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<p><b>Policy Title: FEES POLICY 2018-19</b></p>	
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<p><b>Approved by: Resources Committee</b></p>	<p><b>Approval Date: 5 June 2018</b></p>
<p><b>Related Documents:</b></p>	<p><b>Financial Regulations and Policies Staff Development and CPD Policy Examinations Policy</b></p>

## 1. INTRODUCTION

Coventry College is committed to a fair, equitable and transparent policy in respect of charges made to learners. As far as possible, the college seeks to:

- Set fees that are in line with funding and other relevant agency policy
- Set fees that are competitive in different markets in which the college competes
- Ensure coherence in fee levels across different funding streams

## 2. PURPOSE AND SCOPE

- 2.1 The fees that the College charges for courses it provides are set each year by the Senior Leadership Team (SLT) in conjunction with the Heads of Faculties and the Marketing Department, taking into account the requirements of government legislation and the funding agencies.
- 2.2 The Resources Committee will review the Fees Policy on an annual basis, and will recommend any changes to the Corporation for approval.

## 3. OBJECTIVES

- 3.1 This policy seeks to ensure that:
- The College's approach to tuition/additional fees is fair, equitable and clear.
  - Any barriers to participation presented by tuition fees are fair, equitable and clear.

## 4. TUITION FEES

- 4.1 For the purposes of the College's fee policy, the word 'fees' shall be interpreted as: "A sum of money due to the College in respect of educational services, which include such things as tuition, assessment and examinations, academic supervision, and the provision of other academic services and facilities.
- 4.2 The fees for an individual learner are determined with reference to the learner's course of study, mode of attendance and the learner's fee status.
- 4.3 A learner shall be liable to pay in full or have made arrangement to pay, either before or at enrolment, any fee due to the College.
- 4.4 Learners shall be liable for the payment of any outstanding course fees if they leave the course or their personal circumstances change. This includes students paying by student loans or by instalment plans.
- 4.5 Should a learner decide to withdraw from their course they should inform the relevant faculty immediately.
- 4.6 Enrolment on a course will be refused where there are outstanding fees relating to previous enrolments.
- 4.7 The College relies upon information provided by the learner to determine the fee to be paid. It is the learner's responsibility to ensure that such information is accurate and complete and is supplied at the times required by the College. A learner who knowingly withholds or tenders false information relating to his or her ability to pay a fee will have breached the College's regulations on learner conduct and will be subject to the College's disciplinary procedures. This is without prejudice to any rights the College might have in respect of legal proceedings.
- 4.8 Fees are charged based on an individual's circumstance at the time of enrolment. Subsequent changes to an individual's circumstance will not affect their fee status, nor any fee that was payable at the time of enrolment.
- 4.9 Fees are payable before commencement of the course. For example, a fee will be payable for each year of a two-year course except for advanced learning loans which are payable in full for 2 years at the start of the course.
- 4.10 The College 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.
- 4.11 For learners transferring from one course to another, additional fees may be payable, or a refund due, depending on the course and the learner circumstances.
- 4.12 Learners attending mathematics and English courses and meeting 'home learner' criteria, as defined by the ESFA do not have to pay fees, *see appendix 1 for definition of home learner*, with the exception of learners who already have an A-C grade in English and maths and want to retake it.
- 4.13 Asylum seekers should refer to the latest national policy/guidance on fees. See UKCISA for further information, <http://www.ukcisa.org.uk/>
- 4.14 Commercial and full cost fees will be proposed on a course by course basis by the designated senior manager and agreed by SLT.

- 4.15 The College reserves the right to vary the fees without notice at any time up to the commencement of a programme.

## 5. FEES PAYABLE/REMISSION ENTITLEMENT

- 5.1 Tuition fees and remission are determined according to either or both of the learner age and the course characteristics. In general terms, learner age differences divide into 16-18 year olds, 19-23 year olds, and those aged 24 plus (for apprenticeships the classification is 19-24 and over 24), and courses are classified as FE, HE or Commercial (full-cost/self-financing where the tuition fee covers all costs of the course).
- 5.2 Where learners are on courses approved by our funding bodies, we will apply all prescribed fee remissions as set out in the relevant funding body guidance, see *appendix 2*.
- 5.3 ESFA funding for learners who are:
- Aged 16-18 at 31 August in the start year of their programme of study,
  - Aged up to 24 who have a learning difficulty assessment or Educational Health Care Plan.
- 5.4 Where the learner is studying on a fundable aim(i) as defined by the Department of Education Section 96.
- No tuition fees are payable by learners aged 16-18 on 31 August of the academic year the learner commences their programme of study,
  - No tuition fees are payable by those learners aged 19 on 31 August who were under 19 when they commenced the qualification, their entitlement continues.

*This does not include a learner who enrolled on a 1-year qualification aged 18 who intends to return the following year aged 19 to enrol on another. If the learner is enrolled on the new qualification to be completed in the following year all learning will be planned, timetabled and resourced to coincide with start date.*

(i) *Fundable aim – eligible qualifications can be found using the following link:*  
<https://hub.fasst.org.uk/Learning%20Aims/Pages/default.aspx>

- 5.5 ESFA funding for learners who are:
- Aged 19 or above at the start of their programme of study,
  - Aged 15 or above and have left compulsory education for non-levy apprenticeships after the last Friday in June, and,
  - Non-levy apprentices aged 16 or above at 31 August of the academic year the learner commences their framework/standard.
- 5.6 The values of approved courses are published on the Learning Aim Reference Application (LARS) for funding purposes. The College uses the LARS value as a basis for fee setting, however, the actual fee for each course is individually assessed through a sensitivity analysis, which takes into account course costs, course viability, impact on learner numbers and local market conditions.
- 5.7 Where learners began a two-year programme of study in 2017-18 and are entering the second year in 2018-19 the fee for the second year will be as 2017-18 with no inflationary uplift.

- 5.8 In general learners progressing to the second or third year of their course will receive the same fee remission as in the previous year providing there are no breaks in study.
- 5.9 If in exceptional circumstances a lower fee is paid in the first year of the programme of study, through special negotiation or in error, this will not automatically apply in subsequent years and will be subject to individual negotiation for each year or level of programme.
- 5.10 In addition to the course fee, additional charges may also be payable by learners for items such as books, trips and equipment. Learners should be aware of these charges at the time of interview or enrolment.

## **6. HE TUITION FEES 2018/19**

- 6.1 Funding eligibility is set out and governed by the Education (Fees and Awards) Regulations 1997.
- Higher National Diploma (HND), Higher National Certificates (HNC) and Foundation Degree (full time and part-time modes of study) and Undergraduate BSc fees are set by the College and are available from Student Services.
  - HE learners do not have the same eligibility and remission rights as ESFA learners.
- 6.2 Learners who expect all or part of their fees to be paid via Student Finance England (SFE) must apply for funding prior to each year of study.
- 6.3 The College will be notified by the SFE of learners that have been approved for a tuition fee loan. The SFE will pay fees directly to the College in instalments in line with confirmed attendance dates throughout the academic year.
- 6.4 Where a learner elects to pay fees via a learner loan, the SFE will make payments to the College per term or part term attended. It is the learner's responsibility to make arrangements with the SFE in good time. Normal credit control procedures will be adopted regardless of the funding route.
- 6.5 The College may offer preferential rates to groups of learners at its discretion. HE learners joining a new course of study have up to 14 days, "cooling off" period from the date of enrolment in which to change their mind and withdraw their enrolment and cancel the contract with the College. The notice of cancellation to the College must be made in writing addressed to the Principal within the 14 days "cooling off" period i.e. from the date of enrolment or the date of the first class attended whichever is the soonest.
- 6.6 If a learner cancels within 14 days in accordance the College will refund any monies paid by the learner or sponsor at enrolment. Please note that any administration fees paid via FlexEd are non-refundable. An administration charge of £30.00 will be made for any refund requests made after 14 days "cooling off" period.
- 6.7 HE fees for 2018-19 will be £5,500.

## 7. INTERNATIONAL LEARNERS (NON EU LEARNERS)

- 7.1 All international learners will pay the prescribed fee as published by the College. International learners will need to be able to provide proof to the UK Border Agency that they have sufficient funds to meet the tuition fee costs of their programme and to be able to financially support themselves for the duration of their programme. If the learner's eligibility changes during their programme they will be re-assessed at the commencement of the new academic year.

## 8. ADDITIONAL COSTS

- 8.1 Additional charges may be made to cover enhanced tuition, materials and consumables required for the programme of study. We will advise learners of the charges and how these will be collected. These costs are in addition to any tuition and exam fees. Where an additional cost is charged, learners will be given clear and concise information as to what it covers.
- 8.2 Learners are personally responsible and liable for any examination fees in respect of proficiency tests which they may choose to sit and which are not a compulsory part of the course.
- 8.3 Where applicable, additional costs are payable by learners of all ages.
- 8.4 Financial support may be available to eligible students to help with additional costs from the appropriate learner support fund.

## 9. RESITS

### 9.1 Fee Paying Learners

- Payment of tuition fees normally entitles a learner to have two attempts only at that examination.
- The College reserves the right to charge for examination resits where the awarding body makes a charge for resits. This must be paid before the College re-enters the learner for the examination.
- Higher Education learners retaking any module assessments will be charged at 50% of the module fee multiplied by the module component weighting.

### 9.2 Non Fee Paying Learners

- This applies to all learners who are not required to pay their examination fees under the College Policy.
- If the learner has been entered onto the examination and the learner has been notified of a fail, then the learner will be entitled to one free resit per subject/module and thereafter will be responsible for paying the awarding bodies' examination fee (The College reserves the right to waive a resit fee on the basis of a learner's individual circumstances at the Exams Manager's discretion)
- The resit fee includes the cost of the resit examination entry plus a £15.00 administration fee. Where the awarding body does not charge for a resit the £15.00 administration fee is payable by the learner.
- All resit fees must be fully paid before the entry request can be made to the awarding body and the receipt must be presented by the learner at the time of booking.

## 10. PAYMENT OF FEES

- 10.1 The payment of any fee must be made in pounds sterling.
- 10.2 Payments will be accepted in cash (though should not be sent through the post), cheque, credit and debit card (but not American Express).
- 10.3 Learners enrolling for courses that will be paid by a sponsor will need a letter on company headed paper from their employer or a purchase order to confirm this. If an employer or sponsor fails to pay the course fees, then any outstanding fees will be the responsibility of the student to pay in full.
- 10.4 Where the total fee is less than £150 learners must pay in full at the time of enrolment.
- 10.5 Where the course duration is less than 12 weeks, learners must pay in full at the time of enrolment.
- 10.6 Where the course fee is more than £150, and is 12 weeks or more in duration students can choose to pay by instalments. The College offers 2 instalment plans as follows:

### **Instalment Plan 1**

- Where a learner does not qualify for fee remission and is unable to pay the fee in full at enrolment they can request the option to pay in 4 instalments. In this case, and if approved, an initial deposit of 33% must be paid at the time of enrolment and a standing order will be required to be set up for the remaining 3 months.
- The instalment option involves an additional administration fee of £15 and is only available for those courses costing more than £150.
- Any default of the standing order will result in the full balance of fees becoming payable immediately before the learner will be allowed to re-join the class.
- The College employs normal business processes to recover amounts due. Where courses are on-going, individuals will be told not to attend until they have paid fees that are due. Fees due will be invoiced, outstanding debts will be pursued and, where suitable will be referred to a debt collection agency. Ultimately, court action will be taken.

### **Instalment Plan 2**

- The 2nd instalment scheme is administered by Flex-ed. Learners will be given information regarding possible payment and instalment options at enrolment. Learners who are permitted to pay fees by instalments will be expected to pay an additional administration fee of £6.00 per instalment for this service payable to Flex-Ed.
- Where payment of fees is inclusive of an Advanced Learner Loan, any payment over and above the amount of the loan must be paid on enrolment. Learners shall be liable for payment in the event that the loan application does not proceed. If a learner pays the course fees and subsequently successfully

applies for an Advanced Learner Loan, the fee paid by the learner will be refunded less an administration charge of £15.

## **11. ADVANCED LEARNER LOANS**

11.1 Learners aged 19 and over and studying Level 3 to Level 6 courses can access the advanced learner loans facility which provides financial support for tuition costs by applying to the Student Loans Company (SLC), similar to that which is available in Higher Education.

Learners aged 19 and over have the option to either:

- pay course fees themselves,
- have an employer/sponsor pay the course fees for them, or,
- apply for an Advanced Learning Loan to help pay the course fees.

11.2 Learners wishing to use this funding route can only enrol on their course once evidence of a loan application having been made has been provided.

11.3 Learners must be aware that they are liable for the full fees once they have enrolled on their course regardless of sources of external funding.

## **12. FAILURE TO PAY**

12.1 Where a learner's course fees have not been paid in full and alternative payment arrangements have not been agreed, or if agreed have not been complied with the College reserves the right to refer the outstanding debt to the College's Debt Collection Agents. In this instance additional charges of 15% will be added to the outstanding debt. Attendance in class will not be permitted until such time as the fees are paid.

12.2 It is the learner's responsibility to ensure that all documents and agreements are signed with the Student Finance England (SFE). The SFE will cancel a loan agreement after 45 days where documents have not been provided and at this time the College will seek payment from the learner.

12.3 A learner shall not be permitted to continue on a subsequent year of a multi-year course if there is a debt outstanding in relation to a previous year, or to continue on a new course if there is outstanding debt in relation to an earlier course. The Principal shall also have the discretion to withhold awards from learners who have debts outstanding to the College.

12.4 If a learner fails to pay their fees in full, the College reserves the right to withdraw the learner from their course. This decision will be made by the Vice Principal Finance and Resources after exploring alternative methods of payment.

## **13. REFUNDS OF FURTHER EDUCATION TUITION FEES**

13.1 The College reserves the right to cancel courses. Where the course is cancelled prior to commencement an automatic refund of all fees (no administration fee) will be paid.

13.2 Where a course is closed by the College and the learner does not transfer to an alternative course, a full refund of any tuition fees will be paid.

- 13.3 Where a learner wishes to leave a course, refunds will not normally be given. In exceptional circumstances, fees may be refunded through application in writing to the Vice Principal Finance and Resources within 28 days of the last attendance. Refunds may be made (if agreed upon appeal) against any monies received in excess of the charges payable in accordance with the tables see appendix 3.
- 13.4 A £30 admin fee will be charged in addition to pro rata fees for the period of study already undertaken.
- 13.5 The College will not be liable for the refund of fees to learners (or their sponsors) or any other financial penalty should classes be cancelled due to war, fire, industrial action, tempest, accident, civil disturbance, or any other cause whatsoever beyond its control.

## **14. TRANSFERS**

- 14.1 The following rules apply to a learner where a transfer goes:
- from a course the College has closed to an alternative higher cost course, no additional charge will be made,
  - to a same fee course, no additional charge will be made, and
  - to a higher fee course, the learner will pay the difference.

## **15. FINANCIAL SUPPORT FOR LEARNERS**

A range of bursaries and other financial support is available to learners. Details of the support available can be found on the College website [www.coventrycollege.ac.uk](http://www.coventrycollege.ac.uk) or from the Student Services Team.

## **16. APPRENTICESHIP FEES**

There is a separate policy for fees relating to apprenticeships. Please contact the Apprenticeships Department for details of fee charging for apprenticeship programmes.

## **17. MONITORING AND EVALUATION**

- 17.1 SLT will monitor the effectiveness of the policy through feedback and report.
- 17.2 The policy and procedures, via Equality Impact Assessments will be assessed to ensure there is no negative impact on any particular groups of people.
- 17.3 This policy will be reviewed with the relevant parties on an annual basis, or as required.

## **18. EQUALITY IMPACT STATEMENT**

This policy has been assessed for its impact on equal opportunities and has been informed by the aim to eliminate all forms of discrimination in all strands of the equal opportunities legislation.

## **LIST OF APPENDICES**

1. Definition of home learner
2. Fee remission
3. Fees refundable

## APPENDIX 1

### Definition of home learner

The information below is a very brief summary and for indicative guidance purposes only. For more detailed information on HE please refer to the UKCISA website at [www.ukcisa.org.uk](http://www.ukcisa.org.uk); for FE please refer to the ESFA website at [www.gov.uk/government/organisations/education-and-skills-funding-agency](http://www.gov.uk/government/organisations/education-and-skills-funding-agency)

The Education (Fees and Awards) (England) Regulations 2007 govern the definition of 'home' (UK/EU) and 'overseas' (hereafter referred to as 'international') learners for the purpose of fees. These regulations enable individual institutions to classify the fee status of learners. The onus is upon individual learners to satisfy the institution that they meet the criteria to be classified as home status for the purpose of fees. The College will make the final decision on whether a learner is home UK, home EU, or an international learner, based on the facts that the learner provides. Only certain categories of learners will be charged the 'home' fee.

They must be 'settled' in the UK and Islands (Channel Islands and the Isle of Man) on the first day of the course.

They must also have been 'ordinarily resident' in the UK for the full three-year period before the first day of the course.

The purpose for their residence in the UK and Islands must not have been wholly or mainly for the purpose of receiving full time education during any part of this three-year period.

**The following categories of learners may also qualify for the 'home' fee:**

Refugees (recognised by the UK government) and their spouses/civil partners and children; and

Persons who applied for asylum and as a result have been granted Exceptional Leave, Humanitarian Protection or Discretionary Leave, and their families.

Home EU learners: In order to qualify as a home EU learner, the learner must meet all of the following criteria:

- On the first day of an academic year of the programme the learner must be a national of an EU country, or the relevant family member of such a national.
- The learner must have been ordinarily resident in the European Economic Area and/or Switzerland and/or the overseas territories for the three years before the first day of the course
- The main purpose for the learner's residence in the EEA/Switzerland or overseas territories must not have been to receive full time education during any part of that three-year period.

**The following may also qualify for the 'home' EU fee:**

- EEA and Swiss workers, their spouses, civil partners and children in the UK who have been resident in the EEA or Switzerland for three years.
- A child of a Turkish worker.
- Learners from the Channel Islands and the Isle of Man who are in receipt of an award from their Island authority for higher education are treated differently, and charged at the prevailing agreed rate for Island Learners.
- Self-funding learners from the Channel Islands or the Isle of Man will be assessed as either 'home' or 'international' learners using the criteria outlined above.
- Learners who do not fulfil these requirements will be classed as international learners and will not be eligible to receive any form of UK public funding for their programme of study.

## APPENDIX 2

### A GUIDE TO CHARGING TUITION FEES FOR FE LEARNERS

The purpose of this appendices is to summarise current governmental rules and the College's interpretation of them concerning fees. Whilst we believe this information to be correct at the time of preparation, the College reserves the right to amend the fee calculations to accord with government and funding body rules and regulations.

Tuition fee remission is available to students over 19 years old on some FE courses in the following circumstances:

- Individuals on Job Seeker's Allowance (JSA), including those receiving National Insurance Credits only; or Employment and Support Allowance (ESA) and are in the Work Related Activity Group (WRAG).
- Individuals who receive Universal Credit, earn either less than 16 times the national minimum/living wage a week or £330 per month (this is subject to change) and are determined by Jobcentre Plus as being in one of the following groups:
  - All Work-Related Requirements Groups
  - Work Preparation Group
  - Work-Focused Interview Group
- Students aged 19-23 years of age studying their first full Level 2 or 3 qualification.
- Entry or Level 1 aims (excluding Basic Skills) where a student has an entitlement to a full Level 2 qualification, in that they must have a highest prior attainment of Level 1 or below, but need a step up from basic skills in order to progress to Level 2 and are aged 19-23.
- Students studying English and Maths learning aims.
- An individual who has not reached GCSE Level C (grade 5 under the new grading mechanism) or above in English and Maths undertaking GCSE English and Maths.
- Unemployed individuals who are in receipt of a means tested state benefit (other than JSA or ESA (WRAG)), who want to enter employment and need skills training to do so are, at the discretion of the Provider, eligible for full funding for units and other learning aims that will help the individual into work.
- Classroom based ESOL provision will only be fully funded for those who are on JSA, ESA (WRAG) or unemployed and on a state benefit, where it is identified as a barrier to employment.

In all cases where receipt of an appropriate benefit is the reason for the remission of fees, the student must sign a College self-declaration form.

## APPENDIX 3

### Refunds payable if agreed upon appeal

#### Government funded courses (>12 weeks)

Learner leaves after:	Fees refundable	Admin fee payable
attending 1 to 3 weeks	100%	£30
attending 4 weeks or more within the 1 <sup>st</sup> term	2 terms	£30
within 2 <sup>nd</sup> term	1 term	£30
within 3 <sup>rd</sup> term	None	None

#### Government funded courses (less than 12 weeks)

Learner leaves after:	Fees refundable	Admin fee payable
attending 1 to 3 weeks	100%	£30
attending 3 to 4 weeks	50%	£30
attending 4 to 12 weeks	None	None

#### Other full cost (non-government funded) courses (8 weeks or longer)

Learner leaves after:	Fees refundable	Admin fee payable
attending 1 to 3 weeks	75%	£30
attending 3 to 4 weeks	50%	£30
Attending >4 weeks	None	None