

Fees Policy 2022/23

Further Education Courses

APPROVED BY The Board of Governors on October 2022

Applies to:	
Harrogate College	X
Keighley College	X
Leeds City College	X
Leeds Conservatoire	
Leeds Sixth Form College / Pudsey Sixth Form College	
Luminate Group Services	
University Centre	

CHANGE CONTROL

Version:	2022-23 v1 Draft	
Approved by:	Finance Committee	
Date approved:	6 October 2022	
Name of author:	Donna Lenton	
Name of responsible committee:	College boards	
Related policies: (list)	Admissions Policy Customer complaints procedure Student Financial Support Fund Policy Fees refund and recovery policy Financial Regulations Higher Education Fees Policy	
Equality impact assessment completed	Date:	
	Assessment type	
	<input type="checkbox"/> Full	
	<input type="checkbox"/> Part	
	<input checked="" type="checkbox"/> Not required	
Environmental Impact Assessment Completed	<input type="checkbox"/> Yes	
	<input type="checkbox"/> No	
	<input type="checkbox"/> Not required	
Policy will be communicated via:	Staff intranet and colleges' website	
Next review date:	March 2023	

Contents

1. Policy Statement.....	4
2. Context and reasons for the policy	4
3. Policy Objectives	4
Our staff, students, prospective students and students' employers and sponsors will understand: ..	4
4. Policy	4
5. Setting the fee rate	7
6. Fee remission	8
7. Refunds and transfers	8
8. Payments policy.....	8
9. Failure to pay	9
10. Definitions	9
11. Contacts.....	10
12. Responsibility.....	10
13. Conclusion	10



1. Policy Statement

Colleges' fees are set to ensure that, in line with funding body expectations and after public funding is considered, the colleges are able to cover the costs of every programme of study and contribute to their overhead costs.

The colleges reserve the right to cancel any course or change the charging policy where the costs may result in financial loss; cancel any course where there is a lack of appropriate resource; and/or refuse entry to a course on any non-discriminatory groups.

This policy may change in line with changes in Government and college strategies.

2. Context and reasons for the policy

- 2.1. The colleges Further Education fees policy is set annually based on the guidance from the Education and Skills Funding Agency (ESFA) and West Yorkshire Combined Authority (WYCA) regarding eligibility for funding and fees.

3. Policy Objectives

Our staff, students, prospective students and students' employers and sponsors will understand:

- What the colleges' fees are
- What additional charges may be made as part of the programme
- When and how the colleges' fees are payable

4. Policy

General

- 4.1. The colleges' fees comply with Government and WYCA funding directives and are designed to contribute to the full costs the colleges incur in delivering education and training to all students. The colleges will not change fees on a programme of study more than once a year (unless there are significant changes in Government policy that impacts on the colleges' ability to deliver the programme).

- 4.2. Devolution of adult education functions

As of 1 August 2019, the funding of students aged 19 undertaking adult education funded courses (AEB) who reside within devolved authority areas are subject to funding rules set out and published by the devolved authority. As a result of this change this fees policy only applies to AEB funded students who reside within the West Yorkshire Combined Authority region, or a non-devolved area which is funded through the ESFA.

The college receives no AEB funding for individuals who reside in other devolved areas (other than WYCA) and will as such individuals will be liable for full cost fees. Where the student may be entitled to full or partial funding within their own devolved authority, students

will be informed of this during the application and enrolment process and sign ported to their regional provision.

The devolved authority (WYCA) determine their own funding and eligibility rules, which in some instances may differ to the ESFA rules for specific aims or cohorts of students. Where this is the case it will be identified within this policy and its appendices.

The policy will be updated to reflect any changes in funding agreements with funding agencies and any future devolution deals.

4.3. Eligibility for Funding and Fees

The basis for funding and fees for individuals is based on the ESFA's/WYCA's published funding rules and college policy, as such they may be subject to amendments and clarifications, this includes but is not limited to the criteria for residency eligibility. Where required these changes will be made in subsequent iterations of the fees policy.

4.4. Fees

The colleges' fees may be made up of several elements:

- Tuition fees
- Awarding body registration fees or examination and certification fees
- Course specific charges

4.5. Colleges' fees vary according to your age, your level of study, qualifications on entry, the type of programme you are studying and where/how the course is delivered.

4.6. Colleges' fees are payable in advance, and for programmes of study which last for more than one year, are payable separately for each year of study.

4.7. Colleges' fees and examination fees (where applicable) are normally collected at enrolment, except:

- Where you are being sponsored, for example by an employer, the student must provide written confirmation from your sponsor/ employer at the point of enrolment (an invoice will be sent out to the sponsor). Where the student is unable to provide confirmation at enrolment, they are still entitled to enrol, however fee liability transfers to the student, until such time as written sponsor/employer confirmation is received.
- Where you are entitled to remission as set out in the ESFA/WYCA funding rules.
- Where you are funding your course through an Advanced Student Loan which has been approved.
- For certain examination fees for courses where the decision on which examination is to be sat is taken after some weeks of tuition (e.g. some language courses).

4.8. Awarding body registration fees, examination and certification fees are derived from actual awarding body charges.

- 4.9. The course specific charge relates to the costs of consumables, course specific computer licences, educational trips, specific course related library resources, attendance on residential trips, materials, equipment, uniforms, Disclosure & Barring Service (DBS) checks, food, artwork, professional body subscriptions etc. Some of these are purchased through the college, some through negotiated third party deals. These charges will be notified in the course information and will be applied consistently. These charges may be made after enrolment, but once billed, must be paid by you or your sponsor (if applicable).
- 4.10. Where the course of study is required to have a Disclosure and Barring Service (DBS) check students are liable for the additional costs. If the learning is associated with your employment, your employer is responsible for carrying out and paying for this. However, where there is an entitlement to full fee remission from the relevant funding agency (see appendix A) or your learning is being financed as an Advanced Student Loan (ALL) and the loan is in place, you will not be charged the fees for the DBS.
- 4.11. Fees due must be paid before you can be entered for any examination, unless there are exceptional circumstances that have been agreed with the colleges. If, for any reason, you have been registered for an examination, and your fees have not been fully settled, the certificate or award may be withheld to you until your debt has been settled in full. For further information, please contact the Director of Finance.
- 4.12. The colleges will charge full cost fees for students who do not meet the Funding Agencies eligibility criteria (see section 10 – eligible students) on government/WYCA funded further education courses in accordance with funding directives (i.e. a minimum of 100% of the weighted value rate for the qualification).
- 4.13. The colleges will charge a commercial rate of fees for all students on courses not funded by the government, as there is no funding subsidy.
- 4.14. Student Support Funds - In exceptional circumstances elements of a student's fees may be subsidised by awards from the Student Support Funds (LSF). These awards are for students who face financial difficulty and have made a successful claim for assistance with fees through the fund. These awards will be in line with the colleges' Student Financial Support Funds Policy and will constitute full or part payment of the colleges' fees.
- 4.15. The ESFA/WYCA will not fund any students repeating qualifications/learning aims they have already achieved (with the exception of GCSEs where the grades were below a C or grade 4 and the student is undertaking the full course). Any repeat qualifications or re-sits will be charged at a full cost rate.
- 4.16. For the academic year 2022/23 there have changes to the eligibility for funding for EU and EEA students, which means these students no longer automatically qualify for funding. For individuals impacted by these changes there will be a requirement to confirm residency status via the eligibility form and confirmation of immigration status in order to inform what funding is available to the individual.
- 4.17. If a student falsely declares their eligibility to funding or remission, i.e. residency, prior attainment, qualifications, employment status or income in order to claim fee remission and/or funding that they are not entitled to, the college retains the right to invoice the student any

loss of fees/funding and additional costs incurred and may withdraw students from their programme of study.

- 4.18. Where the funding agencies make a change to the rules for the entitlement to funding or full remission in year, these will apply for enrolments from the date determined by the agencies and will not be backdated or applied in retrospect, unless explicitly informed by the agency to do so.

5. Setting the fee rate

5.1. Further education courses

The minimum fee level for adult (19 plus) further education courses is set at the fee remission value as determined by the Education and Skills Funding Agency (ESFA)/WYCA. For 2022/2023 this is 50% of the un-weighted rate for the qualification per year, plus examination fees and course specific charges for those aged 19+ who are studying at, or below level 2. There is a minimum tuition fee of £1,100 for full time courses at level 2 or below.

For level 3 and above qualifications the fee rate will ordinarily be based on 100% of the weighted value for the qualification as set out in Find a Learning Aim [Find a learning aim \(fasst.org.uk\)](https://fasst.org.uk).

In exceptional circumstances departments can, where there is a market demand, use their discretion to apply a different fee rate. Where this is the case, the fees will apply to the full group/cohort.

In the case of English as a Second Language (ESOL) qualifications, the college will charge a fee set at £3 per course planned delivery hour, plus exams /accreditation fees.

5.2. International Students

The colleges do not sponsor international students on Tier 4 visas. Students who wish to enrol on FE courses, are legally resident but not do meet the funding agencies criteria for funding (ie residency eligibility) are able to enrol. These students will be charged at a full cost rate to cover all costs associated with the programme of study and as set out by the college department concerned.

5.3. Commercial rate courses

The fee for commercial rate (full cost recovery) courses is a minimum of £150 per teaching hour.

5.4. Awarding body registration /exam fees

All registration /exam fees are charged within a band based on awarding body charges.

5.5. Schools collaborative provision

Fees for school partnerships are set at a departmental level and at a rate which ensures the provision is viable and sustainable to the college.

5.6. Community Learning Provision

The colleges engage in community learning provision on behalf of the ESFA/WYCA and Leeds City Council.

Pound Plus Fee Remission Policy (CLP delivery)

Where the provision is funded directly to the college by the ESFA or WYCA as part of its contracted delivery (CLP) the colleges' FE fees remission policy will apply. The tuition fee rate will be set at £3 per teaching plus any additional examination/registration costs fees are payable by the student. If the student is eligible for a waiver under the ESFA/WYCA funding rules then the tuition and exam fees will be waived in line with college policy.

Leeds City Council applies its own fees policy which the college implements on its behalf. The policy for 2022/2023 will be made available to staff and students on the college website.

5.7. Apprenticeships

Employers are required to contribute to the costs of training for apprentices in line with government policy. This co-investment will be negotiated with the employer. Please see Apprenticeship policy for further details.

5.8. Higher Education

The Higher Education Fees Policy is a separate document, available on request and on the colleges' website.

6. Fee remission

The college will remit fees in line with ESFA/WYCA funding policies for students who meet residency and eligibility criteria. The entitlement to fee remission is based on several factors including student age, learning aim level and category, prior attainment, employment/benefit status and wage. Please see appendix A for further information.

7. Refunds and transfers

- 7.1. The colleges operate a no refund policy for cancellations by an employer or applicant, except in limited circumstances. The full policy on fee refunds and recovery is available on the colleges' websites.

8. Payments policy

- 8.1. All students are expected to arrange how to pay their fees at the time the students are notified that their enrolment is confirmed and accepted. The colleges have on-line payment platforms that students can use which accept payments by all major credit and debit cards. Students can also pay in person by cash/cheque credit/debit card at their college site.

In certain circumstances students may start their course before payment arrangements have been finalised. Where students have been allowed to start the course, the expectation is that students arrange how to pay as soon as possible, usually no later than 6 weeks from the start of their studies. Failure to make payment arrangements may result in action being taken in line with section 10 of this policy.

- 8.2. The colleges offer instalment plans options for courses, depending on the value and length of the course. The instalments are a maximum of 6 payments and the final payment must be before the expected end date of the course.
- 8.3. Payments by instalment can include the cost of examination and registration fees. The debt on the exam/registration fees will be reduced first, followed by the tuition fees.

- 8.4. Employers will be invoiced for fees as soon as possible after the start of the course and will pay in accordance with the college's standard terms of business (30 days from date of invoice). Any transfer of fee liability from student to employer will require written confirmation of sponsorship from sponsor/employer.
- 8.5. Where examination or awarding body registration charges apply, students will be required to make payment in full before the entry can be processed.
- 8.6. In exceptional circumstances, a student's fees (examination /registration fees and course specific charges) may be paid in full or part by application to the Discretionary Student Support Fund.
- 8.7. Where a student has informed the colleges that they intended to take out an Advanced Student Loan to cover fees they remain liable for the tuition fees until the loan has been approved and payments received by the college from the Student Loan Company. If the student fails to apply for the loan or it is not approved, is ineligible, or the loan is cancelled; then the student must make arrangements to ensure fees are paid. Students are normally expected to have the loan in place or payment arrangements made no later than 6 weeks from the start of the course. Failure to do so may result in the student being withdrawn from their course and action taken in accordance with Section 10 of this policy to recover outstanding debt.
- 8.8. Where a student withdraws early from the course, the colleges reserve the right to charge the balance of remaining course fees, this include where fees have been part paid by the loans company.

9. Failure to pay

- 9.1. Students are personally liable for payment of any tuition fees owed to the college. Failure to pay the agreed tuition fees or to pay agreed arrangements may result in the student being withdrawn from the course, but are still liable for any outstanding fees.
- 9.2. Students with outstanding debts will not normally be permitted to re-enrol for any further courses in either the current or future academic years until all debts have been paid.
- 9.3. The college will take reasonable steps to recover debts which may include the use of a debt collection agency and/or other legal action.
- 9.4. The colleges will take reasonable steps to advise and support students in financial difficulty. Any student who is having difficulty paying their fees should speak to the school admin team as soon as possible. Students can also seek advice from the Student Life team if they are in financial difficulties.

10. Definitions

- 10.1. "Eligible students" are defined as those who meet the ESFA's and WYCA's eligibility criteria, as outlined in the relevant funding rules as apply to the student's circumstances.
- 10.2. The age for funding purposes is normally determined by the age on 31 August in the academic year when the student begins a programme of study. However, in the case of students on Apprenticeship funded programmes and 19+ level 3 provision and over, the age is at the start of the programme (further guidance on this can be provided on request).

11. Contacts

Students should speak to the relevant departmental teams for further information.

12. Responsibility

- It is the responsibility of all staff to adhere to the policy and to advise students and potential students accordingly.
- It is the responsibility of the MIS and Finance teams to publicise and enforce the policy.

13. Conclusion

The adoption of this policy will enable the colleges to fund their courses appropriately in line with government guidance and good business practice, for the overall benefit of students.



Appendix A 22/23 Entitlements and Fee Remissions

Students are expected to contribute towards the costs of their course unless they are entitled to full funding by the relevant funding agency (ESFA/WYCA).

The details of entitlement to remission are below and are correct at the time of writing, but can be changed with no notice.

Where the funding agency rules differ, this will be made clear which rules apply to which agency.

- If you are between 16 and 18 on 31 August 2022, or 19-23 with an ECHP and are on an agreed programme of further education, are eligible for Education and Skills Funding Agency (ESFA) funding and not studying at any other institution or undertaking an apprenticeship at any other institution, the college will not charge for your tuition, awarding body registration, or examination fees. If you or the course is not funded by the ESFA (i.e. Full Cost) then you will be expected to pay the fees as advertised.
- If you are 19-24 with a learning difficulty or disability and your place in college has been commissioned as a 'High Needs' placement by your Local Authority, you will not be charged any tuition, exam or other mandatory fees.
- If you are aged 19 or over and are studying Basic English and Maths qualifications which are classified as legal entitlements by the DfE (Department for Education) (i.e. Functional Skills) and **not ESOL**, you are eligible for fee remission for tuition and exam or awarding body registration fees. This is on condition that the qualification being studied is at a level higher than previously obtained with either the college or any other institution, regardless of awarding organisation.
- If you do not hold a GCSE at Grade C/Grade 4 or above in Maths and English Language and are studying GCSE English and Maths you will be eligible for remission on tuition and examination fees for these qualifications. This is on the understanding that you are enrolling to undertake and participate in a full course of learning and not just re-taking the examination. If you have previously achieved a GCSE Grade C (4) in English or Maths and wish to improve your grade, there is no funding available, regardless of employment status and full cost tuition and examination fees are payable.
- If you are 19+ and are studying Information technology aims designated by the DfE as "Essential Digital Skills" up to and including level 1, have digital skills assessed at below level 1 and have not already achieved an IT qualification at Level 1 or above.
- If you are aged 19-23 or over on 31 August 2022, studying at Level 1 and below, and are unemployed, you will not be charged tuition, exam or awarding body registration fees. This will be on the basis that you declare to us that you meet the definition of Unemployed as set out in the AEB Funding Rules
- If you are 19-23 or over on 31 August 2022 studying at level 1 and below, employed and earn a low wage as defined by the relevant agency funding rules then you will not be charged tuition, exam or awarding body registration fees. This will be on the basis you are able to demonstrate your employment and income by providing appropriate evidence (i.e. 3 months wage slips or employment contract)
- If you are aged 24+ and studying at Level 2 and below, and are unemployed, you will not be charged tuition, exam or awarding body registration fees. This will be on the basis that you declare to us that you meet the definition of Unemployed as set out in the AEB Funding Rules.
- If you are 24 or over on 31 August 2022 studying at level 2 and below, employed and earn a low wage as defined by the funding rules then you will not be charged tuition, exam or awarding body registration fees. This will be on the basis able to demonstrate your income by providing appropriate evidence (i.e. 3 months wage slips or employment contract)
- If you are 19-23 and studying a level 2 which has been classified by the ESFA as a legal entitlement, or progressing to a level 2 qualification via entry or Level 1 courses, you will not

pay tuition, exam or awarding body registration fees. Confirmation of prior attainment and entitlement to this remission will be checked against the Personal Student Record (PLR).

- If you are 19-23 and undertaking a level 2 course and do not already hold a level 2 qualification then the qualification must be classified as a legal entitlement in order to qualify for funding and fee remission. If the qualification is not a legal entitlement, your course is not funded by under the AEB funding rules and will be treated as a full cost enrolment and fees may be charged accordingly regardless of income or employment status.
- If you are 19+ and want to undertake a level 3 course within the “Free Courses for Jobs” offer and you do not already have a level 3.
- Students aged 19+ who have achieved a level 3 qualification or higher and want to undertake and aim in the Free Courses for Jobs list and meet the ESFA/WYCA definition of low wage or unemployed as set out previously in this document. This is on condition that the student has not already used the entitlement under the Free Courses of Jobs funding.
- The Free Courses for Jobs list includes short qualifications (category 49). Students are able to take one short qualification from the list and then progress to a larger designated qualification, as long as the short qualification commenced after 1 April 2022. The entitlement to Free Courses for Jobs is exhausted one the student achieved the aim/s set out as above. If qualifications are further expansions to eligibility for funding are subsequently added to the Adult Level 3 offer, any entitlements cannot be back-dated or applied in retrospect.



Unemployed and in receipt of benefit

For funding purposes, we define a student as unemployed if one or more of the following apply, they:

- receive Jobseeker's Allowance (JSA), including those receiving National Insurance credits only
- receive Employment and Support Allowance (ESA)
- receive Universal Credit (UC), and their take-home pay as recorded on their UC statement (disregarding UC payments and other benefits) is less than £345 a month (student is sole adult in their benefit claim) or £552 a month (student has a joint benefit claim with their partner)
- are released on temporary licence, studying outside a prison environment, and not funded by the Ministry of Justice

The college may also use their discretion to fully fund other students if both of the following apply. The student:

- receives other state benefits (not included in the list above) and their take-home pay (disregarding UC payments and other benefits) is less than £345 a month (student is sole adult in their benefit claim) or £552 a month (student has a joint benefit claim with their partner), and
- wants to be employed, or progress into more sustainable employment, and their take-home pay (disregarding UC payments and other benefits) is less than £345 a month (student is sole adult in their benefit claim) or £552 a month (student has a joint benefit claim with their partner), and you are satisfied identified learning is directly relevant to their employment prospects and the local labour market needs

Low wage

The definition of low wage are students who are working and earn below thresholds set by the relevant funding body (based on the students address as the start of the course).

For students within the West Yorkshire Combined Authority region the threshold is £19,305 gross per annum.

For students in non-devolved areas the threshold is £18,525 gross per annum.

These thresholds applied from 1 April 2022.