



**Buckinghamshire
College Group**

Fees Policy 2019/20

Responsible Officer: Vice Principal Corporate Services
Date of issue: March 2019
Next Review date: March 2020 (unless preceded by legislation)
Procedure available: Intranet
Policy authorised by: Corporation

1 Scope

- 1.1 This policy statement details how Buckinghamshire College Group will apply fees for courses funded by the Education and Skills Funding Agency (ESFA), and the Higher Education Funding Council (HEFCE) and those courses that receive no grant funding, often referred to as Full Cost Recovery.
- 1.2 This document outlines the College's Tuition and Examination Fee Policy for the 2019/20 academic year.
- 1.3 In exceptional circumstances Faculty Directors may seek approval from the Vice Principal Corporate Services, to set fees outside the guidance of this policy prior to the commencement of the course, to waive or amend the requirements for individual learner student circumstances.

2 Disclaimer

- 2.1 The College reserves the right to change or amend, at any time, any of the course details including content, dates, times, venues, fees payable, concessions available and terms and conditions. The College also reserves the right to close or not to start any published course.

3 National fee guidelines

- 3.1 The ESFA funding approach assumes that all students other than those eligible for fee remission are charged a tuition fee as a contribution towards the costs of their learning. For 2019/20 the ESFA assumed fee element remains at 50% of the funding for the learning aim.

4 ESFA Fee remission

- 4.1 For 2019/20 the ESFA will consider the following groups of students eligible for full fee remission (those students returning for the second year of a two year course will continue to receive fee remission on the same basis as for their first year):
 - Those aged 16-18
 - Adults taking specific English and Maths qualifications
 - Adults in receipt of specific benefits (see Appendix A)
 - Adult on low income with earning of under £15,736.50 annual gross salary.
 - Eligible courses and adults aged 19-23 taking their first full level 2 or first full level 3 qualification
 - Eligible adults aged 19-23 taking Entry or Level 1 qualifications.
 - Adult Learners who already hold a level 2 qualification maybe co-funded on different level 2 qualification.

5 Further Education Provision

5.1 ESFA Funded provision

- 5.1.1 Tuition fees will apply for those students not eligible for fee remission. See Appendix A for a summary of fee rates and remission applicable to FE provision.
- 5.1.2 All Co-Funded students over the age of 19 will also be charged certification/examination/assessment fees at the time of enrolment if appropriate.
- 5.1.3 Full Time adult FE students wishing to take additional part time courses to those agreed as part of their study programme will be charged the tuition and other fees as set against the course.
- 5.1.4 Where a student is not eligible for funding on an ESFA course they will be charged tuition costs at the overseas rate.

5.2 Students aged 16-18

- 5.2.1 In accordance the ESFA regulations tuition, registration or examination fees will not normally be charged to students aged 16-18 taking full or part time courses funded by the ESFA.
- 5.2.2 However, the College may charge students aged 16-18 for Full Cost Recovery courses (or non ESFA funded provision) and for exam and resit charges if they do not achieve the required attendance levels or progress.
- 5.2.3 Materials or personal equipment fees, reflecting actual costs, may also be charged.

5.3 Adult students

- 5.3.1 Adult co-funded students (those aged 19 and above) taking full time courses funded by the ESFA will be charged a fee.
- 5.3.2 As a general principle, the default fee level will be broadly 50% of the funding value.
- 5.3.3 Learners whose fees are being paid by an Employer must supply written confirmation of sponsorship at enrolment. The confirmation must be on company headed paper, be unconditional, name the student and the course and be signed by an authorised signatory (not the learner).
- 5.3.4 Materials or personal equipment fees reflecting actual costs may also be charged.

5.4 Advanced Learning Loans

- 5.4.1 For students aged 19 or over, some provision is funded through Advanced Learning Loans administered by the Student Loans Company (SLC).
- 5.4.2 The fees for students aged 19 and over for provision at level 3 and above will be at the full ESFA funding rate.
- 5.4.3 A student taking out a loan to fund their learning may also be charged College certification, examination or assessment fees as appropriate.
- 5.4.4 Materials or personal equipment fees, reflecting actual costs, may also be charged where students are taking out a loan to fund their learning.
- 5.4.5 If a student is loan funded, they must sign an agreement at the time of enrolment to confirm that if they withdraw from their course after the initial two week liability period, they will be liable to pay the balance of the fees for that academic year which is no longer covered by their loan.
- 5.4.6 A summary of the levels of government contributions towards skills is provided in Appendix A.

5.5 Apprenticeships (Workbased Learning)

- 5.5.1 Government policy is that Apprenticeships are the preferred workbased learning route for all young people aged 16 to 25 who are capable of achieving NVQs at level 2 and 3.
- 5.5.2 A new apprenticeship funding system has been in place from May 2017 which will apply to all employers, both levy paying and non-levy paying. The reforms give employers more control over the design, choosing and paying for apprenticeship training.
- 5.5.3 As per the College Apprenticeship Reforms and Employer Engagement Strategy May 2017-2020; the College recognises that the changes to funding and working arrangements will require a pricing structure, payment schedule and contribution model that is cost effective, transparent and fair.
- 5.5.4 Should an employer require a refund this should be calculated based on the amount of learning the apprentice has already received

6 Managing Agents and Partner provision

- 6.1 Where fees are paid to the college by other organisations in receipt of ESFA funding, approval will be required by the Vice Principal Corporate Services before delivery commences.
- 6.2 Where courses are delivered by partners on behalf of the College, the College will agree with the partner whether the College or the partner will collect fees and the two parties will account between each other for the fees collected.

7 School Pupils and 14-16 provision

- 7.1 ESFA funding is generally not available for under 16 year olds. The following generally applies to those aged 14-16 who are still at school.
- 7.2 School pupils, whatever their age, taking evening courses at the College will be charged the fees quoted in the prospectus. The enrolment of school pupils under 16 requires the prior approval of the school, parent or guardian and the College.
- 7.3 When school pupils, whatever their age, wish to follow part of their programme at College during school hours, the College will require the agreement of the school and will charge the school for the cost of the provision.
- 7.4 The responsibility for negotiating Specific School Provision (also known as IF provision) with the School and/or LEA rests with Deputy Principal Learning & Quality.

8 Staff

- 8.1 Fees, including examination and material fees, for ESFA funded courses attended by College staff may be funded by their home cost code or the Professional Development budget with the prior approval of the relevant budget holder and the Head of Learning Technology, Learning Centres and CPD.
- 8.2 Staff may apply to do a non work related/non job specific College courses outside normal working hours during an academic year. In this instance courses that attract funding are permitted; however, staff may not apply for full cost recovery courses. The only exception to this would be if the course was essential for the member of staff to be able to carry out their role.
- 8.3 Full details are included in the Professional Development Policy, Procedures and Guidelines.

9 Full Cost Recovery Courses

- 9.1 Fees for commercial courses or full cost recovery courses are approved by the relevant Faculty Director and the Vice Principal Corporate Services.
- 9.2 Fees are to be based on market rates and must at least recover the full costs including overheads and therefore will differ between courses. All commercial courses need to achieve the target financial contribution unless agreed by the Vice Principal Corporate Services.
- 9.3 There is a standard course costing model which is to be used for all commercial courses.
- 9.4 There is no fee remission or concessionary fees for commercial courses unless agreed by the Vice Principal Corporate Services.
- 9.5 Students who, through their own volition, have failed to complete their learning programme within the agreed contract period will be required to pay additional costs associated with an extension. Charges will be on a 'full cost' basis; however, this may be amended at the discretion of the appropriate Faculty Director with agreement of the Vice Principal Corporate Services.

10 Part Time Courses

- 10.1 Fees for part time funded by the ESFA will be set within the national fee guidelines described in Section 3.
- 10.2 Fees for Part time courses are approved by the relevant Faculty Director and the Vice Principal Corporate Services.
- 10.3 If a student transfers to another higher priced course, the fee difference will be invoiced within 30 days.

11 Examination and Assessment Fees

- 11.1 All co-funded adult students and those not eligible for ESFA funding are normally charged a contribution towards the cost of the examination/registration fees at the time of enrolment.
- 11.2 Awarding Body fees are not charged for 16-18 year old students whose tuition fees are remitted, providing the following criteria is met:
 - It is the students first attempt at this centre
 - The examination is supported by the relevant subject lecturer
- 11.3 Students retaking examinations (with the exception of English and Maths qualifications) will be charged the examination retake fee; which is payable prior to the examination entry.

- 11.4 Students in receipt of a free attempt at an examination who do not take the examination without good reason may be charged the fee.
- 11.5 If a student requests a remark of an examination paper the awarding body fees will be payable by the student.

12 Materials and other fees

- 12.1 Where a course has significantly increased costs for special expensive items such as uniforms, equipment or consumables these costs will be passed onto students. Any material costs must be agreed with the Faculty Director, reflect the actual cost and be published in all appropriate literature.

13 Payment terms and instalments

- 13.1 All fees are normally payable online prior to the start of the course.
- 13.2 Students with a total fees over £250, may elect to pay four instalments of 25% via recurring card payment that must be set up prior to the start of the course. However, the following will apply:
- The course(s) must run for a minimum of two terms.
 - The first instalment of 25% of the total fee, will be payable prior to the start of the course, and the subsequent instalments will be monthly thereafter.
 - In exceptional circumstances the subsequent monthly instalments may be reduced to allow longer to pay in full.
 - All instalment agreements must be settled at least two months prior to the planned end date of the course.
 - Instalment plans may be refused if students have previous poor payment history with the College.
- 13.3 Adult learners studying level 3 and above courses are no longer co funded by the ESFA. UK and EU students will be able to apply for an Advanced Learning Loan for approved ESFA courses from the SLC. Loans may be used to fund the following types of provision regardless of the mode of study:
- A Levels (including A2 and AS Levels)
 - Access to HE Diploma
 - Qualifications and Credit Framework (QCF) Level 3 Certificate
 - Level 3 Diploma
 - Level 4 Certificate
 - Level 4 Diploma
 - Level 5 Diploma
- 13.4 All loans will be paid directly to the College by the SLC; liability will be incurred after the student has attended the course for two weeks and on a monthly basis thereafter.

13.5 If a student is loan funded, they must sign an agreement at the time of enrolment to confirm that if they withdraw from their course after the initial two week liability period, they will be liable to pay the balance of the fees for that academic year that is no longer covered by their loan.

14 Higher Education (HE) provision

14.1 The College will use the HEFCE fee bands to determine the HE fees chargeable to the student.

14.2 For HE courses, the fee level shall be shown in Appendix B.

14.3 The fee for HE students is deemed to be payable by the student unless they have full or part time sponsorship from Student Finance England (SFE), evidenced by a financial assessment letter showing the contribution to be paid by the SFE. For EU learner from outside the UK, the SFE will supply a letter as evidence of sponsorship (if applicable).

14.4 In certain circumstances SFE evidence may not be available at enrolment in which case written evidence of an application being made to the SFE is accepted as an interim measure. All students that do not have a financial assessment letter will be required to sign a disclaimer stating that should SFE funding not be approved the student will be liable for all fees.

14.5 If no SFE application evidence is provided the learners must pay at least £600 at enrolment; the balance of fees may be paid by instalment (see section 13).

14.6 Learners whose fees are being paid by their employer must supply confirmation of sponsorship at enrolment. The confirmation must be on company letter headed paper and signed by an authorised signatory (not the learner).

14.7 Liability dates – for HEFCE funded programmes only. This section is based on HEFCE funding regulations, should the regulations change, the College reserves the right to amend this section. Students will be deemed to have passed the liability date if they have attended the first week of each of the three terms.

Liability Date	% of fee due
After first 2 weeks of attendance in the academic year	25%
First week after the Christmas break	50%
First week after Easter break	100%

14.8 If a student has attended for less than three weeks and wishes to intermit their studies, there will be no charge for the academic year. Where a student has attended the third week of their study, the initial 25% liability will have been incurred. Students who wish to intermit

their studies in accordance with the College regulations and have been approved by the Curriculum Manager, HE & Professional Development and the Curriculum Director, Teaching Learning and Assessment will have their fee reduced, when they resume their studies, by the fee that has previously been paid.

15 Re-takes, re-sits and re-submissions

15.1 If a student has to re-sit or re-submit work to complete their year of study, the cost is included within the original fee structure and there is no additional charge. Where a learner has used their re-submission and has to re-take any of their programme modules, there is a charge of £150 per module.

16 Refunds (excluding HE)

16.1 Home Students

- 16.1.1 Refunds may be approved in the following circumstances:
- 16.1.2 If the College cancels a course, or the course does not start due to lack of support, every effort will be made to offer an alternative. If no suitable course is available, a full refund will be given.
- 16.1.3 If learners withdraw from their programme within two weeks of the course start date, they are eligible for a full refund.
- 16.1.4 A full refund will be given if a learner's complaint regarding the quality of delivery of a course or about the advice/guidance provided is upheld by the Executive Director of Business Development and Marketing following an investigation in accordance with the Colleges complaint procedure. The refund must be agreed by the Vice Principal Corporate Services
- 16.1.5 A full refund will be given if a student has been charged a fee at enrolment and can later provide evidence that they are eligible for a full fee waiver (see Section 4).
- 16.1.6 Once a student attends the third week of their course, refunds will not normally be given and all amounts outstanding (e.g. outstanding instalments) remain payable.
- 16.1.7 Written requests for refunds relating to exceptional personal factors will be considered by the Vice Principal Corporate Services.

Below are some examples of circumstance that would, or would not be considered for a refund. This list is not exhaustive and each circumstance will be considered on an individual basis.

Circumstances that may be considered exceptional:

- Severe illness or injury that necessitates the learner being away from College and unable to complete their studies,

supported by a medical certificate and the relevant Curriculum Manager.

Circumstances that would not normally be considered exceptional:

- Difficulties with childcare arrangements
- Changing jobs and/or moving away
- Loss of employment
- Emigrating

In some circumstances a refund will be offered, in others a credit note than can be used to offset future fees at Aylesbury College.

- 16.1.8 Excluded students – No refunds or credit notes will be made where a student has been excluded from College due to a breach of the Student Code of Conduct or they are withdrawn as a result of the Student Disciplinary procedure and all amounts outstanding (e.g. outstanding instalments) remain payable.

APPENDIX A

Charges for FE Students

Type / Age	Tuition/ Exam Fees	Material Fees
Over 16 and under 19 years at 31/08/19 on any ESFA funded course.	No	Yes
Over 19 years and under 23 at the start of the course with prior attainment at or below L1 studying eligible Entry or L1 qualifications (not English or Maths)	No	Yes
Over 19 years and under 23 at the start of the course studying an eligible first full level 2	No	Yes
Over 19 years and under 23 at the start of the course studying an eligible first full level 3	No	Yes
Over 19 years at 31/08/19 and enrolled on another part time ESFA funded course	Yes	Yes
Over 19 years at 31/08/19 and enrolled on other ESFA funded qualifications, including additional qualifications that are not part of the full time FE programme	Yes	Yes
Students studying English and Maths qualifications	No	Yes
Students undertaking a programme where they are not available for ESFA funding	Yes	Yes
Students over 19 in receipt of an 'eligible' benefit (see below)	No	Yes
Students aged 19 or over at the start of their course taking out a loan to fund their level 3 and above	Yes	Yes

Financial support may be available for students who are experiencing financial difficulties via the College Support Scheme to help with material and other costs. More information is available via Safeguarding and Student Welfare Services.

Level 2 and 3 fee waivers may not apply to all courses only those shown eligible on ESFA learning aims database.

Summary of government contributions towards skills (excluding apprenticeships)

Provision	19-23 Year olds	19+ Unemployed	19+ Other
English and Maths up to and including Level 2	Fully Funded	Fully Funded	Fully Funded
Full Level 2	Fully Funded (First and Full)	Fully Funded	Co-Funded
Provision to progress to Level 2	Fully Funded (First and Full)	Fully Funded	Co-Funded
Full Level 3	Fully Funded (First and Full)	Loan Funded	Loan Funded
Level 3 qualifications	Loan Funded	Loan Funded	Loan Funded
Level 4 qualifications	Loan Funded	Loan Funded	Loan Funded
Level 5 qualifications	Loan Funded	Loan Funded	Loan Funded
Traineeship	Fully funded (including 24 year olds)	Not applicable	Not applicable
ESOL up to and including Level 2	Co Funded (Fully funded for unemployed)	Fully Funded	Co Funded

Benefits Eligible for ESFA Fee Remission

Learners in receipt of the following benefits and wishing to enter employment and needing skills training will be eligible for full fee remission. Evidence of benefits will be required in addition to a signed declaration form.

- Job Seekers Allowance (JSA)
- Employment Support Allowance (ESA) and are in the work-related activity group (WRAG)
- Universal Credit (UC)

In addition, the College will waive fees if a learner meets the following 2 conditions:

- They receive other state benefits and earn less than 16 times the National Minimum Wage a week or £330 a month.
- They want to be employed and you are satisfied that the learning is directly relevant to their employment prospects and the local labour market needs.

Appendix B – Tuition Fees

Tuition Fees have been set at individual course level. The upper and lower range are shown in the table below:

Amersham	
Full Time	£1,950 to £3,000
Part Time	£120 - £900
Higher Education	Up to £6,000
Aylesbury	
Full Time	£435 - £6,000
Part Time	£25 - £3,500
Higher Education	Up to £6,000
Wycombe	
Full Time	£750 - £6,000
Part Time	£50 - £3,500
Higher Education	Up to £6,000
Overseas students – non EU students where no funding can be claimed	£20 per teaching hour

The fees have been commercially reviewed and set by the specialist curriculum areas based on local market intelligence.

All fees will be published at course level on our website www.buckscolleagegroup.ac.uk and a full list is available upon request.

Any variation to published fees must be agreed by the Vice Principal Corporate Services.

Checklist:

Impact on Students/Staff:

Policy applies to all students and staff as appropriate

Impact on Diversity:

None.

Impact on Health & Safety:

None.

Impact on Data Protection/Freedom of Information:

Buckinghamshire College Group complies with the requirements of the Data Protection Act and would only allow disclosure of relevant information as required (for example to a Police Authority).

Link with Strategic Plan:

Ensuring College resources are utilised for the purposes they were meant and protecting the College's reputation.

Communication/Consultation Plan:

Intranet.

Process of review:

The policy is reviewed annually or when legislative or procedural changes occur.

Process of review of effectiveness:

The Governing Body is accountable for ensuring the Group has effective policies and procedures in place and monitoring the Group's compliance with them.

Legal authority:

As required by law and adherence to funding body regulations

Responsibility for maintaining this policy rests with:

Vice Principal Corporate Services.

Links to other policies:

Financial Regulations