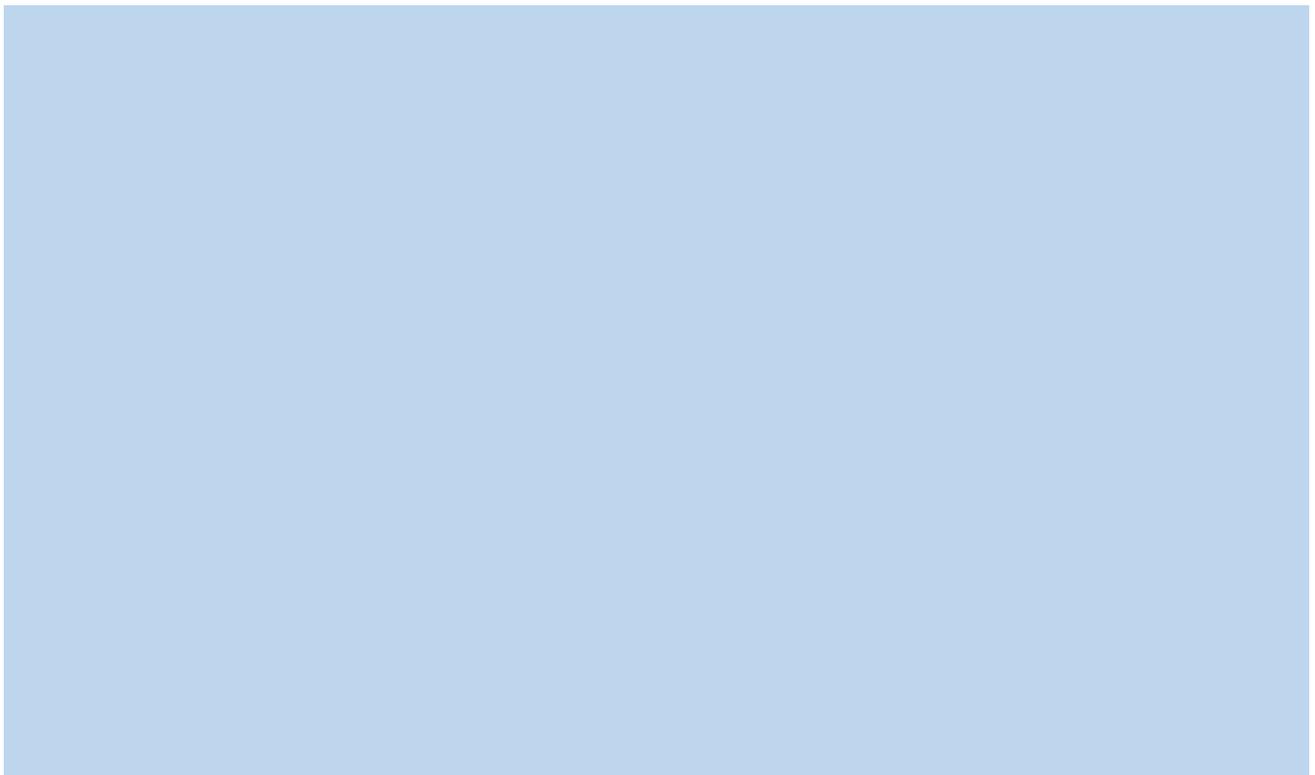




# ***Bradford College FE Fees Policy 2019/20***



**Bradford** College

## Executive Summary

This policy identifies the overall College process for the setting and collection of FE Fees. Rates for different types of provision and different students are identified in Section 3. Fees Structure will be updated to reflect any changes as they occur. This policy applies to the collection of fees for tuition, awarding body costs and sundry items applicable to a course.

It also ensures that:

- Fees are levied appropriately and consistently
- The College complies with ESFA guidance on charging fees

## 2. FE Fees – Policy Drivers

- 2.1. This fee policy has been developed in accordance with national/statutory guidance in relation to education and funding, including that published by the Education and Skills Funding Agency.
- 2.2. Fees are calculated on the basis of the costs associated with the delivery of each course and the availability of funding.
- 2.3. Students who are unable to show eligibility for benefits at the time of enrolment will be asked to return with their evidence.
- 2.4. Students who are eligible for and have applied for an Advanced Learning Loan, will initially be conditionally enrolled. Students must provide proof of their successful application to the FE Registry and Finance Teams, 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of enrolment, the student will be invoiced for the first year of their programme and, should they fail to pay, will be withdrawn from their programme.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.
- 2.5. Fees for Loan Students take into account the maximum Loan amount available, as specified in the Education and Skills Funding Agency funding matrix, and Loan fees for individual courses are confirmed within the Learning and Funding Information Letter which is produced for all Adult Loans applicants.

## 3. Fee Structure

- 3.1. College fees are made up of several elements:
  - tuition fees
  - awarding body registration fees or examination and certification fees
  - course-specific charges
- 3.2. College fees vary according to your age, your level of study, the type of programme you are studying and where it is delivered. Appendix 1 details those students eligible for fee waiver/ remission, loans or payable fees.
- 3.3. All new courses undergo an extensive, rigorous quality and fiscal efficiency scrutiny process to determine viability including course fees. Course fees are confirmed and are predicated on guidance from the funding agency.

- 3.4. Individual course fees which are inclusive of registration, exam and certification fees are published within the College’s prospectuses and on the college website.
- 3.5. In line with Education and Skills Funding Agency funding rules, Adult learners eligible for tuition fee remission will not be required to pay the awarding body fees or any other resource or miscellaneous items charge.
- 3.6. ESFA Fees for courses at level 3 and below are quoted per annum
- 3.7. Fees for courses at Levels 2 or 3 for students who are 19+ which are “additional” complimentary courses to the main programme aim will be subject to the fee advertised.
- 3.8. Fees include the cost of any assessments and examinations. Candidates will be allowed to take the maximum free resits set by the awarding board. If a candidate has sat the maximum free resits and still requires further resits, the candidate will have to pay the resit fees. This fee will need to be paid prior to the candidate being registered.
- 3.9. Fees Structure for Further Education Courses

<b>Delivery Hours</b>	<b>Qualification Type/Size</b>	<b>Fee 19/20 (Capped)</b>
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 - 388	Diploma (37-48)	£1,050
389 - 580	Diploma (49-72)	£1,050
581 - 1060	Diploma (73-132)	£1,050

Uncapped actual qualification fee price may vary, specific details found on <http://data.gov.uk/dataset/learning-aim-reference-service>, policy set to charge at 50% of un-weighted value.

Any learner aged 16-18 on the 31<sup>st</sup> August 2019 will be fully fee remitted.

### 3.10. Individually Listed Qualifications

Type of Qualification	Fee 19/20
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 – including Learning for leisure courses (No CAP available)	POA
SLDD	No Charge
International Fees	Full commercial fee

\* If undertaking both the award and certificate the student would only pay one examination fee.

All fees exclude examination, registration and administration charges. These fees are applicable to all learners excluding those with full fee remission.

#### 4. Statutory Remitted Tuition Fees (Fee Concessions)

4.1. If you are aged 16, 17 and 18, it is your age on the 31 August 2019 that is used to decide if you meet the eligibility criteria in the above grid. If you are aged over 18, it is your age on the start date of the course that is used. See Appendix 1 for details of who is eligible for remitted fees.

4.2. If you are aged 16-18 years old there will be no fees to pay for a full time further education course.

4.3. From 1st August 2019, only students aged 19yr+ who are resident in areas of England outside of the devolved authority areas below will be Government funded for undertaking ESFA funded AEB provision:

- The Greater Manchester Combined Authority
- The Liverpool City Region Combined Authority
- The West of England Combined Authority
- The West Midlands Combined Authority
- The Tees Valley Combined Authority
- The Cambridgeshire & Peterborough Combined Authority

- 4.4. For students residing outside the devolved areas listed above:
- 4.5. All individuals aged 19yr or over on 31st August 2019 who are continuing a programme they began aged 16-18yrs ('19+ Continuers') will be funded as a 16-18yr old.
- 4.6. If you are 19-23 years old, your first full qualification at level 2 or 3 (or level 4 if you don't have a level 3) can be fully funded. However other programmes may require payment or evidence of eligibility for fee remissions. These students may also be entitled to fee remission for Level 1 courses where they need a "Step-up" from basic skills to progress to a full Level 2.
- 4.7. Self-declarations of prior qualifications will be validated against the Learner Record Service and any inaccurate declarations made will result in an invoice for the full fee due.
- 4.8. Any student aged 19yr+ on 31st August 2019 who enrolls to a Level 3 Extended Diploma (or any second Level 3 course) after successfully completing a Level 3 Sub-Diploma will be required to pay fees either by self-funding, sponsorship or by taking out an Advanced Learner Loan.
- 4.9. Students age 19yr+ who are unemployed or earning a low wage and / or are on one of the following benefits may be eligible for fee concessions – Jobseekers Allowance, Employment & Support Allowance, the newly introduced Universal Credit, Working Tax Credit, Housing Benefit and Income Support. Evidence must be provided at enrolment where individual circumstances will be assessed.
- 4.10. If you are aged 24yr+, employed and are studying Level 1 or 2 (first or not) you may be required to pay the course fee (capped) detailed in the table above.
- 4.11. The Government no longer funds places for students aged 24yr (unemployed or employed) on Further Education courses who are studying at Levels 3 or 4 (such as A Levels, Access HE Courses, or BTEC Level 3 courses). Consequently fees vary so please contact us for further information. One way of funding your studies is to apply for an Advanced Learning Loan.
- 4.12. Students undertaking GCSE English or Maths who have not previously achieved grade A\*- C or 9 – 4 will not be required to pay fees. This only applies to students enrolling to a GCSE English or Maths course and does not apply to students wishing to "re-take" their exam to achieve a better grade.

## 5. Fees for Part – Time and Adult Learning Courses

- 5.1. Fees for Part-Time and Adult Learning courses will vary, so please contact us for further information or see website for current course fees. Some of these courses are not funded by the government, which means that they are not eligible for the concessions above.

## 6. Fees for Community Courses

- 6.1. Community courses students may be exempt from fee payment if they claim one of the following benefits: Jobseekers Allowance, Employment & Support Allowance, Income Support, Housing Benefit or the newly introduced Universal Credit or are a CAT D Offender. Working Tax Credit is applicable if the learner earns less than 16 times the hourly minimum wage or less than £338 per month for an individual or £541 per month for a couple. (See Appendix 1 for eligibility)
- 6.2. Learners enrolling on a course below level 3 who earn up to £16,009.50 annual gross salary will be eligible for Low Wage Flexibility fee remission.
- 6.3. Individual circumstances will be assessed at enrolment based on benefit / income related evidence supplied.

## 7. If you need to pay fees

- 7.1. All students will be expected to make arrangements to pay their fees at the time of enrolment. The college accepts payments by cash, cheque and all major debit and credit cards as well as instalment payments by direct debit.
- 7.2. Instalment payments are allowed on courses with a minimum value over £150. All courses £150 or under must be paid in full. If your course is eligible and you wish to pay by instalment you must make the first payment at the time of enrolling on your course. Your initial payment will be 15% or a minimum of £50 whichever is higher with the rest of the fee payable over a maximum of 4 further direct debit payments. Payment of fees over £400 in total can be spread over a maximum of 8 monthly direct debits, with the last payment to be made one month prior to the end of the course.
- 7.3. Students should expect to make their next payment by way of direct debit in the month following the commencement of their enrolment.
- 7.4. Students in receipt of bursary payments which are paid after a direct debt schedule has been agreed, should note these bursary payments will be allocated against the oldest instalments due under this plan.
- 7.5. Any initial payment is non-refundable. Your payment plan must be agreed at enrolment with a direct debit form completed and all payments must be made between September and July prior to you finishing your course for that academic year (even if you are returning in future years).
- 7.6. Students 24yr+ on the start date of the course who are studying FE Level 3 and above will be required to take out an Advanced Learning Loan or self-fund the course at the same rate. These students will also be asked to complete a direct debit form to ensure instalment payments can be taken if the Loan is not approved.

- 7.7. 24yr+ Students undertaking a Level 3 course, but whose employer will be paying the fees must bring a company headed letter from their employer to enrolment – the Weighted Advanced Loan fee from LARA will be charged to the employer. (See section 7)

**PLEASE NOTE: The information on this page is updated regularly, but we cannot guarantee that the detail will remain accurate, as Government policy often requires changes to how we operate. Applicants receiving an offer of a place will be sent further updated information.**

**Please also note that information about financial support, loans, fees and funding is given based on information available from a range of sources, but does not claim to be complete. All information is provided in good faith, but does not constitute advice, and applicants/students are advised to check how the information applies to their personal circumstances.**

## 8. Fees Regulations

For the purposes of the College's Academic Fees Regulations 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.
- The College relies on information provided by the student to determine the tuition fee to be paid. It is the student's responsibility to ensure that such information is accurate and completed and is supplied at the times required by the College. Students needing to change information can do so by visiting the FE Registry Team or by emailing [enrolment@bradfordcollege.ac.uk](mailto:enrolment@bradfordcollege.ac.uk)

- A student who knowingly withholds, or recklessly tenders false information relating to his or her 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 he or she 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.

## 9. Tuition Fees

### **New and Continuing Students:**

- 9.1. Tuition fees are fees for enrolment and tuition.
- 9.2. 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 Teams, 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.
- 9.3. 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.
- 9.4. 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.
- 9.5. If you are experiencing difficulties in paying your tuition fees you should seek help at the earliest opportunity. Initially you should approach the Student Services Department or email [studentfunding@bradfordcollege.ac.uk](mailto:studentfunding@bradfordcollege.ac.uk)

## 10. Payment Methods

- 10.1. Payments will be accepted in cash, cheque, credit and debit card and by direct debit. Payments can be made in person or over the phone.

- 10.2. The College may make an agreement with a student for the payment of fees by instalments, subject to the fees being over £150 and the student must make an initial payment of 15% or a minimum of £50 whichever is higher with the rest of the fee payable over a maximum of 4 further direct debit payments. Fees over £400 can be spread over a maximum of 8 direct debit payments, with the 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.

### **New and Continuing Students:**

- 10.3. Where fees are paid by direct debit, it is expected that the payment plan be agreed at enrolment. The duration of the plan would normally be 8 months or less per academic year (August to July), depending on the length of the course.

10.4. Discounts

An early payment discount of 10% will apply to all self-funded FE courses over the value of £1000.00 where the cost of the course is paid in full, before the course commencement date.

## **11. Sponsors**

- 11.1. It is expected that the Student provides the college with a letter from their sponsor of their willingness to pay the course fees, at the time of enrolment. Any part of a tuition fee payable by a sponsor must be paid within 30 days of the invoice which will be sent on receipt of the above letter. Where a sponsor's payment is outstanding more than 30 days, the College shall have direct recourse to the student, who shall be automatically liable for any outstanding sum. This is without prejudice to the College's right to require any sponsor to pay a fee on or before enrolment.

## **12. Other Costs**

- 12.1. Where clothing or equipment is necessary for the student's health or safety, a charge may be made for clothing and equipment that the student retains. The cost of the clothing or equipment will be detailed in the course fee information on the website or information is available from Student Admissions.
- 12.2. Reimbursement of exam fees will be sought from candidates who fail to sit an exam or meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

## 13. Refunds, Withdrawals and Cancellations

### **New and Continuing Students: Fees will only be refunded in the following circumstances:**

- 13.1. 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**

- 13.2. A student withdrawing after the 21 day grace period (from the start date of the course) will not be entitled to a refund of tuition fees and will remain liable for the full year's tuition fee.

There will be no fees charged where:

- 13.3. Student withdraws within the Grace Period of 21 days from the start date of the course
- 13.4. An application for no charge has been authorised by the Director of Finance and Corporate Services
- 13.5. A student interrupting their studies on a temporary basis shall not normally be entitled to any tuition fee refund and will remain liable for any unpaid fees for the current academic year. Upon returning to study on the same level of the same course, tuition fees will be adjusted to reflect fees already paid for that level of study.
- 13.6. 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 Corporate Services

Exceptional circumstances 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.

The above list is not exhaustive and each request will require the submission of certified medical or other documentary evidence.

The decision made by the Director of Finance and Corporate Services in respect of any appeal made, shall be final.

## 2. Failure to Pay

- 2.1. Where a student fails to pay within 30 days of enrolment a due tuition fee, or who 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.

### 3. Debt Recovery

3.1. The College reserves the right to take any reasonable steps to recover any outstanding debt in connection with unpaid academic fees 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.

### 4. 12. Legal Jurisdiction

4.1. 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.

### 5. 13. Glossary

ESFA	Education Skills Funding Agency
SLC	Student Loan Company

## 6. Appendix 1 - Fee Concessions 19/20

A range of concessions are available for those aged 19+ depending on your eligibility (see table below). Note: These rules relate only to students resident in areas of England out of the devolved authority areas listed in Section 3.3

Student Type	Tuition fee	Exam Fee	Course Costs (where applicable)
Students aged 16 -18yr on 31 <sup>st</sup> August 2019 on a full-time Further Education course	Free	Free	Free
Students aged 19yr or over on 31 <sup>st</sup> August 2019 who are continuing a programme they began aged 16-18yrs ('19+ Continuers') will be funded as a 16-18yr old.	Free	Free	Free
<p>Students aged 19-23 on 31<sup>st</sup> August 2019 studying their first full Level 2 or 3 qualifications. These learners may also be entitled to fee remission for Level 1 courses where they need a step up from basic skills to progress to a full level 2. Self-Declarations will be validated against the Learner Record Service and any inaccurate declarations made will result in an invoice and administration for the Full Fee due.</p> <p>19-23 year old students on 31<sup>st</sup> August 2019 studying their first level 4 qualification, where they have not previously achieved a full level 3 qualification. Self-Declarations will be validated against the Learner Record Service and any inaccurate declarations made will result in an invoice and administration for the Full Fee due.</p> <p>Students undertaking GCSE English Language or maths who have not previously achieved grade A*- C or 9 - 4 in their GCSE English or maths. This applies to learners enrolling to a GCSE English or maths course, and does not apply to students simply wishing to "re-take" their exam/assessment to achieve an improved grade, without undertaking additional learning.</p> <p>Learners undertaking other English and maths learning aims as part of the new suite of English and math's qualifications (formerly referred to as "Basic Skills" qualifications).</p> <p>Students who are unemployed and in receipt of Jobseekers Allowance, Employment Support Allowance in the Work Related Activity Group or Universal Credit (and their earned income from employment (disregarding benefits) is</p>	Free	Free	Free

Student Type	Tuition fee	Exam Fee	Course Costs (where applicable)
<p>less than £338 a month (learner is sole adult in their benefit claim) or £541 a month (learner has a joint benefit claim with their partner). This is applicable for learners studying up to &amp; including Level 2.</p> <p>Unemployed students receiving Universal Credit, and seeking employment, who are mandated by the Job Centre to undertake skills training. This is applicable for learners studying up to &amp; including Level 2.</p> <p>19yr+ students who are directly referred by Jobcentre19+ and are in receipt of benefits above.</p> <p>Fully funded provision for unemployed students as described above can include units as well as full qualifications.</p> <p><b>Note:</b> For determining level 2 and 3 fee remission for adults, their age is defined as 19+ as of 31<sup>st</sup>August 2019.</p>			
Students who are Category D Offenders – released on temporary licence to study outside the prison environment, and not funded by the Ministry of Justice. This is applicable for learners studying up to & including Level 2.	Free	Free	Free
<p>Bradford College may use their discretion to fully fund other learners if:</p> <p>Student receives other state benefits and earn either less than 16 times the National Minimum Wage a week or less than £338 a month (individual) / £541 a month (couple).</p> <p>Student wants to be employed (or progress into more sustainable employment) and earn less than 16 times the National Minimum Wage a week or £338 a month (individual) / £541 a month (couple) and the course is directly relevant to employment prospects and the local labour market needs.</p>	Free	Free	Free
Students aged 24yr+ studying Level 1 or 2 (first or not) may be required to pay the (capped) course fee unless unemployed / eligible for Low Wage Flexibility	Payable	Payable	Payable
Students aged 24yr+ studying Level 1 or 2 who are unemployed / eligible for Low Wage Flexibility	Free	Free	Free
Students aged 24yr+ studying a Level 3 or above whether unemployed or employed	Payable	Payable	Payable

Student Type	Tuition fee	Exam Fee	Course Costs (where applicable)
Students (19yr+) who are employed and cannot contribute to the cost of co-funded fees as they earn less than £16,009.50 annual gross salary. <b>Low Wage Flexibility Rule</b>	Free	Free	Free
Full Cost Courses – fees available on request. All fees must be paid at enrolment / in instalments prior to the completion of the course regardless of age or situation.	Payable	Payable	Payable
Private candidates utilizing the College for examination purposes are required to pay the full fee prior to enrolment with the College. Fees available on request.	n/a	Payable	n/a
19-23 taking a Foundation Learning course (Entry Level or Level 1), if you don't already have a full Level 2 qualification, and this current course will help you to progress to Level 2.	Free	Free	Free
19yr+ ESOL students Employed / on active benefits (unless Low Wage Flexibility applies)	Payable	Payable	Payable
Students 19 – 24yr with a learning difficulty and/or disability (and you have a Learning Difficulty Assessment or an Education Health and Care Plan)	Free	Free	Free
Students 19 – 24yr with a learning difficulty and/or disability (and you do not have a Learning Difficulty Assessment or Education Health and Care Plan)	50% of fees payable	Payable	Payable