



Leeds City College

FEES POLICY

Version: 201718v0.1

Aim / Scope: This policy is designed to inform college staff, applicants and stakeholders of fees and charges for provision. In addition, it also sets out what facilities are in place for the collection of these charges and what fee remission and support arrangements are in place.

Policy Owner: Chief Financial Officer

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|-------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
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| Equality Analysis: Stage 1 Screening Tool completed by: Stage 2 Full Analysis completed by: (if Required) Agreed by and date: | Lydia Devenny Kate Bell August 2015 |
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| Related policies | Admissions policy Customer complaints procedure Learner Support Funds Fees refund & recovery policy Financial regulations. |

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FEES POLICY

1. Policy statement

College fees are set to ensure that, after public funding is taken into account, the college is able to cover the costs of every programme of study and make a contribution to its overhead costs.

2. Context and reasons for the policy

2.1. The college fees policy is set annually based on the following:

- Guidance from the Education and Skills Funding Agency (ESFA) about eligibility for funding
- Guidance from the Higher Education Funding Council for England about eligibility for funding
- Government policy changes

3. Policy Objectives

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

- What the college fee is
- What additional charges may be made as part of the programme
- When and how college fees are payable

4. Policy

4.1. General

College fees comply with Government funding directives and are designed to contribute to the full costs the college incurs in delivering education and training to all students. The college 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 our ability to deliver the programme).

The college will not change fees for individual learners who are part-way through an agreed programme of study e.g. where a learner is under 19 at the start of an FE funded programme of study, they will benefit from the free tuition /exam fee policy all through their programme of study, even if in a subsequent academic year of study, they are over 19.

4.2. Fees

College fees may be made up of several elements:

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

4.3. College 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.

4.4. College 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.

- 4.5. College fees and examination fees (where applicable) are normally collected at enrolment, except:
- Where you are being sponsored, for example by an employer (when an invoice will be sent out to your sponsor on enrolment) or
 - Where you have been directly referred by Jobcentre Plus
 - Where you are receiving active /locally agreed eligible benefits
 - Where you are funding your course through an Advanced Learner 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).
- 4.6. Awarding body registration fees, examination and certification fees are derived from actual awarding body charges.
- 4.7. The course specific charge relates to the costs of consumables, course specific computer licences, educational trips, specific course related library resources, attendance on residential, 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).
- 4.8. Where you are required to have a Disclosure and Barring Service (DBS) check, and you are entitled to fee remission and do not pay fees, or you are funding your course through an Advanced Learner Loan you will not be charged. However, if the learning is associated with your employment, your employer is responsible for carrying out and paying for this check.
- 4.9. Ideally, all fees due must be paid before you can be entered for any examination. If, for any reason, you are entered for the examination, although your fees have not been fully settled the certificate or award may not be awarded to you until your debt has been settled in full. For further information, please contact the Chief Financial Officer
- 4.10. The college will charge full fees for non "home-based" students (see section 9) on government funded further and higher education course, in accordance with government directives (i.e. 100% of the weighted value rate for the qualification).
- 4.11. The college will charge a commercial rate of fees for all students on courses not funded by the government, as there is no funding subsidy.
- 4.12. Discretionary Learner Support Funds
We accept official Leeds City College Student and Learner Services authorisation that elements of fees will be met by awards from the Discretionary Learner Support Funds (DLS) in exceptional circumstances for students who face financial difficulty and have made a successful claim through the fund. This will constitute full or part payment of the college fees.

- 4.13. The ESFA 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). Any repeat qualifications or re-sits will be charged at a full cost rate.
- 4.14 If you falsely declare your prior qualifications or employment status in order to claim fee remission and/or funding that you are not entitled to, the college retains the right to collect from you any loss of fees/funding and additional costs incurred and may withdraw you from your programme of study.

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. For 2017/2018 this is 50% of the un-weighted rate for the qualification per year, plus examination fees and course specific charges for those aged 19-23 and 24+ students 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 students aged 19-23 who have already gained a level 3 qualification and students 24+ or over and on Level 3 and above qualifications the fee level is set at a minimum of 100% at the weighted rate for the qualification per year. Where the student is "topping up" and has already achieved elements of the qualification, the college will reduce the amount charged and will apply Recognition of Prior Learning (RPL).

The government has introduced Advanced Learner Loans as one way for eligible students to pay for their fees. Information and terms and conditions are available at <https://www.gov.uk/advanced-learning-loans>

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

5.2. International Students

- The fee for International further education students is £6,750
- The fee for International higher education students is £9,250 (£9,750 for Engineering).

5.3. Commercial rate courses

The fee for commercial rate (full cost recovery) courses is a minimum of £150 per teaching hour. Any variation to this will only be authorised by the Chief Financial Officer

5.4. Higher education courses

- The fee for HE is £6,750 per annum,
- The fee for part time HE courses will be £3,375 per annum

5.6. Awarding body registration /exam fees

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

5.7. Schools collaborative provision

The fees for schools are:

- Group rate in Leeds - £115 per hour on college premises, which means an individual rate of £10.00 per hour
- Group rate in Keighley - £100 per hour on college premises, which means an individual rate of £9.09 per hour
- Group rate in Leeds and Keighley - £85.00 per hour on school premises
- Education partners' schools on college premises (as identified by the Deputy Principal, Teaching & Learning) -105 discount of the group rate: £103.50.
- Alternative curriculum- individual rate is £17 per hour on college premises

5.8. Leeds College of Music

The fees charged by Leeds College of Music are shown at:

<http://www.lcm.ac.uk/courses/Fees-and-Funding>

5.9. Community learning provision

The college engages in community learning provision, delivered by the college on behalf of Leeds City Council. The provision is not funded for anyone under 19.

Leeds City Council applies its own fees policy which the college implements on its behalf. The policy for 2017/18 will be made available to staff and students once it has been received.

5.10. Apprenticeships

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

6. Fee remission

6.1. The college will remit fees as shown below (these do not apply to students under the age of 16), or those who are based outside the European Economic Area (please ask for further details:

- If you are between 16 and 18 on 31 August 2017, on an agreed programme of further education, and are eligible for Education and Skills Funding Agency (ESFA) funding, we will not charge for your tuition, awarding body registration, or examination fees. You will be expected to pay for the re-sit costs of any examinations apart from one free Functional Skills re-sit and for course specific charges as outlined by the course team. 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 aged 19 or over on 31 August 2017, 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 ESFA definition of Unemployed as set out in the AEB Funding Rules.
- If you are aged 19 or over and on English and Maths qualifications which are classified as legal entitlements by the ESFA (i.e. Functional Skills) and **not ESOL**, you are eligible for fee remission for tuition and exam or awarding body registration fees but will be required to pay for the re-sit costs of any examinations apart from one free re-sit per functional skill. If you do not hold a GCSE at Grade C or above or grade 4 or higher in Maths and English Language and are studying GCSE English and Maths you will be eligible for tuition fee, examination and course specific charge fee remission.

- If you are 19-23 and studying a level 2 or 3 qualification which has been classified by the ESFA as a legal entitlement (other than level 3 Access courses) in the class room or progressing to a level 2 qualification via entry or Level 1 courses, you will not pay tuition, exam or awarding body registration fees, on confirmation that you will be progressing. Confirmation of prior attainment and entitlement to this remission will be checked against the Personal Learner Record (PLR).
- For level 3 Access courses, students are expected to take out an Advanced Learner Loan. (Please note that this loan will then be cancelled on successful progression to a higher education course).
- 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 fees.
- If you are 19 or over, and studying English for Speakers of other Languages (ESOL) qualifications and meet the ESFA's definition of unemployed, then your fees will be waived in line with funding policy. If you do not meet this definition or are employed, then you will be liable for your course fees.

6.2. See appendix one for tables that set out fee categories and eligibility.

7. Refunds and transfers

7.1. The college operates 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 college website.

8. Payments policy

8.1. All students will be expected to make arrangements to pay their fees at the time of enrolment. The College accepts payments by all major credit and debit cards, cheque and cash.

8.2. The college also offers instalment payments by direct debit. Instalment payments are allowed on long courses (usually over 20 weeks) with a minimum value of £100, with an initial payment of 25% of the course fee. The rest of the fee is payable over a maximum of 6 further direct debit payments, as determined by the Director of Financial Resources. Courses which last fewer than 20 weeks, where the student has to pay not less than £200, will also be allowed to offer instalment payments, providing that the final payment is due before the expected end date of the student on 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).

8.5. All International students will pay a minimum of 50% of their fees as a deposit before the course begins and the balance on enrolment.

- 8.6. Where examination or awarding body registration charges apply, students will be required to make payment in full before the entry can be processed.
- 8.7. 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 Learner Support Fund.
- 8.8. If a student has not paid their fees in line with this policy, they may be asked to withdraw from the course. This decision will be taken by the Head of Department.

9. Definitions

- 9.1. "Home-based" students are defined as being domiciled in the European Economic Area (EEA). Currently, this comprises: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovenia, Spain, Sweden, Switzerland and the United Kingdom. Or have right to abode in the UK
- 9.2. All family members of an EU national (who has a right of residence in the UK) are eligible 'home' students if they are ordinarily resident in the UK on the day that learning starts and the EU national has been ordinarily resident in the EEA for the preceding 3 years on the day that learning starts.
- 9.3. The age for funding purposes is normally determined by the age on 31 August in the academic year when the learner begins a programme of study. However, in the case of student 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).
- 9.4. Non EEA citizens who have been ordinarily resident in UK for at least 3 years and have government permission to live in the UK (not for education), refugees and their families and some asylum seekers are eligible for funding.
- 9.5. Unemployed
For funding purposes a learner is defined as unemployed if one or more of the following apply:
 - The receive Jobseekers' Allowance (JSA), including those receiving National Insurance credits only
 - They receive Employment and Support Allowance (ESA) and are in the work-related activity group (WRAG)
 - The receive Universal Credit, earn either less than 16 times the National Minimum Wage a week or £330 a month and are determined by Jobcentre Plus (JCP) as being in one of the following groups:
 - All Work-Related Requirements Group
 - Work Preparation Group
 - Work-Focused Interview Group
 - They are released on temporary licence and studying outside a prison environment and are not funded through the Offenders' Learning and Skills Service (OLASS).

The college may, at its discretion, fund other learners if all of the following apply:

- The learner received other state benefits and earns either less than 16 times the National Minimum Wage a week or £330 a month.
- The learner wants to be employed (or progress into more sustainable employment, if they earn less than 16 times the National Minimum Wage a week or £330 a month) and you are satisfied that the learning is directly relevant to their employment prospects and the local labour market needs.

10. Contacts

- Chief Financial Officer
- Director of MIS

11. Responsibility

11.1. It is the responsibility of all staff to adhere to the policy and to advise students and potential students accordingly.

11.2. It is the responsibility of the MIS team to publicise and enforce the policy.

12. Conclusion

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

Appendix One – Classroom Based Provision Funding Eligibility and Fees

| Enrolment Type Code | Description | Age and Status | | | | | |
|---------------------|--------------------------------------------|--------------------------------|----------------------------------------------------------|---------------------------------------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| | | 16-18 | 19-23 Unemployed | 19-23 Other | 24+ Unemployed | 24+ Other | 65+ |
| A1 | Basic Skills English and Maths | No Fee | No Fee | No Fee | No Fee | No Fee | No Fee |
| A2 | GCSE English Language and Maths | GCSE below Grade C (4)- No Fee | GCSE below Grade C (4)- No Fee | GCSE below Grade C (4)- No Fee | GCSE below Grade C (4)- No Fee | GCSE below Grade C (4)- No Fee | GCSE below Grade C (4)- No Fee |
| | | Grade C and above TBA | Grade C and above - Full Fees payable | Grade C and above - Full Fees payable | Grade C and above - Full Fees payable | Grade C and above - Full Fees payable | Grade C and above - Full Fees payable |
| B1 | Entry and Level 1 - All ages | No Fee | No Fee | Previously achieved level 2 or above - fees payable | No Fee | Fees payable | Fees Payable |
| | | | | Previously achieved below level 2 and learning to progress - no fee | | | |
| B2 | Entry and Level 1 - EFA only | No Fee | Not eligible | Not eligible | Not eligible | Not eligible | Not eligible |
| B3 | Entry and Level 1 - SFA only | Not eligible | No Fee | Prior attainment at level 2 or above - fees payable | No Fee | Fees payable | Fees Payable |
| | | | | Prior attainment below level 2 and learning to progress - no fee | | | |
| C1 | Level 2 - Full Level 2 (Legal Entitlement) | No Fee | No Fee | Prior attainment at level 2 or above - fees payable | No Fee | Fees payable | Fees Payable |
| | | | | Prior attainment below level 2 and learning to progress - no fee | | | |
| C2 | Level 2 - Other Provision | No Fee | No Fee | Fees Payable | No Fee | No Fee | No Fee |
| C3 | Level 2 - EFA Only | No Fee | Not eligible | Not eligible | Not eligible | Not eligible | Not eligible |
| C4 | Level 2 - SFA Only | Not eligible | No Fee | Fees Payable | No Fee | Fees payable | Fees Payable |
| D1 | Level 3 - Full Level 3 (Legal Entitlement) | No Fee | Previously achieved level 3 or above - fees/loan payable | Previously achieved level 3 or above - fees/loan payable | Fees/loan payable | Fees/loan payable | Fees/loan payable |
| | | | Prior attainment below level 3 - no fee | Prior attainment below level 3 - no fee | | | |

| Enrolment Type Code | Description | 16-18 | 19-23 Unemployed | 19-23 Other | 24+ Unemployed | 24+ Other | 65+ |
|----------------------------|---------------------------------------------------------|-------------------|-------------------------|--------------------|-----------------------|-------------------|-------------------|
| D2 | Level 3 - Other Provision | No Fee | Fees/loan payable | Fees/loan payable | Fees/loan payable | Fees/loan payable | Fees/loan payable |
| D3 | Level 3 - EFA Only | No Fee | Not eligible | Not eligible | Not eligible | Not eligible | Not eligible |
| D4 | Level 3 - Loans Only (including level 3 Access courses) | Not eligible | Fees/loan payable | Fees/loan payable | Fees/loan payable | Fees/loan payable | Fees/loan payable |
| E1 | Unemployed Offer - All ages | No Fee | No Fee | Not eligible | No Fee | Not eligible | Not eligible |
| E2 | Unemployed Offer - EFA Only | No Fee | Not eligible | Not eligible | Not eligible | Not eligible | Not eligible |
| E3 | Unemployed Offer - SFA Only | Not eligible | No Fee | Not eligible | No Fee | Not eligible | Not eligible |
| F1 | ESOL | No Fee | No Fee | Fees Payable | No Fee | Fees payable | Fees Payable |
| G1 | Apprenticeships | No Fee* | Not eligible | No Fee* | Not eligible | No Fee* | Not eligible |
| H1 | Traineeships | No Fee | No Fee | Not eligible | Not eligible | Not eligible | Not eligible |
| I1 | HEFCE Funded | Fees/loan payable | Fees/loan payable | Fees/loan payable | Fees/loan payable | Fees/loan payable | Fees/loan payable |
| I2 | HE - Other | Fees/loan payable | Fees/loan payable | Fees/loan payable | Fees/loan payable | Fees/loan payable | Fees/loan payable |
| I3 | HE - Module | Fees/loan payable | Fees/loan payable | Fees/loan payable | Fees/loan payable | Fees/loan payable | Fees/loan payable |
| J1 | Level 4 - Loan Available | Not eligible | Fees/loan payable | Fees/loan payable | Fees/loan payable | Fees/loan payable | Fees/loan payable |
| J2 | Level 4 - Other | Not eligible | Fees Payable | Fees Payable | Fees Payable | Fees payable | Fees Payable |
| K1 | Full Cost | Fees Payable | Fees Payable | Fees Payable | Fees Payable | Fees payable | Fees Payable |
| L1 | LEA Community Learning | Not eligible | No Fee | Fees Payable | No Fee | Fees payable | ?? Reduced fee? |
| M1 | School Links | Not eligible | Not eligible | Not eligible | Not eligible | Not eligible | Not eligible |
| N1 | 14-16 Academy | Not eligible | Not eligible | Not eligible | Not eligible | Not eligible | Not eligible |
| O1 | Level 5 - Loan available | Not eligible | Fees/loan payable | Fees/loan payable | Fees/loan payable | Fees/loan payable | Fees/loan payable |
| O2 | Level 5 - Other | Not eligible | Fees payable | Fees Payable | Fees Payable | Fees payable | Fees Payable |
| P1 | Level 6 - Loan available | Not eligible | Fees/loan payable | Fees/loan payable | Fees/loan payable | Fees/loan payable | Fees/loan payable |
| P2 | Level 6 - Other | Not eligible | Fees payable | Fees payable | Fees payable | Fees payable | Fees payable |