



# FE Fees Policy

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<b>Equality Impact Assessment</b>	
<b>Student Friendly Version</b>	Yes

## Revision history

<b>Version</b>	<b>Type (eg replacement, revision etc)</b>	<b>Date</b>	<b>History (reason for changes)</b>
1.1	Revision	May 2020	Updated guidance

## Monitoring and review

This policy will be reviewed by the Senior Leadership Team and approved by the Corporation every year.

## Purpose of the Policy

The purpose of the policy is to set the rules in order to set and collect FE fees (including apprenticeships). This policy sets out the rates for different types of provision and different students as identified in Annexes 1-3. This policy applies to the collection of fees for tuition, awarding body costs and sundry items applicable to a course.

The College will ensure that:

- Fees are levied appropriately and consistently
- The policy complies with the national/statutory guidance in relation to education and funding, including that published by the Education and Skills Funding Agency.
- The policy complies with the fees structure for Further Education Courses
- The policy complies with the statutory remitted tuition fee guidelines (fee concessions)
- The policy complies with the negotiated funding rates for apprenticeships
- The policy only funds learners that are outside of the devolved authority areas for undertaking ESFA funded AEB provision
- All its fees are published on the College website
- Any learner aged 16-18 on 31 August 2019 will be fully fee remitted

For the purposes of this policy the word 'fees' shall be interpreted as:

- "a sum of money due to the College in respect of educational services, that will include tuition (including assessment and examinations), academic supervision, the provision of other academic services and facilities such as library and learning resources, the provision of pastoral and extra-curricular services and the conferment of awards"
- The fees for an individual student are determined with reference to the Fee Schedule, the course of study, mode of attendance and the student's fee status
- The payment of any fee must be made in pounds sterling
- A student is personally liable for the full tuition fee for his or her course, other than the extent that the Student Loans Company may forward the College payment on their behalf, or other recognised sponsor might pay the fee. Students should be aware that should any loan application be unsuccessful, then the fee remains their responsibility
- A student is required to pay all outstanding tuition fees relating to previous academic years prior to enrolment. Enrolment on a course will be refused where there are fees outstanding from a previous academic year
- A student who knowingly withholds, or recklessly tenders false information relating to their liability to pay a fee, either personally or via a sponsor, will have breached the College's regulations on student conduct and be subject to the College's disciplinary procedures. This is without prejudice to any rights the College might have in respect of legal proceedings
- The College will not be held responsible for any charges incurred by the student should they fail to amend or cancel any agreed payment arrangements at least seven days prior to the due date. Students who are assessed as receiving a benefit will be requested to bring in proof of benefit at enrolment

## **Linked Policies**

Communications policy

FE Admissions Policy

Teaching, Learning and Assessment policy

Exams Policy

Exam Contingency policy (JCQ)

## **Linked Procedures**

FE Admissions Procedures

## **Linked Information**

<http://data.gov.uk/dataset/learning-aim-reference-service>

<https://www.gov.uk/guidance/sfa-funding-rules>

<https://www.gov.uk/guidance/apprenticeship-funding-rules>

<https://www.gov.uk/government/publications/apprenticeship-funding-bands>

## Appendix 1 – Fees Schedule for Adult Learners (over 19)

- Tuition fees are fees for enrolment and tuition and do not include registration and examination costs.
- Where the fees are to be paid via the Student Loans Company (SLC) the student will be required to provide evidence at point of enrolment of having submitted accurately such an application to the Student Loans Company. Students must provide proof of their successful application to the FE Registry Team, within 30 days from the date of enrolment, for the Advanced Learning Loan. If evidence is not produced within this 30-day period from the date of enrolment, the student will be invoiced for the first year of their programme and, should they fail to pay, will be withdrawn from their programme. All Advanced Learning Loans must be in place by October Half Term. If a student is unsuccessful in obtaining an Advanced Learning Loan, they will be automatically liable for course fees.
- Where the fees are to be paid by the Student, an assessment at enrolment will take place and an agreement on the payment schedule will be discussed. All fees under £150 will need to be paid in full.
- Tuition fees for the amounts specified in the schedule of fees are payable each academic year, unless undertaking a full year 2 course with a loan.
- Where a student circumstances allow their course to be part remitted the co-funded rate will be charged at 50% of the full fee.
- Students experiencing difficulties in paying tuition fees should seek help at the earliest opportunity. Initially contact should be made via the Student Services Department or email [studentfunding@bradfordcollege.ac.uk](mailto:studentfunding@bradfordcollege.ac.uk)

### Payment Methods

The college accepts the following payment methods:

Cash, cheque, credit and debit card and by direct debit. Payments can be made in person or over the phone, by instalments, for fees over £150 and subject to:

- The student must make an initial payment of 15% or a minimum of £50 (non-refundable)
- If under £400 the remaining fee payable over a maximum of 4 further direct debit payments
- If over £400 can be spread over a maximum of 8 direct debit payments
- Last payment to be made one month prior to the end of the course. Any initial payment is non-refundable. Direct Debit form must be completed at enrolment

## **Sponsors**

The Student must provide the college with a letter from their employer or organisation of their willingness to pay the course fees, at the time of enrolment on letter headed paper. An invoice will be raised which must be paid within 30 days of enrolment.

## **Refunds, Withdrawals and Cancellations**

### **Fees will only be refunded:**

Where the course is cancelled prior to commencement due to low enrolment in which case the College will refund any fees paid in full.

### **Withdrawing from a course:**

- A student has a 21 days grace period to withdraw from the start of the course. After 21 days the student will **NOT** be entitled to a refund of tuition fees and will remain liable for the full year's tuition fee

### **Fees will not be charged:**

- If a student withdraws within the Grace Period of 21 days from the start date of the course
- An application for no charge has been authorised by the Director of Finance and Procurement.
- In exceptional circumstances a fee waiver/ fee reduction will be considered. All requests for a waiver must be submitted in writing to the Director of Finance and Procurement. These may include:
  - Death of spouse/partner, parent or child;
  - Serious physical or mental illness that prevents the student from continuing with his or her studies;
  - Serious personal injury that prevents the student from continuing with his or her studies.

### **Failure to Pay**

Where a student fails to pay within 30 days of enrolment a due tuition fee, or is in default of an agreed tuition fee instalment payment, the College shall reserve the right to suspend the student from their programme of study. In cases where more than two instalments, agreed by direct debit, are missed the College also reserve the right to demand immediate repayment of the remaining tuition fee balance. During the period of suspension, a student shall not be entitled to attend classes or lectures, have access to learning resource facilities, submit an assessment, be examined or qualify for the award.

**Debt Recovery**

The College reserves the right to take any reasonable steps to recover any outstanding debt including undertaking legal proceedings to recover such debts. The College reserves the right to seek reimbursement of reasonable costs associated with the recovery of outstanding debts, typically the debt collection charges.

**Legal Jurisdiction**

Disputes under these regulations or any other regulations of Bradford College or any contract between Bradford College and any students shall be governed by English Law and the parties agree to submit to the exclusive jurisdiction of the English Courts.

## Appendix 2 – FE Fee Table and Structure

The following fees are applicable to all adult funding (19 and over)

Type of Qualification	Fee 20/21
GCSE AS or A2 Level	£525
GCSE A Level	£1,049
GCSE	£408
Award in Reading and Writing ESOL*	£349
Certificate in ESOL Speaking and Listening*	£349
Non-Accredited ESOL	£3.20/ph
Full Cost Courses – <i>including Learning for leisure courses (No CAP available)</i>	POA
SLDD	No Charge
International Fees	Full commercial fee

### Fees Structure for Further Education Courses (by qualification size)

Delivery Hours	Qualification Type/Size	Fee 19/20 (Capped)
1 – 36	Award (1-4)	£99
37 - 100	Award (5-12)	£286
101 - 196	Certificate (13-24)	£550
197 - 292	Certificate (25-36)	£1,050
293 - 1060	All Diplomas (37-132)	£1,050

## Appendix 3 – Apprenticeships

### **Apprenticeship, conditions of fee setting**

The maximum funding available for each framework or standard from 1<sup>st</sup> May 2017, has been set. All apprenticeships will be approved into one of the 30 funding bands (subject to regular review)

1. The funding cap is the maximum amount that an employer will pay via the digital payment system or be collected via the ESFA funding contract
2. The maximum an employer will pay as their contribution under the co-investment model (non-levy) is 5% of the band limit (not negotiated price) and this will be collected by invoice.
3. The upper band limits are the maximum charge (funding drawn down rate). The final agreed price can be and is likely to be a negotiated rate dependant on size of company and volume of business. This pricing and discount framework will be in line with the College approved pricing model
4. The College will only charge the employer for the apprenticeship provision under this policy. Any additional work carried out by the College will be charged at a full cost rate and will be in addition to the apprenticeship charges.
5. The pricing will always (no exceptions) be agreed and approved by the College in line with the funding and banding rules.
6. The College will always charge the maximum of the funding band. The negotiated fee may be reduced by way of a discount or reduction of cost due to evidence of prior learning (APL). This will be clearly detailed in the schedule B of the contract with employers.
7. Any discounts will be approved by Director of Finance and Procurement.