

Policy number:	F223	Originator:	Director of Finance
SharePoint:	Policies and Procedures: Finance		
EIA Meeting Date:	10 May 2018	EIA Required:	NO
Approved by:	SMT	Date:	22 May 2020
Review Frequency:	Annual		
Review Date:	May 2021		
External Web Site appropriate:	YES		
Linked policies/College documents:			
Summary available:			

FINANCIAL PROCEDURES

FEES POLICY

**This Policy can be made available in other formats,
on request**

Fees Policy

POLICY STATEMENT:

The College is committed to maintaining a fair and transparent policy for the setting of fees for the delivery of publicly funded and non-funded courses. In establishing such a policy the College takes account of:

- Government Policy, Office for Students and ESFA funding rules
- the needs of its local communities
- local and national economic conditions
- Value for money for students and employers
- The need to maximise income to ensure quality of delivery, safe and appropriate learning spaces and recover overheads sufficiently to ensure the financial viability of the College.

The objective of the policy is to set the framework of charges that are applied both for publicly funded and non-funded courses.

POLICY DETAILS:

14-18 Fees

Students will not be charged for the planned curriculum delivery, In some circumstances it might be necessary for the College to request a voluntary contribution or charges a fee for items such as printing, library fines, use of recreational facilities, trips and examination costs. These charges will be in accordance with the ESFA funding rules.

19+ Full time Fees

Where a programme has Government entitlement to funding, the fee will be set at the current published funding rate. If 19+ learners are admitted to day-time programmes primarily run for 16-18 learners the College reserves the right to adjust the fee, if that fee would be prohibitive for the 19+ learner based on the level of study.

Where a programme does not have Government entitlement to funding, the fee will be dependent upon the teaching and assessment costs, duration of the course, educational materials and resources required, awarding body costs, a fair recovery of overheads and minimum class sizes to break-even. The fee will be calculated and then compared to local (or national if appropriate) competitors to assess value for money. An adjustment may then be made to the fee

For all co-funded students the fee will normally be set at 50% of the full fee.

Part time courses

Where a programme has Government entitlement to funding, the fee will be set at the current published funding rate. If 19+ learners are admitted to day-time programmes primarily run for 16-18 learners the College reserves the right to adjust the fee if that fee would be prohibitive for the 19+ learner based on the level of study.

Where a programme does not have Government entitlement to funding, the fee will be dependent upon the teaching and assessment costs, duration of the course, educational materials and resources required, awarding body costs, a fair recovery of overheads and minimum class sizes to break-even. The fee will be calculated and then compared to local (or national if appropriate) competitors to assess value for money. An adjustment may then be made to the fee

For all co-funded students the fee will be set at 50% of the full fee.

Adult Community Learning

Students will be a set a fee dependent upon the teaching and assessment costs, duration of the course, educational materials and resources required, awarding body costs, a fair recovery of overheads and minimum class sizes to break-even. The fee will be calculated and then compared to local (or national if appropriate) competitors to assess value for money. An adjustment may then be made to the fee.

Full Cost courses

Students will be a set a fee dependent upon the teaching and assessment costs, duration of the course, educational materials and resources required, awarding body costs, a fair recovery of overheads and minimum class sizes to break-even. The fee will be calculated and then compared to local (or national if appropriate) competitors to assess value for money. An adjustment may then be made to the fee

Higher Education Courses

Students will be a set a fee dependent upon the teaching and assessment costs, duration of the course, educational materials and resources required, awarding body costs, a fair recovery of overheads and minimum class sizes to break-even.

The fee will be calculated and then compared to local (or national if appropriate) competitors to assess value for money. The fees will also be assessed against the OFS (Office for Student) rules, with due regard to fee caps and contributions of funding from the OFS.

Apprenticeships

Under current funding rules the apprentice will not be charged for planned curriculum delivery or resources required for their study.

Fees will be charged to employers based on current apprenticeship funding rules, as set by the Institute of Apprenticeships and the ESFA.

PAYMENT OF FEES

Students will not be permitted to attend classes unless one of the following criteria has been fulfilled:

- Payment has been received in full
- The student and Director of Finance has signed an agreed instalment plan
- The Student has completed a student loan application
- The students employer/sponsor has provided a purchase order for the full amount of the course fees.
- The Student is an apprentice, where payment will be triggered by the Apprenticeship System

Students will not be permitted to enrol onto any new programme if there are fees outstanding for any other enrolled courses.

ANNUAL REVIEW OF FEES

There will be an annual review of fees with the new fees usually published on the College website and printed prospectus from June.

Date: April 2018

Reviewed: May 2020

Next Review: May 2021