

## Fees Policy 2016/17 and future years where quoted

Author	Vice Principal Finance and Resources
Date	January 2016
Person Responsible	Vice Principal Finance and Resources
Approval/ review bodies	Senior Leadership Team / Corporate Board
Frequency of Review*	12 months

*\* Policies will be reviewed more frequently if legal changes or good practice require*

Review History:		
Date of review	Reviewed by	Reason for review
21/02/12	Director of Finance	Policy written
05/03/2013	Executive Director of Finance	Annual Update
January 2014	Vice Principal Finance and Resources	Annual Update
January 2015	Vice Principal Finance and Resources	Annual Update
March 2016	Vice Principal Finance and Resources	Annual Update

### Table of Contents

1. Introduction.....	2
2. Objective.....	2
3. Responsibilities.....	2
4. General.....	2
5. Fees.....	3
5.1. Payment Of Fees.....	5
5.2. Exam Fees.....	6
5.3. Re-Sits.....	6
5.4. Failure To Pay.....	6
6. Student Loan Company.....	7
6.1. Higher Education.....	7
6.1.1. Full Time.....	7
6.1.2. Part Time.....	8
6.1.3. Withdrawal.....	8
6.2. Further Education For Students Aged 19 and Above (Eligible Level 3 and Above Programmes).....	9
7. Additionality.....	9
8. Concessions.....	9
9. Refunds.....	10
10. Financial Hardship.....	11
11. Legal Jurisdiction And Amendment.....	11
Appendix 1: 2016/17 Tuition Fees (and Future Years Where Quoted).....	12
Appendix 2: Fees Payable By Learners On Qualifying Concessionary Courses.....	13

## **1. Introduction**

North Kent College (“the College”) is a not for profit organisation. However to achieve its aim of delivering excellent training and learning services to individuals or employers; the College sets fees which when associated public funds are taken into account, allows it to cover the full cost of delivery, contribute to overheads for the facilities, and provide for continued future investment.

## **2. Objective**

This policy seeks to ensure that all prospective students and College staff involved with enrolment understand:

- 2.1. fees are set fairly, consistently, and transparently across the College;
- 2.2. the different fee elements that make-up the College fees;
- 2.3. when and how fees are payable;
- 2.4. the College’s policy is in line with regulations, imposed by external bodies and the College itself with regard to concessionary fees or where match funding should be adopted;
- 2.5. how any optional courses additional to a full-time programme of study (i.e. additionality) are handled with respect to fees;
- 2.6. the College’s refund policy; and
- 2.7. what are the channels available to mitigate financial hardship and remove barriers to participation.

## **3. Responsibilities**

The Vice Principal Finance and Resources is responsible for reviewing the policy on an annual basis in consultation with the Finance Manager, HE Development Manager and Management Information Systems Manager. All staff are to observe the policy. The Finance Department will publicise and enforce the policy.

## **4. General**

The College will charge all learners, or their nominated sponsors, fees as set out below, unless they qualify for exemptions or waivers.

No element of the policy is to change more than once a year except where significant changes in Government policy will impact on the delivery of the study programme.

Fees will comply with Skills Funding Agency (“SFA”) or other College adopted Government funding initiatives. With the expansion of further education course loans from 19+, known as Advanced Learner Loans from 2016/17, only some further

education courses will be fundable for 19-23 year olds delivered by the College, are available for concession. These will be for a first Level 3 fundable course, and for Level 2 and below courses, and students who qualify under benefit concessions Agreed fundable courses will have a lower fee (known as Rate A), as these are co-funded, while a small number of others will be full cost (known as Rate B). Full cost rates in this case are not available for concession and will have fees, which, for Level 3, will be in line with course fees for 19+ loanable programmes in 2016/17. The College will determine which courses will be delivered in this way.

No change to the policy is to disadvantage any individual student part way through an agreed programme of study (e.g. where a student is under 19 years of age at the start of an Education Funding Agency (“EFA”) Further Education (“FE”) funded programme, they will benefit from free tuition, registration, and exam fees all through their programme).

Classroom based students are ultimately responsible for ensuring that their fees are paid, even where a third party (e.g. an employer or the Student Loan Company (“SLC”) intends to pay on their behalf.

Where learning is predominately delivered in the workplace i.e. Apprenticeships employers are ultimately responsible for ensuring fees are paid in accordance with the SFA funding requirements. Work Placed Learning is not funded in 2016/17.

## **5. Fees**

College Fees are made up of several elements which can include: tuition fees, awarding body registration, examination or certification fees, and other course related costs.

In addition certain courses require students to purchase special equipment, materials, uniforms, etc. or to pay for educational trips. This equipment, material, uniform, etc. becomes the property of the student at the end of the course.

The payment of any fee must be made in pounds sterling.

A continuing student, is a student who is continuing into the next year of study on a Higher Education programme only; or, for Further Education a Level 3 student moving from a subsidiary or diploma programme onto the extended diploma in the same subject of study if they are aged 18 and below on 31<sup>st</sup> August 2016. All other students will be deemed as new entrants.

A single fee is charged and the breakdown is shown for concessions to be applied appropriately and for clarity.

College fees are, in general, payable in advance and, for programmes of study, which last for more than one year, are payable separately for each year of academic study.

The College's fees are subject to change, based on related funding body regulations which may make a programme partially or non-fundable and new developments where guidance is yet to emerge such as the Apprenticeship Levy in April 2017. The College therefore reserves the right to adjust this policy as it sees fit to mitigate any financial and reputational risk associated with these changes.

The College sets specific fees for all students on non-government funded (full-cost) courses within the general aims of this policy.

The College relies on information, provided by the student, to determine the fee to be paid. It is the student's responsibility to ensure that such information is accurate, complete and is supplied at the times required by the College. A student who knowingly withholds, or tenders false information relating to his or her liability to pay a fee, will have breached the College's regulations on student conduct and will be subject to the College's disciplinary procedures. This is without prejudice to any rights the College might have in respect of legal proceedings.

All fees are due at enrolment and before attendance at the first session of the programme of study or entry to any examination or award of any qualification, unless the student is entitled to a full fee remission. The process of enrolment will not be complete until all fees (including tuition, exam and additional costs) are paid in full or an approved payment plan or payment by a sponsor, has been agreed with the College.

Fees are charged based on an individual's status at the time of enrolment. Subsequent changes to an individual's status will not affect their fee status, nor any fee that was payable at the time of enrolment, except for changes to an individual's benefits that entitle the student to fee remission before their course starts. This change in benefit entitlement must pre-date the commencement of the student's course and suitable documentary evidence will need to be provided to support this change of entitlement within two months of the start of the course. Students whose benefits circumstances change prior to the start of their course may request a re-assessment of their fees.

Agreement by the College to accept payment of any part of a fee from a sponsor does not extinguish a student's liability to pay a fee, which will only terminate when payment is received from the sponsor. Where a student is sponsored, an original letter on company headed paper, signed by the sponsor and acknowledging responsibility for payment of the fee, must be presented at the time of enrolment. By agreement, a sponsor may be invoiced and is able to make use of the 30-day credit terms allowed. The College, at its discretion, may refuse to recognise any sponsor where reasonable efforts have not established the existence of a sponsor or of a sponsor's ability to make a payment. The College shall notify a student of its decision to reject a sponsor.

For students transferring from one course to another, the fees on the course they have been transferred onto are the fees that apply.

A student is personally liable for the full course fee including any exam, registration and other course related costs for his or her course if no fee concession applies.

See **Appendix 1** for a breakdown of tuition fees for 2016/17 and future years where quoted.

## **5.1. Payment of Fees**

Payment of fees may be made by BACS, cash, cheque, credit card (MasterCard or Visa) or debit (Visa debit or Maestro).

In some cases the College may accept the spreading of payments by an approved payment plan, as follows:

- 5.1.1. where the fee is £200 or more (including instalment fee), students must pay 25% of the fee due at enrolment followed by three equal instalments of 25%;
- 5.1.2. where the fee is £1,000 or more (including instalment fee) students must pay 20% of the fee due at enrolment, followed by four equal instalments of 20%; and
- 5.1.3. where the fee is £4,000 or more (including instalment fee) students must pay 20% of the due at enrolment, followed by five equal instalments of 16%.

Instalments will not be allowed for courses shorter than 12 weeks. All payment plans must be paid prior to the completion of the course.

Instalments will not be offered to students who have defaulted on previous occasions.

If the Direct Debit account holder has insufficient funds in their account the student will incur a default levy of £5. If the Direct Debit is cancelled and the instalment remains outstanding after the due date a charge of £5 will be made.

Continuing attendance on a course or programme of study is dependent on payment of all fees.

The College will use appropriate debt recovery procedures where students breach the terms of the instalment agreement or fail to pay fees, and may exclude such learners from the College.

Students approved for instalment plans, who then subsequently withdraw from the course, will be liable for the balance of the fees outstanding.

Students undertaking a programme of more than one year, will not be allowed to progress to the subsequent year of the programme of study where the fees

relating to the previous programme remain unpaid. Students who complete a programme of study but have fees outstanding will not be allowed to enrol on further programmes of study until the outstanding debt has been cleared. Student fees are payable per academic year.

Where the College runs a bespoke programme of study then payment for such courses is due upon receipt of invoice. Cancellations giving notice of more than fourteen days will incur a 25% administration fee. Notice of less than fourteen days will incur full fees.

## **5.2. Exam Fees**

Examination fees are fees that relate to registration, certification and exam costs charged by the Awarding Bodies which the College incurs on behalf of the student as part of their programme of study.

The College reserves the right to charge an examination fee in the case of non-attendance where there is a cost involved.

Students will not be entered for their examination until all fees have been paid.

Students who qualify under concessions may not have to pay for the first exam and registration entry, see later in this guidance for confirmation

## **5.3. Re-sits**

Payment of an examination fee (including those students for whom the exam fee is waived for reasons stated above) entitles a student to have one attempt and one re-sit only at that examination. This only applies to a funded student. Where a student is full cost, then each re-sit must be paid for in advance and will not be booked until payment has been confirmed.

All students, regardless of status or age, will be expected to pay for subsequent re-sit an examinations, or unit of an examination where the Awarding body makes a charge for re-sits. This must be paid before the College re-enters the student for the examination.

All students re-sitting Functional Skills will not be charged for further attempts at these examinations. Students wishing to study a further Functional Skills level, within the year, will be required to pay for this as an additional charge.

## **5.4. Failure to Pay**

Any part of the fee payable by a sponsor should be paid within 30 days of invoice/due date of payment. Where a sponsor's payment is outstanding for 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.

Where a payment is outstanding for more than 30 days, a review of the student's individual circumstances will take place. This review will determine finance options and the student's status on the course. Non-payment of student fees in year could result in the removal of facilities (e.g. IT facilities, library facilities - depending on a review of individual circumstances), or could result in being removed/suspended from the programme until the outstanding debts are settled.

A student who has been suspended for default in the payment of a fee may be re-admitted to a programme of study where payment in full of outstanding fees is received within 28 days of the suspension. Where payment is received later than 28 days after the suspension, the student shall be re-admitted in the following academic year at the stage in the programme when the original suspension occurred. In exceptional circumstances and at the discretion of the Curriculum Assistant Principals the student may be re-admitted in appropriate circumstances. This regulation is without prejudice to the Vice Principal Finance and Resource's right to make an arrangement for the payment of fees where a student is in default.

## **6. Student Loan Company**

### **6.1. Higher Education**

Students who apply for eligible Higher Education courses can apply to the Student Loan Company ("SLC") for a loan to pay for the tuition fees due for the programme of study. Other fees may apply and be payable directly to the College.

#### **6.1.1. Full Time**

At the point of enrolment the College will confirm the student's registration with the SLC this will release any payment of the student's maintenance grant or loan.

Once the course begins, the College will then confirm the student's attendance, initially after the first two weeks, with the SLC which releases the tuition fee loan to the College.

If the student has not yet been approved and intends to do so, it is expected that the student will have their loan approved within a 30 day period of the course start date by the SLC.

Failure to provide evidence of approval within 30 days will result in the student being liable for the fees.

The College may ask for evidence to confirm the student's loan has been approved.

### **6.1.2. Part Time**

Students are able to make an application for a student loan prior to the commencement of the course.

The College will confirm the student's attendance with the SLC if they are in attendance after two weeks of course commencing. This will release the tuition fee loan to the College.

If the student has not yet been approved and intends to do so, it is expected that the student will have their loan approved within a 30 day period of the course start date by the SLC.

Failure to provide evidence of approval within 30 days will result in the student being liable for the fees.

The College may ask for evidence to confirm the student loan has been approved.

### **6.1.3. Withdrawal**

Students must be aware that they are liable for the full fees once they have enrolled on their course.

Students who have been approved for the loan then subsequently withdraw from the course will be liable for the following fees dependant on the date they withdraw

- If a student withdraws between 26/09/2016 and 02/01/2017, 25% of the fee will stay as a loan with Student Loans Company, but the student will be liable to the remaining 75% to the College
- If a student withdraws between 03/01/2017 and 31/03/2017, 50% of the fee will stay as a loan with Student Loans Company but the student will be liable to the remaining 50% to the College

The dates above alter if the student starts their course at different times of the year. For more information on this please contact the Finance Department.

Where a student fails a year and wishes to repeat part of their programme in a following year, the College will charge a pro-rated tuition fee, based on the amount of the programme (credits) being re-taken; with a minimum of 50% of the current programme (credits) tuition fee, plus £1,000, up to a maximum of the full year fee.

Where a student wishes to defer their programme, then the current year fees are still payable in full. Pro-rata fees for a fail repeat student would then apply for the year of return.

## **6.2. Further Education for Students Aged 19 and above (Eligible Level 3 and above programmes)**

Students who plan to study an eligible programme at Level 3 and above, and will be aged 19 on the first day of the programme of study have to pay for their course. They may fund this by applying for a 19+ Learning Loan through the Student Loan Company (“SLC”).

The loan can only be used to pay for the tuition fees of the course. Other fees including examination and registration fees may apply and will be payable directly to the College at the time of enrolment.

Course fees which are eligible for 19+ Learning Loans, will be determined as part of the Curriculum Planning process, taking regard of local market and course viability conditions.

Students are able to make an application for a student loan prior to the commencement of their course.

If the student has not yet been approved and intends to enrol and start the course, it is expected that the student will have their loan approved within a 30-day period of the course start date by the SLC.

Students must be aware that they are liable for the full fees once they have enrolled on their course.

## **6.3 Withdrawal**

Students who have been approved for the loan then subsequently withdraw from the course will be liable for the balance of the fees outstanding.

## **7. Additionality**

An ‘Additionality’ is defined as an optional course additional to a full-time programme of study.

All additionality programmes for students aged 19 and over at 31 August 2016 are an optional extra cost payable at enrolment. For students aged 16-18 at 31 August 2016, these are included within the programme of study, unless otherwise advised. Any additional course which is not relevant to the main programme of study is fully charged

## **8. Concessions**

The College will grant the following concessions against fees as follows:

(Note: these do not apply to students under the age of 16 nor to students undertaking Employer Responsive learning programmes).

- **Home based students aged under 19 at 31 August 2016**, on agreed funded programmes of further education study, who are eligible for EFA fee remission will not be charged for their tuition, awarding body registration, or examination fees. They will be expected to pay for other specific third party costs such as books, equipment, educational trips. The College also reserves the right to charge for re-sits costs of any examinations.
- **Home based students, aged between 19 to 23 on first day of an agreed funded programme** of SFA funded further education, who are in receipt of specified benefits will not be charged tuition, awarding body registration, or examination fees. They will be expected to pay for other third party related costs such as books, equipment, educational trips. The College also reserves the right to charge for re-sits costs of any examinations.
- **Home based students aged 19 to 23 on the first day of an agreed programme** who are eligible under any specific government guidance for other **Level 2 or 3 eligible courses**, will only be charged in accordance with the guidance.

Home based students are defined as being domiciled in the European Economic Area. This currently comprises: Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, and the United Kingdom.

See **Appendix 2** for a breakdown of fees payable by students on Concessionary courses, who are aged 19 and over.

## 9. Refunds

The College is required to run courses in a cost effective manner. This is normally determined by the number of students on a course. Therefore, at the start of a course, if its viability is in question due to insufficient numbers, the College reserves the right to shorten the course hours for the same fee, or, as a last resort, cancel a course.

As a result the College operates a **no refund policy for student or employer cancellations**.

If the College cancels the course prior to the start date, then the College will provide a full refund, see payments of refunds below.

The College will not refund any fees for absence, late arrival, early departure or illness. In the event the College cancels a class every effort will be made to make this time up. However, if the student is unable to make this alternative class then no refund is payable.

The College reserves the right to expel a student for serious misconduct without a refund of fees.

A refund of fees can only be made when the College has already received a cleared payment.

A student or a sponsor may apply for a refund in the following circumstances only:

- the College alters the time or location so that a potential student is unable to attend; or
- the student withdraws at least three weeks before the start of the programme of study.

Applications for refunds in these cases need to be made on a Fee Refund Request Form, available from the Finance Department. Refunds will be issued only where a written or emailed application for a refund is received within 21 days of the last date of attendance or of the start date of the course.

Approved refund applications, on the grounds set out above, will be processed by cheque within ten working days of the appropriate paperwork received in the Finance Department

Refunds will not be made to any other person or agency other than the original payer.

An administration charge for refund applications may apply of £30, excluding course cancellations.

## **10. Financial Hardship**

The College administers a Discretionary Student Support or Bursary Fund for qualifying learners. Eligible support could be available for course fees, equipment and uniform and childcare costs. The fund has limited and finite resources. Where a student wants to enrol on a course, but has financial difficulties, they should contact the Student Services Department so that a decision on a request for support may be made as soon as possible.

## **11. Legal Jurisdiction and Amendment**

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

This policy is correct at time of publication. The College reserves the right to amend fee regulations to reflect revisions in guidance made by the SFA, EFA, or other funding providers.

Appendix 1: 2016/17 Tuition Fees (and future years where quoted)

<b>Full Time Courses</b>		<b>Rate £</b>
FE Home/EU Students <b>Aged 19+</b> - Up to Level 2 / First Level 3  - Eligible Level 3 and above		£1,650 in 2016/17 £1,650 in 2017/18  19+ Loan Applicable (exam/registration fees payable) <b>(note 1)</b>
University of Greenwich - HE Home/EU Students		£6,000 Foundation Degree/HND £8,400 for BA Students
HEFCE Funded – HE Home/EU Students		Foundation Degree/HND £5,950 in 2016/17 £5,950 in 2017/18
Current HEFCE Funded – HE Home/EU Students		HNC Electronic Engineering £2,700 in 2016/17 £2,700 in 2017/18

<b>Part Time Courses</b>		<b>Student Rate £</b>
FE vocational Students <b>Aged 19+</b>		19+ Loan Applicable (exam/registration fees payable) <b>(note 1)</b>

<b>Work Based Learning</b>		<b>New Student Rate £</b>
Apprenticeship programmes (Work placed learning not allowable from 1 <sup>st</sup> August 2016)		To be confirmed as part of the Curriculum Planning Process

1. Students can apply for a 19+ Advanced Learner Loan subject to eligibility. Course fees which are eligible for Advanced Learner Loans, will be determined as part of the Curriculum Planning process, taking regard of local market and course viability conditions.
2. Fees are payable for each year of study.

## Appendix 2: Fees payable by learners on qualifying concessionary courses

(As per the Skills Funding Agency Student Eligibility and Contribution Rules (2016/17))

2016/17	In Receipt of JSA/ESA (WRAG) or Universal Credit mandated to attend training by Job Centre	19-23 year old	Classroom based		Apprenticeship Small and Medium Enterprises (SME) Less than 250 employees		Apprenticeship Large employer♣ 250 employees or more	
			19+, without a first Level 2	19+ qualified to Level 2 or above	19+, without a first Level 2	19+ qualified to Level 2 or above	19+ without a first Level 2	19+ qualified to Level 2 or above
<b>Progression Funding (Entry &amp; Level 1 vocational and PSD aims)</b>	Fully funded+	Fully funded* (classroom) Fully funded* (vocational Level 1 only)	Co-funded	Co-funded	Not Funded	Not Funded	Not Funded	Not Funded
<b>Full Level 2</b>	Fully funded+	Fully funded (for those without a Level 2) Co-funded (with Level 2 or above, classroom)	Co-funded	Co-funded	Co-funded	Co-funded	Not funded	Not funded

\*Fully funded if the student has not attained Level 2 and needs the additional step up from basic skills in order to progress to a full Level 2, otherwise co-funded

♣Large employer in the context of eligibility (reduction in funding still applies to employer 1,000 employees or more)

+Note only Rate A courses will be funded as follows above, all Rate B courses are full cost

JSA Job Seekers Allowance and ESA (WRAG) Employment Support Allowance (Work Related Activity Group)

2016/17	In Receipt of JSA/ESA (WRAG) or Universal Credit mandated to attend training by Job Centre	19-23 year old	Classroom based		Workplace learning Small and Medium Enterprises (SME) Less than 250 employees		Workplace learning Large employer <sup>♣</sup> 250 employees or more	
			19+, without a first Level 2	19+ qualified to Level 2 or above	19+ without a first Level 2	19+ qualified to Level 2 or above	19+ without a first Level 2	19+ qualified to Level 2 or above
Eligible Full Level 3	Not Funded – Full Cost Fees eligible for 19+ Advanced Learner Loan	Fully funded (for those without a Level 3 classroom based)+  Not funded (with Level 3 or above, workplace)	Not Funded – Full Cost Fees eligible for Advanced Learner Loan	Not Funded – Full Cost Fees eligible for Advanced Learner Loan	Not Funded – Full Cost Fees eligible for Advanced Learner Loan	Not Funded – Full Cost Fees eligible for Advanced Learner Loan	Not Funded – Full Cost Fees eligible for Advanced Learner Loan	Not Funded – Full Cost Fees eligible for Advanced Learner Loan
Other Level 3	Not Funded – Full Cost	Co-funded (classroom)+	Not Funded – Full Cost	Not Funded – Full Cost	Not Funded – Full Cost	Not Funded – Full Cost	Not Funded – Full Cost	Not Funded – Full Cost
Eligible Full Level above <sup>14</sup> or	Not Funded – Full Cost Fees eligible for 19+ Advanced Learner Loan	Fully funded (for those without a Level 3)+  Co-funded (with Level 3 or above, classroom)+  Not funded (with Level 3 or above)	Not Funded – Full Cost Fees eligible for Advanced Learner Loan	Not Funded – Full Cost Fees eligible for Advanced Learner Loan	Not Funded – Full Cost Fees eligible for Advanced Learner Loan	Not Funded – Full Cost Fees eligible for Advanced Learner Loan	Not Funded – Full Cost Fees eligible for Advanced Learner Loan	Not Funded – Full Cost Fees eligible for Advanced Learner Loan
Apprenticeship Level 2	Not Funded	Co-funded	Not Funded	Not Funded	Co-funded	Co-funded	Co-funded	Co-funded
Apprenticeship Level 3	Not Funded	Co-funded	Not Funded	Not Funded	Co-funded	Co-funded	Co-funded	Co-funded

♣ Large employer in the context of eligibility (reduction in funding still applies to employer 1,000 employees or more)

<sup>1</sup> Non-prescribed HE only

+ Note only Rate A courses will be funded as follows above, all Rate B courses are full cost

JSA Job Seekers Allowance and ESA (WRAG) Employment Support Allowance (Work Related Activity Group)

Course fees which are eligible for 19+ Advanced Learner Loans, will be determined as part of the Curriculum Planning process, taking regard of local market and course viability conditions.