultancy**
 Where the College provides courses for organisations or groups outside of the SFA funding mechanism, tuition fees should be based on the rates below. The income and costs should be identified in the School Business Plan before commencing delivery. Fees are charged at the following consultancy rates: -

Description	Minimum Rate
Consultancy Rates (daily)	£500.00
Consultancy Rates (half daily)	£350.00
Training Rate (per hour)	£75.00
Assessor Rate (per hour)	£50.00

Appendix 4 - Higher Education Price List

19 Course Fees and Costs

19.1 UK Resident Higher Education tuition fees, for internally delivered HEFCE supported provision is charged as follows:-

	Tuition Fee Per Year	
Full Time – HND or FD	£6,950	+ costs
Full Time – HND or FD with Internal Progression Award	£5,950	+ costs
Part Time – HNC	£3,475	+ costs

Additional credits are charged at £1,000 per 20 credits.

19.2 Costs include examination/registration fees, but exclude material fees. These are payable as extra costs and are as incurred for the relevant course.

19.3 The majority of UK HE tuition fees will be paid through Student Loans England rather than by the individual learner. Where a learner has been assessed as liable for the payment of the tuition fee element, instalments are permitted as per section 19.4.

19.4 Instalments

Full time and part time higher education course costs can be paid by instalment if the learner is not fully funded through Student Loans England and the course cost is over £750.00.

	Instalment % Charge	Charge for invoicing
Deposit payable at enrolment	25%	£20.00
3 instalments payable bi-monthly thereafter	25%	

19.5 Internal Progression Awards

For those College students progressing from a Level 3 course (full or part time), a bursary of £1,000 will be offered for full time students and pro rata for part time students, based on HE credits. The bursary will be released in two instalments and is subject to satisfactory attendance and performance. The first instalment is in term one and the second in term three.

Appendix 5 - International Price List

20 Course Fees and Costs

- 20.1 Some international course costs are set through commercial contracts by the International Department. These contracts will be variable in nature for volume, country of origin (and therefore currency) and price. Contractual prices agreed should be approved by the VP Corporate Services prior to signing of any contract for provision.
- 20.2 International fees for individual courses are set by the International Department and approved by the VP Corporate Services. Fees are renewed on an annual basis, in line with the current market conditions.
- 20.3 International course costs for annual courses are as below. As the 2015-2016 fees are not yet available, the fees still relate to 2014-2015:

	Scholarship	International Fee (per YEAR)	EU Fee (per YEAR)
International Foundation Programmes (4 Terms)	Up to 50%	£17,070.00	£9,388.00
International Foundation Programmes (3 Terms)	-	£13,950.00	£7,672.00
International Foundation Programmes (2.5 Terms)	-	£13,950.00	£7,672.00
International Foundation Programmes (5 Terms)	-	£20,970.00	£12,582.00
University Level Courses	-	£12,000.00	£10,000.00
Vocational Courses e.g. BTEC Extended Diploma	-	£6,450.00	£1,500.00
English as a Foreign Language (discounted on weekly costs)	-		£3,600.00

- 20.4 Information about scholarships and bursaries for selected countries is available from the International Office.

Appendix 6 - Other Charges

21 Hire of College Premises and Equipment

21.1 Room hire at all centres (except Ruddington) should be dealt with using the price guidance below. Room booking forms should be completed by: -

- Any external group wishing to hire rooms for private business (to be charged to the individual or business);
- Any internal staff wishing to hire rooms on College business outside of normal opening hours (to be charged to the relevant cost centre);

21.2 Charges are made according to the category of organisation wishing to use the facilities (except Ruddington Centre – 21.5 below): -

Room Type	Monday – Friday (during College opening hours)		Saturday – Sunday (and other non-opening times)	
	Cat. A / hr	Cat. B / hr	Cat. A / hr	Cat. B / hr
Lecture Theatre	£20.00	£30.00	-	-
Board Room	£20.00	£30.00	-	-
Specialist IT, Labs, etc	£20.00	£30.00	-	-
Classrooms	£15.00	£25.00	-	-
Car Park	-	-	£50.00	£60.00

21.3 For the calculation of daily rates, take the relevant rate for five hours.

21.4 Group Categories for Room Hire: -

- A** Local community groups including charities and non profit making bodies such as local schools, police, City and County Councils.
- B** Commercial – all other organisations

21.5 Room hire at the Ruddington Centre is charged as follows: -

Room Type	Monday to Friday		
	Hourly	Daily	Annual
Lecture Room	£30.00	£100.00	£16,000.00
Workshop	-	£200.00	£37,000.00
Board Room	£50.00	£150.00	-

21.6 The minimum hire for all lettings is three hours. All groups will be expected to submit a request to the Registry/Rooming department, who will determine the category, liaise with Estates and administer the letting.

21.7 As part of the insurance requirements of the College, all groups hiring these rooms will be required to take out their own public liability insurance of £2,000,000.

22 Freedom of Information Act Fees

22.1 Charges are to be made **per single piece** of information requested.

Enquiry Type	Charge
UK Mainland	£2.00
Outside UK Mainland	£10.00

Appendix 7 – SFA Remission Rules (2015-2016 Guidance)

23 SFA Fee Remission Statement

23.1 Certain categories of learners are not expected to pay tuition fees and in such cases the full national base rate will be paid. The categories of learners who are entitled to fee remission are:

16-18

- 16-18 year-olds (the Secretary of State does not expect tuition fees to be charged to full-time or part-time 16-18 year-old learners as at 31st August in the calendar year when they start the course);

Learners aged 19+ studying up to Level 2

23.2 The categories of learners who are entitled to fee remission are:

- Learners who need help to move into work, progress in work or remove a barrier to getting into work and who are:
 - receiving Jobseeker's Allowance (JSA) (see note below)
 - receiving Employment and Support Allowance (ESA) and are in the work-related activity group (WRAG), or receiving Universal Credit because they are unemployed, and who are mandated (required) to undertake skills training.
- Learners studying English and maths learning aims as part of the new suite of English and maths qualifications.
- Trade union representatives studying Trade Union Congress (TUC) learning aims.
- Individuals who are unemployed and receiving any state benefits not listed above but who want to enter employment and believe skills training will help them to do so. Full funding is at your discretion. (This relates to the learner and not the type of benefit they are receiving.)
- Offenders in custody who are released on temporary licence (RoTL) following learning outside a prison environment and not funded through OLASS
- Left British Armed Forces in the last ten years after completing four or more years of service.
- Been medically discharged from the British Armed Forces in the past 10 years due to an injury in active service, after completing basic training. This does not apply to Apprenticeship frameworks. This includes those learners aged 24 or over.

Learners aged 19+ studying up to Level 3

23.3 The categories of learners who are entitled to fee remission are:

- An individual studying their first full level-3 qualification who has
 - left the British armed forces in the last ten years after completing four or more years of service or
 - been medically discharged, due to an injury in active service, after completing basic training. This includes those learners aged 24 and over.
- Trade union representatives studying Trade Union Congress (TUC) learning aims.

Learners aged 19 to 23

(The age applies on the day they actually start the learning aim, not their age at the start of the funding year.)

23.4 The categories of learners who are entitled to fee remission are:

- Entry or level-1 aims (not English or maths) if a learner is entitled to a full level-2 qualification, in that they must have prior learning accreditation of level 1 or below, but need a step up from basic skills to progress to a full level 2. If this relates to workplace learning, this learning aim must be vocational.
- An individual studying their first full level-2 qualification.
- An individual studying their first full level-3 qualification.
- A level-4 'jumper' studying their first level 4 or above without having achieved a first full level-3 qualification.

23.5 The following learners will be entitled to co-funding for their learning programme.

- A full level-2 learning aim for individuals who have attained level 2 or above in classroom learning.
- A full level-2 learning aim for individuals who have attained level 2 or above in workplace learning, where the learner is employed by a small or medium-sized enterprise (SME). (An SME is an employer with fewer than 250 employees).
- Level-2 qualification not classified as full and delivered in classroom learning.
- A full level-3 or above learning aim for individuals who have attained level 3 or above in classroom learning.
- Level-3 qualification not classified as full and delivered in classroom learning.
- ESOL delivered in classroom learning.

Learners aged 24 or older for learning aims up to level 2

23.6 The following learners will be entitled to co-funding for their learning programme.

- Entry or level-1 aims (not English or maths) if a learner is entitled to a full level-2 qualification, in that they must have prior learning accreditation of level 1 or below, but need a step up from basic skills to progress to a full level 2. If this relates to workplace learning, this learning aim must be vocational.
- A full level-2 learning aim for individuals who have achieved level 2 or above delivered in classroom learning.
- A full level-2 learning aim for individuals who have attained level 2 or above in workplace learning, where the learner is employed by a small or medium-sized enterprise (SME). (An SME is an employer with fewer than 250 employees).
- A non-full level-2 learning aim for those who have achieved level 2 or above, if this is not delivered in the workplace.
- ESOL delivered in classroom learning.

23.7 Learners continuing a learning aim or learning aims from 2013/2014 will continue to receive full funding as was decided in 2013/2014. This only applies to continuing learning aims or programmes. For example, a learner moving on from an intermediate-level to an advanced-level apprenticeship is classed as 'continued' learning and not 'continuing' and so the changes would apply to the new programme.

24 EU Countries Qualifying for “Home” Status

24.1 The following countries qualify as full members of the European Union (EU): -

Austria	Belgium	Bulgaria	Croatia	Cyprus
Czech Republic	Denmark*	Estonia	Finland	France
Germany	Greece	Hungary	Ireland	Italy
Latvia	Lithuania	Luxembourg	Malta	Netherlands
Poland	Portugal	Romania	Slovakia	Slovenia
Spain	Sweden	United Kingdom		

**And associated territories*

24.2 The following countries are candidate countries for the EU and do not have “home” status as yet: -

Macedonia	Turkey		
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24.3 The following countries qualify as members of the European Economic Area (EEA) **as well as** the EU countries above: -

Iceland	Liechtenstein	Switzerland	Norway	Certain British Overseas Territories
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24.4 Learners who are nationals of EU countries qualify for “home status” from the Skills Funding Agency. “Home status” means that the learner can claim the same rights that a UK national would expect. The following criteria must be met: -

- 1) A national (or spouse or child) of any EU country who has been resident in the EU for a minimum of three years prior to enrolment;
- 2) An EEA migrant worker (or spouse or child) who has been resident in the EEA for three years prior to enrolment;
- 3) Anyone granted Refugee Status by the UK Government (or spouse or child) who has remained resident in the country (or the spouse or child);
- 4) Anyone granted Humanitarian Protection, Discretionary Leave or (prior to 01/04/03) was granted Exceptional Leave to Enter or Remain, and has remained resident in the UK since. Spouses and Children are also eligible.

24.5 The SFA also allows the following groups: -

- 1) Persons living legally in the UK for three years prior to enrolment with home status;
- 2) Persons with recently settled status;
- 3) The spouse of a person with settled status that has been married and settled in the UK for one year.

24.6 The above is subject to change by the SFA. For full details, please refer to the “Funding Rules for Further Education 2015/16”, published by the SFA (currently unpublished as at January 2015).

24.7 Students from EU countries applying as an “international student” (i.e. requiring International Office support) will have to pay a fee of £1,500.00 for any vocational course up to level 3. This is to cover the costs of processing the application and an international student, including pre-arrival and on-programme support, airport pick-up, arranging accommodation and access to the international students’ social programme.