



South Downs College

FEES POLICY 2017-18

Responsible Senior Manager:	Assistant Principal Finance & Facilities
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Related Policies:	
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European Union
European Social Fund
Investing in jobs and skills

* Approved by Finance & Estates Committee under delegated powers

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FEES POLICY 2017-18

1. Scope

This document sets out the College's policy on the fees and related issues described below:

- Further Education courses
- Apprenticeships
- Higher Education courses
- Full cost recovery courses
- Exam, validating and professional bodies registration fees
- Other fees
- Reduced fees
- Payment methods
- Instalments
- Payment by employers or sponsors
- Refunds
- Outstanding fees
- Fee rates

Separate tuition fees apply to home and overseas learners. Home learners relate to those learners so classified by the Skills Funding Agency (SFA), Education Funding Agency (EFA) or the Higher Education Funding Council for England (HEFCE) as appropriate, and supported by Government guidelines on funding, as determined by the Education (Fees and Awards) Regulations 1997, and subject to residency criteria. Those learners not classified as "home" will be charged at the overseas rate.

Tuition fees will be set annually in advance of the start of the College academic year. For courses approved by the Principal and his appointees during the College academic year, fees will be set at the time of approval.

This policy is subject to any change in guidance from the government funding bodies.

2. Further Education Classroom based Courses

EFA Funded Learners

For UK or EU students resident in England aged under 19 on 31 August in the academic year, all EFA approved courses are free of tuition fees.

Tuition fees for non-funded provision which includes individual musical instrument tuition will be charged in full.

SFA Funded Learners

Tuition fee remission can apply if the student is on a Skills Funding Agency funded course, is an EU resident living in England, aged over 19 and in receipt of one of the benefits listed below, where skills training will support a return to work.

- a. JSA and ESA (WRAG)
- b. Signed state benefit declaration form required in addition to the benefits listed below :
 - ESA (Income Related)

- Income Support
- Council Tax Support
- Housing Benefit
- Working Tax Benefit
- Disability Living Allowance/Personal Independence Payment
- Carer's Allowance
- Universal Credit

Proof of eligibility must be provided to the College in advance of a place being granted. All benefits must be valid at the start date of the course and the student must be unemployed and undertaking the course to lead to further employment.

Fee remission also applies to 19-23 year old students studying their first full SFA approved level 2 or full level 3 qualification and English and maths. The Government will specify the qualification offer available. Students will need to complete a self-declaration form, meet the normal EU residency requirements and be aged 19-23 at the start of the course.

Learners aged 19 or over for second Level 3 up to Level 6 learning aim (non-apprentice)

(The age applies on the day they actually start the learning aim, not their age at the start of the funding year.)

All learners aged 19 and over must pay their tuition fees by one of the following options:

- a loan from the Student Loans Company (SLC),
- pay the fees themselves/by their employer (refer to clause 11) or
- a combination of the above.

Loans are for the cost of the course and not maintenance loans, and are paid directly by the SLC to the College. Exams fees are not applicable to loans students.

Proof of loan approval must be provided to the College before the enrolment place can be confirmed.

Learners in receipt of loans are liable for full course fees even if they withdraw from the course or cease to receive the loan. All outstanding fees must be paid to the College.

3. Apprenticeships

Most employers are responsible for paying fees for apprentice training; this is either through a direct contract with the College or through the Apprenticeship Levy. Fees are calculated in consultation with employers and are based on the 15 funding bands published by the SFA.

Employers will fall into one of 3 categories:

1. Levy payer: wage bill exceeding £3million. Employers will pay an apprenticeship levy on their payroll costs which will only be redeemable for apprenticeship training. Levy payers will pay 100% of the apprenticeship fees via their levy. Once such an employer has exhausted their levy funds then they will have to contribute 10% for all future apprenticeship starts. Their levy will be administered via the Digital Apprenticeship Service (DAS).

2. SME non-levy payers: if an organisation's wage bill is less than £3million they are a non-levy payer. SME non-levy employers are required to pay 10% of the agreed apprenticeship training fees for all apprentices, regardless of age. There must be evidence to support the payment of the 10% fee in order for the training provider to draw down the balance of the fee. For 16-18 year old apprentices this is a fundamental change, as previously all training for this age group has been fully funded.
3. Micro businesses: businesses with fewer than 50 staff. Micro businesses will have training for 16-18 year olds and 19-24 year old care leavers fully funded and, therefore, they will not pay a training fee for these apprentices.

4. Higher Education Courses

Fees for HE courses will comply with HEFCE regulations and be determined by the College's Senior Leadership Team.

Fees for HE courses which are delivered by South Downs College under a franchise arrangement will be set in partnership with the relevant University.

5. Full Cost Recovery Courses

The College runs courses that are either not funded by HEFCE, SFA or EFA or the College chooses to run them as full cost recovery.

Fees are set on an annual basis by the College's Senior Leadership Team.

6. Examination, Assessment and Validating & Professional Bodies Registration Fees

Examination fees are charged in full to all learners at enrolment, except for EFA and SFA fully-funded learners and learners accessing SFA loans.

Subscription charges, made by professional bodies to become a member of that organisation, are payable by learners aged 19 or over.

Exam fees for all full cost courses will be charged in full to the learner.

Students resitting examinations and assessments will be charged in full, except for Functional Skills. For those candidates who wish to retake a course without being enrolled on the course at College, an additional administration fee will be charged. This charge will be reviewed annually.

Students who wish to be certificated for partial achievement of a whole qualification will be charged an administration fee.

7. Other Fees

The College will levy charges for materials and equipment which are not a requirement of a qualification or where the student will retain the materials or equipment at the end of their course.

The College reserves the right to levy additional charges for the following:

- Fines for the late return of library books;
- deposits on lockers;
- Replacement ID cards;
- Photocopying and printing, including computer printouts;
- Trips;
- Disclosure and Barring Service checks;
- Optional extra activities where the activity is taking place outside a required part of an agreed study programme. Examples of optional extra activities include theatre, cinema or museum visits or other day or residential visits that are not a requirement of course syllabuses.

8. Reduced Fees

The Vice Principal has discretion to reduce or waive fees for home learners in exceptional circumstances.

Contracts with employers for multiple learners may be subject to negotiation.

9. Payment Methods

Cash, cheque and credit or debit cards can be used to pay fees.

10. Instalments

Home learners may agree payments by instalments where the fee is greater than £600.

For learners receiving SLC loans, the College will be paid in instalments as determined by the SFA, SLC and the College.

Students applying for loans which are not confirmed by the start of the course will be charged a 10% deposit which is only refundable when the loan is confirmed to the College by the SLC.

11. Payment by Employers or Sponsors

A learner may have made an agreement for course and other fees to be paid by their employer or sponsor. This is an agreement made between those two parties.

Where it has been confirmed as part of the advice and guidance and enrolment process that the fees for the learner are to be paid by a sponsor or an employer, then formal and written confirmation of this must be submitted to the College, via an official purchase order, at which point the invoice is payable in full.

The College must receive any such purchase order or letter of authority for payment by a third party at the point of enrolment, otherwise the learner will be required to pay the full fees due.

If the learner has left the employment of the company that had agreed to pay the fees it is acceptable for the liability to the College to be transferred to the learner.

12. Refunds

Refunds will only be considered in the following circumstances:

- The College closes the course or changes the day, time or venue of a previously advertised course.
- Serious illness or hospitalisation of the learner, evidenced by medical certificates. Any refund granted will be based on the remaining classes of the course after a claim has been received.
- Serious illness or hospitalisation of a partner, parent or child necessitating full time care by the learner, confirmed by a medical certificate. Any refund granted will be based on the remaining classes of the course after a claim has been received.
- Other exceptional circumstances at the discretion of the College. In the first instance, an application in writing should be made to the relevant Director of Curriculum.
- No refunds are made if the learner leaves or is suspended, or is excluded in accordance with the College Disciplinary Code.

13. Outstanding Fees

Any fees that remain outstanding beyond their due date for settlement will prejudice learners' continuance on the course or entry for an examination.

All outstanding fees are to be paid up in full before a learner can progress onto the next year of their course or a new course at the College.

14. Fee Rates

Fee rates will normally be set by the end of March each year. The fee levels will reflect the following criteria:

- Current market rates
- Cost of delivery
- Funding available for co-funded provision
- EFA, SFA and HEFCE guidelines
- Financial contribution to College overheads.