



23/24 Tuition and Exam Fee Policy (Further education)

Change Control

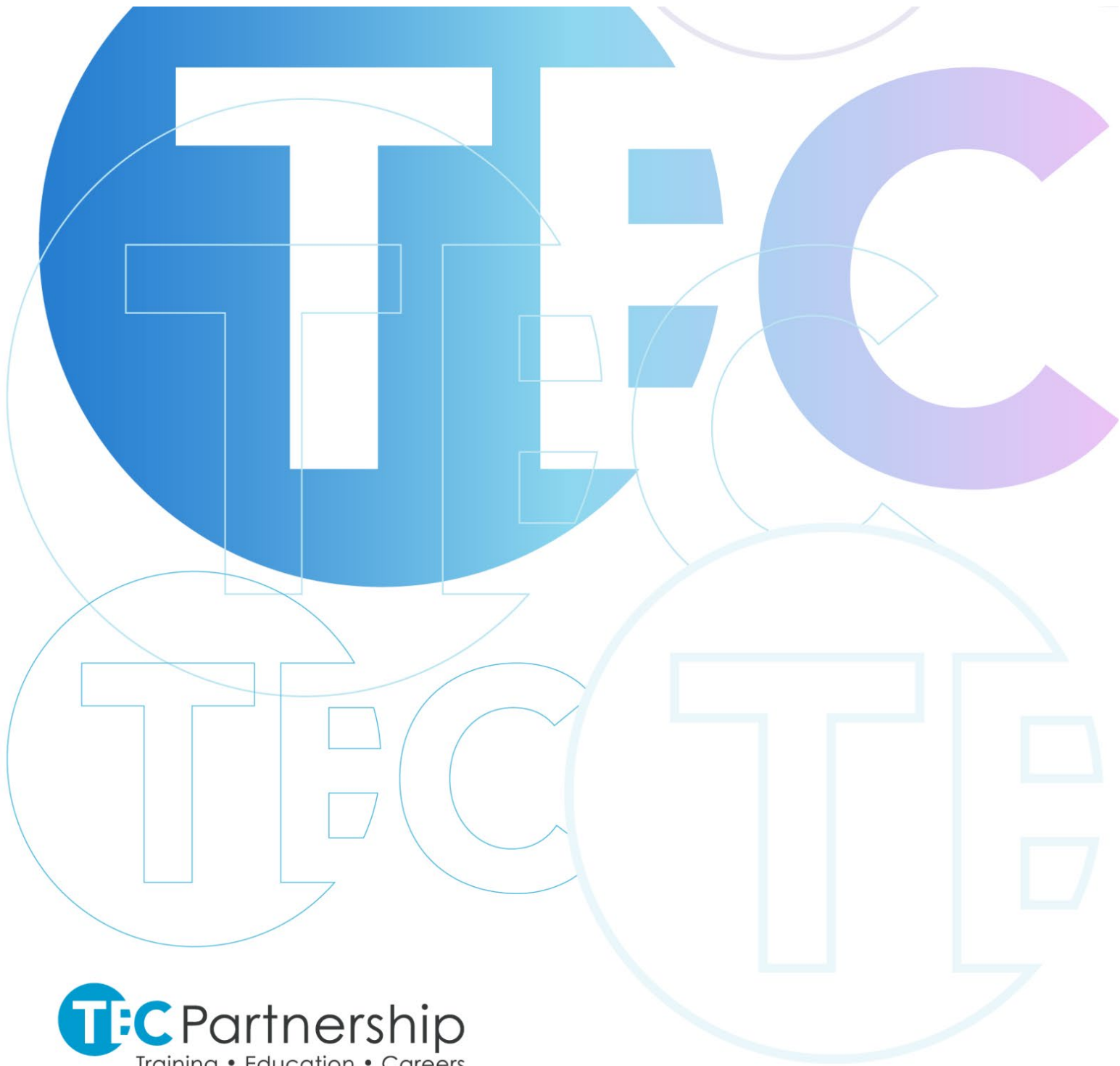
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16		July 2018	Reviewed by Head of Student Records
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18		June 21	Updated to incorporate ERC
19		June 22	Reviewed by Head of Student Records
20		July 23	Reviewed by Group Executive Director of MIS and Planning

There can be occasions where it has not possible to review this policy/strategy/procedure within the timescale indicated above, such as where there are imminent legislative changes, and in these cases the existing policy/strategy/procedure will remain valid until renewal.

This policy applies to the TEC Partnership and incorporates Grimsby Institute of Further and Higher Education, Scarborough TEC, Skegness TEC, East Riding College, The Academy Grimsby and all wholly owned subsidiary companies of the of the TEC Partnership.



TEC Partnership
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INTRODUCTION

Each year the UK parliament sets aside significant sums of money to support colleges such as our own. This money, raised through taxation, is spent on facilities for students from the UK and other parts of the European Union. The money available to support programmes being studied by EU students therefore consists of both the tuition fee and a public subsidy. For International students and for EU students on certain courses not publicly subsidised, the only money available to support their programmes is the tuition fee. As such, the fees paid by International students (or their sponsor) and those on non-publicly funded programmes tend to be relatively higher than the fees paid by students from the UK/European Union on publicly funded courses.

Tuition fee income remains a substantial source of income for TEC Partnership and there is a continuing need to strike a balance between the needs of TEC Partnership to earn an economic return and also to reflect the importance of providing a significant resource to enable members of the local community to access cost-effective, good value training and education programmes, delivered locally, which provide opportunities for personal growth and employment.

The charging of fees relates primarily to adult learning, either paid by individuals or employers and the fee policy recognises established fee remission categories, in particular for 16-18 students where legislation requires tuition fees not to be charged and for adults in receipt of certain benefits. TEC Partnership has also established and maintained additional remission categories outside of national policy in the interests of supporting the local community and providing a pathway into learning and employment. Annex B Provides an overview of how courses funded through the various funding streams available at TEC Partnership are determined on an annual basis more detail can be found in the appropriate sections.

TEC Partnership relies on information provided by the student to determine the fee to be paid. It is the student's responsibility to ensure that such information is accurate and complete and is supplied at the times required by TEC Partnership. A student who knowingly withholds or tender's false information relating to his or her liability to pay a fee will have breached TEC Partnership's regulations on student conduct and will be subject to TEC Partnership's disciplinary procedures. This is without prejudice to any rights TEC Partnership might have in respect of legal proceedings.

TEC Partnership reserves the right to take any reasonable steps to recover any sums due in respect of unpaid fees, which may include using an external debt collection agency.

Enrolment on to a course will be refused where the learner has outstanding fees relating to previous enrolments.

Funding for adults who live in specific areas of the country is no longer available to the College via the ESFA but maybe available by tender. The funding for residents of these areas has instead been allocated to the seven local Mayoral Combined Authorities of Cambridgeshire and Peterborough; Greater Manchester; Liverpool City Region; Tees Valley; West Midlands, the West of England; North of Tyne, Greater London, Sheffield City Region and West Yorkshire Authority. Adults (i.e. those aged 19 or over on 31st August) who are resident in any of these areas will not be eligible to enrol to courses at Tec Partnership, unless TEC Partnership receive funding via a tender or they:

- are under the age of 25 and have an Education, Health and Care Plan, or
- are continuing on a course they started with the College when aged under 19, or
- pay for the full cost of the course

TUITION FEES FOR PROGRAMMES FUNDED BY THE ESFA

Fees are charged on full time and part time courses at rates set by the colleges within TEC Partnership which are usually a percentage of the fully funded rate set by the Education and Skills Funding Agency (ESFA). The full funding rates for individual courses are available from Find a Learning Aim <https://findalearningaimbeta.fasst.org.uk/>

FEE REMISSION FOR ESFA FUNDED COURSES

Fees may be waived for courses that are funded by the ESFA and are waived in line with ESFA guidelines as set out in the Adult Education Budget: Funding Rules, the criteria of these fee waivers are set out below.

Fees are charged based on an individual's status at the time of enrolment. Subsequent changes to an individual's status will not affect their fee status, nor any fee that was payable at the time of enrolment.

Where students are receiving fee remission based on age, benefits, prior qualification etc. a declaration must be sign by the student confirming the information given for the fee waiver is correct prior to enrolment onto the course.

FEE REMISSIONS

Students Under 19 on 31st August in the year of enrolment and 19-24year old with an Education, Health and Care Plan (EHCP)

- No fees are charged

All fees are waived for students who are 19yrs + enrolling on to:

- Adult Basic Education English and or Maths course as defined by the Education and Skills Funding Agency (ESFA) and who do not already hold the GCSE at grade C/4 or above
- GCSE Maths or English who do not already hold the qualification at grade C/4 or above.

Students aged 19yrs + enrolling to courses up to and including Level 2

When the student declares that they are unemployed or work less than 16 hours per week and earn less than £617 per month (single claim) or £988 (joint claim), want to enter employment and they believe skills training will help them to do so and are in receipt of one of the below means tested benefits.

- Job Seekers Allowance
- Employment Support Allowance
- Working Tax Credit
- Income Support
- ESA
- Universal Credit

Students aged 19-23yrs at start of course

- On an Entry or Level 1 qualification who have a highest level of prior attainment of level 1 or below and who are not repeating a qualification and where there is a progression route to a level 2 course
- On a full level 2 qualification who do not already hold a full Level 2 qualification
- On a full level 3 qualification who do not already hold a full Level 3 qualification

Employed Students aged 19yrs + enrolling to courses up to and including Level 2

The student declares that they are employed and they meet the conditions below (Low Wage criteria)

- Are not eligible for any other fee waiver (Entitlement/Skills for Work)
- Is eligible for co-funding
- Earns less than £20,319

(A copy of the learner's wage slip/contract must be seen to confirm the above)

Adult Free courses for Jobs Level 3 Offer

This forms part of the "lifetime skills guarantee" which enables adults without an existing full level 3 qualification to study around 400 courses for free if they meet the criteria below.

- are aged 19 or above on 31 August within the 2023 to 2024 funding year; and
- have not achieved a full level 3 qualification, or above, which meets the requirements of being a full level 3
- enrol on the level 3 FCFJ qualifications approved for funding.
- learners are fully funded to take one 'short' qualification without exhausting their eligibility, followed by one further qualification in the level 3 FCFJ offer

Or individuals who already have a level 3 qualification or higher if

- Earning less than the nation living wage £20,319
or
- Unemployed and claiming one of the below state benefits
 - Job Seekers Allowance
 - Employment Support Allowance
 - Universal Credit and take-home pay on their Universal Credit statement is less than £617 a month sole claimant or £988 a month joint claimant.

Or

- Other state benefit and take-home pay is less than £617 a month sole claimant or £988 a month joint claimant and wants to be employed or progress into more sustainable employment and this learning is directly relevant to their employment prospects.

TEC Partnership Fee Waiver

Tuition fees discounted only for courses up to and including Level 2

TEC Partnership reserve the right to apply their own full waiver to enable learners to commence learning that they may not otherwise be able to undertake.

TEC Partnership at its own discretion offers full tuition fee waivers only for students who are in receipt of the following benefits or unwaged dependents who are supported by and named on the benefit and do not meet any of the preceding fee waivers.

- Income Support
- Working Tax Credit
- Disability working allowance.
- Carer's allowance
- Pension Credits (Guarantee Credit only)
- Employment and Support Allowance

COURSES WHICH INCUR NO TUITION OR EXAM COSTS

TEC Partnership reserves the right for specific provision delivered at both onsite and offsite locations to not be charged tuition and/or exam fees, in order to increase participation in education for particular groups of students or specified learning aims or in line with government initiatives. These include courses which are Community / PCDL / Distance Learning funded provision / Other specific Courses.

OVERSEAS STUDENTS

It is important to note that to be classified as a UK/home student for fees and funding purposes, there are certain eligibility criteria relating to your nationality/ immigration status and your residency in the UK you are required to meet. Further information is available from on the UKCISA website.

International students on a full time Further education courses pay an Institute specific rate for overseas study. Course fees are to be paid in full before the start of the course to enable the students to obtain a student visa. If this is not successful, then the fees will be refunded if a copy of their Border Agency refusal letter is produced. An administration fee of £250 applies to all student refunds. This is the only time refunds will be given, for full information please see Terms and Conditions for International Students' Available on the Institute website.

Full time and part time overseas students (students that are resident in the country but are classed as overseas students according to their passport status) on full time further education courses pay an Institute group specific rate for overseas study. This is paid to TEC Partnership by the usual accepted methods of payment.

STUDENTS SPONSORED BY EMPLOYERS

Students being sponsored by their employer are still entitled to fee waivers if they meet the specified criteria. If they don't meet the criteria and the employer is paying they are required to provide TEC Partnership with a letter of authorisation from their employer on letter headed paper in order to successfully enrol. An invoice will be issued to their employer, which is payable within 28 days.

Should a student leave an employer part way through a course and the employer refuses to pay, the student undertakes to assume responsibility for the payment of fees.

STUDENTS AGED UNDER 16 AS AT 31 AUGUST

For students under 16 who are not enrolling as part of a curriculum partnership/School Link/local authority agreement, and who are on the Local Authority school roll, the following conditions apply:

- At the discretion of the College
- Permission of the Head Teacher or evidence of Local Authority agreement to home education

Full cost of course is payable in full upon commencement TEC Partnership sets fee rates for these students to cover the cost of the tuition and examination costs.

APPRENTICESHIPS

Employers are contractually required to pay the agreed amount for each Apprentice as set out in the signed contract between the employer and TEC Partnership, and a payment schedule will be agreed at the time of the contract being signed.

For employers with a digital account the payments will be on a monthly basis from their Apprenticeship Service (AS) account unless the funds are insufficient, at this point the employer is liable for the amount due for that month and until funds are available in the AS, in this case an invoice will be issued to the employer for the required amount and is payable in line with TEC Partnership's standard payment terms.

Employers who do not hold a AS account are liable for the payment of the agreed amount in the time frame set out in the payment schedule which is specified at the time of signing the Apprenticeship Training contract.

EXAM AND MATERIAL FEES

Examination fees relate to Registration, Certification and Exam costs charged by the Awarding Bodies which TEC Partnership incurs on behalf of the student as part of their programme of study. Examination fees will reflect the prices charged to TEC Partnership by the awarding body at the point when the fees are agreed for the course. Examination fees are not normally released in a timeframe which enables the fees relating to the academic year to be charged therefore the previous year's fees will be charged in most circumstances. Concessions against examination fees will only be awarded to students whose fees are waived except for those waived under the TEC Partnership fee waiver.

Exam Re-sit/Late Fees

All exam resits/late fees unless otherwise agreed at the point of the resit sit entry have to be paid for in advance of the examination.

More details relating to exam fees can be found in the Exams Policy.

Material Fees

Some courses carry charges for materials, which could include uniforms, kits and books as these are available for use outside of the course and are therefore not covered by government concessions these charges are available from the Learner Services team. Any trips that are provided as enrichment for the course and are optional are chargeable and are not covered by government concessions.

FULL COST AND COMMERCIAL PROGRAMMES

Certain courses and training are provided at a specific cost to the Institute Group these full cost and commercially competitive courses have a margin contribution model. The College will price each programme individually to reflect group size, delivery location, material, staffing costs and the competitive landscape in the sector being serviced. Programmes will normally be priced on a full cost recovery basis, including a minimum margin of 20%. All pricing decisions for full cost and commercial courses are subject to joint approval through the Planning and Budget review process.

STAFF EMPLOYED BY TEC PARTNERSHIP

All staff must complete a staff development form for any external/internal training or attendance on a TEC Partnership course. The enrolment form will be processed free of any charges if a copy of an authorised staff development form/email is provided. However, if the staff development form is not received TEC Partnership reserves the right to invoice the member of staff. Charges to staff for courses will be at the rates detailed in the TEC Partnership staff development policy.

PARTNERSHIP AND FRANCHISED PROVISION

Students enrolled as Partnership or Franchised Provision will need to adhere to the individual provider's fee policy. Payments for this provision are agreed as per the contract agreement.

Right to cancel

Your right to cancel is the same regardless of whether you enrol in person or online. You have 14 days from entering into a service contract (i.e., enrolment) in which you can cancel it, providing the 14 days fall before the start of the course.

Once the course has started you will have the right to cancel within 14 days, but must pay for the value of the service (i.e., course fees) provided up to that point plus administration costs, whether or not you have attended the classes.

REFUNDS

Students with 19+Loans

If a student withdraws from their course they will only be liable for tuition fees up the point at which they stop attending and in line with the loan amount charged to them by the student loan company. Refunds will be given for any difference between these amounts and the original invoice amount.

If you have not received confirmation of your tuition fee loan by the beginning of November, you will be expected to start paying your tuition fees in three instalments on the following dates: 1st December, 1st February and 1st May.

Students without 19+ Loans

Once an enrolment form is signed there shall be no expectation of a refund. This means the student will be liable for the full annual tuition fee and in exceptional circumstances refunds will be considered by the relevant area and a pro-rata refund may be considered for learners who have paid in full and withdrawn. Refunds will not include administration charges or any awarding organisation charges incurred

Any applications for refunds have to be submitted in writing to the Associate Principal for the curriculum area of the course taken (Grimsby Institute/Scarborough TEC) or the Client Services Manager (East Riding College).

PAYMENT OPTIONS

Payment can be made in full credit/debit card or instalment options as below are permissible. Employer Invoices are payable within 28 days of receipt.

If these payment options will cause hardship, please speak to the Learners services team or the Finance department to discuss further options.

Total course fees below £100

- Total fees paid in full at enrolment.

Total course fees in excess of £100

- 25% deposit
- Three further payments to be made by direct debit.
- The payments are for consecutive months, the deposit is paid upon enrolment and the three payments start one month hence.

Non-payment of fees will be chased by the 10 days from the date of the invoice unless a payment plan has been set up. If the payment plan is cancelled at any time alternative payment arrangement must be made by contacting the finance department.

Any queries regarding the payment of fees must be directed to the credit controller in the finance department.

SUPPORT AND ADVICE

Support and advice are available for students who are not clear how the Tuition and Exam Fee Policy applies to them or if they have concerns over their ability to pay. Students should seek advice and guidance from the Learner Services or Finance teams as early as possible to help avoid escalation of the problem.