

Tuition Fees Policy 2019/20		
Lead: Jason Pepper	Status: Approved	
Version: Academic Year 2019/20	Date of Version: 19 April 2019	
Approving Body: Governing Body	Supersedes: Academic year 2018/19	
Approved on: 19 April 2019	Next Review date: March 2020	
Equality analysis tool¹		
1.	Is the policy relevant to the public sector equality duty?	Yes
2.	Have any concerns previously been raised about this policy or practice?	No
3.	Is likely to result in discrimination against a protected group?	No
4.	Does this policy positively contribute to the participation of under-represented groups in the College's activities?	Yes
Version Control		
Version	Date	Change(s)
FINAL	19 April 2019	None
Access		
Location	Address/Link	
SharePoint		
Service Centre	Finance and Risk/Tuition Fees, Refunds and Student Loans	
Document Centre	Finance and Resources/Financial Regulations and Policies	
Public Website	Get in Touch/Information About/Policies and Procedures	
Communication		
Medium	Audience	
e.g. Team Brief, Managers' Briefing, enrolment documentation	SLT, curriculum staff, all staff involved in recruitment and enrolment.	

The Screening Template relating to the Tuition Fees Policy can be found on page 13 of this document.

Tuition Fees Policy

2019/2020

Review Cycle:	Annually
Next Review Date:	March 2020
Person Responsible:	Executive Director of Finance and Resources
Approving Body:	Board of Governors

1. Introduction

- 1.1. Wakefield College's approach to setting and collecting tuition fees and associated charges is reviewed on an annual basis. The tuition fees policy has a major impact on the educational character of the College and is therefore approved by the Governing Body.
- 1.2. The approach of the College to recovering fees for further education courses is largely dictated by the Education and Skills Funding Agency (ESFA).
- 1.3. The approach of the College to setting fees and bursaries for higher education courses is subject to the approval of the Office for Students (OfS).

2. Objectives

- 2.1. This policy seeks to ensure that:
 - the College's approach to tuition and additional fees is fair, equitable and clear;
 - any barriers to participation presented by tuition fees and associated charges are mitigated by providing flexible payment options and/or by assisting learners to access appropriate financial support;
 - the College can respond flexibly to market forces and government policy, including fee guidance issued by the Education and Skills Funding Agency;
 - the College generates a proportion of overall income from nonpublicly funded sources;

- all obligations in respect of payment of fees are clearly shown.

3. General Principles

- 3.1. Learners or their sponsors, unless they qualify for exemptions or waivers, are to be charged:
 - a course fee;
 - the cost of any equipment necessary to undertake their programme of study if this equipment will remain the property of the learner once the course has been completed;
 - the cost of any trips or visits associated with the programme of study;
 - the cost of any examination re-sits, where appropriate;
 - the cost of any charges imposed by awarding organisations (e.g. re-marking, requests for scripts).
- 3.2. Classroom based learners are ultimately responsible for ensuring that their fees are paid, even when a third party (e.g. an employer) intends to pay on their behalf.
- 3.3. Where learning is predominantly delivered in the workplace fee responsibilities are detailed in Appendix 2.
- 3.4. All fees (or deposits and payment plans) are due at enrolment.
- 3.5. Instalment arrangements are available if certain criteria are met and payments are made by Direct Debit.
- 3.6. No tuition fees are payable by 16–18 year old FE learners, including those on part time programmes, or by adult learners who meet the specified criteria in Appendix 1.
- 3.7. Learners seeking a reduction or waiver of fees under these policies must produce documentary evidence of their entitlement, at enrolment.
- 3.8. FE fees will be charged at enrolment for the full duration of the course. HE fees will be charged annually in line with Student Loans procedure for applications.
- 3.9. In order for a learner to be eligible for Government funding for their learning programme the learner must have the legal right to be resident in the UK at the start of their programme. There should also be a reasonable likelihood that the learner will be able to complete their programme of study.

- 3.10. A learner's fee status at enrolment (e.g. employed, in receipt of eligible benefit) applies throughout the year on that learning aim.
- 3.11. Learners are directly responsible for registration with (and payment to) any relevant Professional Bodies.
- 3.12. The full fee for a course is payable even if the learner decides not to complete the course.
- 3.13. Fees for courses over 12 weeks duration will include a free 'taster' period and no fee will be charged for attendance up to this point. (FE is two weeks; HE is one week).

4. Further Education Course Fees: Learners Aged Under 16

- 4.1. The College does not receive ESFA funding for learners aged under 16 who are on a school roll and participate in part-time School Link (Step Up) programmes or the full time Early College Transfer (ECT) scheme. Schools pay the College directly for this provision.

5. Further Education Course Fees: Learners Aged 16-18

- 5.1. Although the College is prohibited from charging 16-18 year old learners any course fees in respect of Education and Skills Funding Agency (ESFA) funded FE courses, other costs will be charged as detailed in section 3.1.

6. Loan Eligible Courses for FE Learners Aged 19-23

- 6.1. Whether College receives ESFA funding or not for 19-23 year old learners on level 3 FE courses, Access to HE courses and A Levels depends on a learner's prior attainment.
- 6.2. The College receives funding for some level 3 courses if a learner does not already have a full level 3; learners without a previous full level 3 will have their fees remitted if the course is eligible.
- 6.3. The College does not receive funding for level 3 courses if a learner already has a level 3; learners with a previous full level 3 will need to pay fees or apply for an Advanced Learner Loan (ALL).
- 6.4. The College does not receive funding for any learners aged 19-23 on higher level FE courses (levels 4-6). All learners on these courses will need to pay fees directly or apply for an Advanced Learner Loan.

7. Loan Eligible Courses for FE Learners Aged 24+

- 7.1. The College does not receive funding for any learners aged 24 and over on advanced or higher level FE courses (levels 3-6), including Access to HE courses and A Levels. All 24+ learners on these courses will need to pay fees or apply for an Advanced Learner Loan.

8. Advanced Learner Loans - General

- 8.1. Learners aged 19 or over by 31 August 2019 can apply for an Advanced Learner Loan, via Student Finance England, to pay their tuition fees. The loan is available for eligible courses only (e.g. Level 3 Awards are not in the scope of Advanced Learner Loans).
- 8.2. All learners who wish to apply for an Advanced Learner Loan will need to apply for the full value of the loan they require for the duration of their course.
- 8.3. Where a learner elects to pay fees via an Advanced Learner Loan and then withdraws early from the course, his/her monthly loan payments to College will cease. In addition to the learner being liable to the Student Loan Company (SLC) for the amount of loan payment made, the balance of fees also remains due and payable by the learner to College.
- 8.4. Learners will be informed prior to their enrolment of their fee obligations upon withdrawal via their '[Learning and Funding Information](#)' letter.
- 8.5. Advanced Learner Loans are available to pay tuition fees only. Any additional fees that are not mandatory for the course (e.g. visits) or any materials that the student chooses to retain (e.g. hair and beauty equipment) will be charged directly to the learner during the year as necessary.
- 8.6. Advanced Learner Loan students may be able to access the College's bursary fund for support, e.g. with travel costs. Students' applications are considered on an individual basis by the College's Financial Support Team.
- 8.7. Any learner without an approved loan at enrolment will be required to pay a deposit of £150 towards their course. Deposits will be refunded once a loan has been approved and the College has received three monthly loan instalments. Deposits will not be refunded if a learner withdraws from their course or fails to obtain a loan. Evidence of a loan application is not sufficient to avoid paying the deposit. Staff should encourage applicants to apply in advance for their loan.
- 8.8. Any student who has not been successful in obtaining a loan, on an eligible course, who then fails to make, or is unable to make, alternative payment arrangements will not be permitted to continue with the course.
- 8.9. Early withdrawals: students who withdraw from their course early will enter 'repayment status' with SLC from the 6 April following their withdrawal date. This means that they may be required to commence repayment of their loan from this date.

- 8.10. Students on 'Access to HE' courses are only able to secure a loan *once*. Early withdrawal on these courses may effectively prevent any further loan opportunity and prevent access to Higher Education in the future.

9. Progression Students

- 9.1. Continuing learners who are over 18 and began a learning aim before the age of 19 will normally have their fees waived. However, any start of a new learning aim is subject to fees.

10. College Discretionary Fee Remission

- 10.1. The College holds a limited fund for discretionary fee remission and may offer support to learners who are on low incomes but do not qualify for mandatory remission. Household income thresholds apply, and a part student contribution will be charged.
- 10.2. Student applications are considered on an individual basis by the College's Financial Support Team.

11. Bespoke Employer Courses

- 11.1. Payment for such courses are due in advance.

12. Apprenticeships

- 12.1. Tuition fees and payment terms for apprentices are as contracted with Individual employers (SMEs and Apprenticeship Levy payers).
- 12.2. The Employer pays fees to College as detailed in Schedule 1.
- 12.3. If the agreement relates to more than one apprentice, the charges in Schedule 1 are per apprentice.
- 12.4. If there is more than one apprentice programme, each will have a separate Schedule 1.
- 12.5. Invoices will be issued individually for each apprentice.
- 12.6. For employers with a digital account, funds will be paid to College on a monthly basis after the employer has registered the apprentice on the Digital Apprentice Service (DAS).
- 12.7. Where there are insufficient DAS funds available to pay any fees due, the employer will pay a 10% contribution through the period of shortfall (5% for apprenticeships starting after 1 April 2019).

- 12.8. For employers paying a contribution towards ESFA funded training costs, the following payment options are available:
- Fees can be paid in full on receipt of invoice.
 - For fees up to and including £499, payment must be in full on receipt of invoice.
 - For fees £500 or greater, payment can be made over a maximum of 12 equal monthly Direct Debits. The final instalment must be received at least 3 months before the planned end date of the course.

13. Higher Education Course Fees

- 13.1. The College receives no funding to cover the costs of HE teaching and will recover the cost of teaching through setting an appropriate tuition fee which will be charged to the student.
- 13.2. The College offers Higher Education learners the facility to pay by instalments, although most learners elect to apply for a student loan to cover their fees.

14. Higher Education Full Time and Part Time Fees for Students

- 14.1. New entrants in 2019 will be charged £6,750 per 120 credits full time and pro-rata of the equivalent full time fee for part time (based on academic credits studied).
- 14.2. Students starting higher national certificates in construction are outside the scope of the 2019/20 OfS Agreement and for these programmes of study, the equivalent full-time fee remains at £6,000 for 2019/20.
- 14.3. Learners continuing their foundation degree or higher national studies from previous years who started their programme in 2017/18 will be charged £6,600 full-time; pro-rata part-time. Learners continuing their foundation degree or higher national studies from previous years who started their programme in 2018/19 will be charged £6,750 full time; pro-rata part-time.
- 14.4. The fees detailed may be subject to review in exceptional circumstances by reference to the Director of Higher Education or Executive Director Finance & Resources.
- 14.5. Subject to Office for Students (OfS) agreement, the College will be awarding scholarships and bursaries to eligible students starting in academic year 2019/20.

- 14.6. The proposed Higher Education full time fee for 2020/21 will be set once further guidance is available from the Office for Students (OfS).
- 14.7. The College will offer eligible Higher Education students enrolling on a course in 2019/20 a bursary of up to £600.

15. International Fees

- 15.1. Wakefield College's international students are those who travel to the UK, from a different country, with a student visa, in order to study.
- 15.2. All international students will be expected to pay their fee in full before the commencement of their course. Any variations to this must be authorised by the Executive Director Finance & Resources.
- 15.3. International Students' fees for 2019/20 for full time programmes vary according to the programme of study:
- A Levels and Level 3 Diplomas - £9,000 per year (2 year programmes)
 - Higher Education - £9,500 per year
- 15.4. International students' fees will be deemed to include a non-refundable administration fee of £500. This will be deducted from any refund where a student is unsuccessful in obtaining a visa.

16. Overseas Fees

- 16.1. This section of the policy regarding overseas students will be updated once further clarity and guidance is available in relation to post Brexit immigration legislation.
- 16.2. The College is currently seeking a Tier 4 licence to enable it to enrol students from outside the European Economic Area (EEA). Until this licence is granted, no students from outside the EEA can be enrolled by the College under any circumstances.
- 16.3. To ensure that all students have the right to study they should not be enrolled unless there is complete clarity regarding home/overseas status.

17. Payment of Fees and Instalments

- 17.1. All fees become payable on the completion of an enrolment form either by the learner or by a sponsor unless the learner is entitled to full fee remission. Payment of fees may be made by cash, card and in the case of instalments, by deposit and monthly direct debit.
- 17.2. Where the total fee is less than £150 learners must pay in full at the time of enrolment.

- 17.3. Where the course duration is 12 weeks or fewer (i.e. short courses), learners must pay in full at the time of enrolment.
- 17.4. Where the total fee is £150 or more, and the course is more than 12 weeks in duration, learners can pay a deposit at enrolment followed by equal monthly instalments. The amount of the deposit and the number of instalments available will vary depending on the value of the course:

Value of the course	Payable at enrolment (first instalment)	Payable by Direct Debit (additional instalments)
Note – course duration must be 13 weeks of more for instalments to be available		
Not paying by direct debit	100%	N/A
Up to £149	100%	N/A
£150 to £750 and	30%	3
£751 or more	20%	5
For courses 13 months or more and over £1500	10%	11

- 17.5. Instalments may span academic years, depending on the start date of the course. The instalment option is not available to international students, employers or sponsors.
- 17.6. Where a learner pays a £150 deposit towards an Adult Learner Loan funded course that is awaiting approval, then there is no requirement to complete a Direct Debit form.
- 17.7. Some courses are only funded in part by a loan. In these cases an instalment plan and completed Direct Debit form would be needed to cover any fees payable by the student.
- 17.8. Where fees are solely for visits, alternative payment plans can be considered based on College costs incurred to date and on dates of departure.

18. Payment Incentives

- 18.1. The College offers a 10% prompt payment discount.
- 18.2. The discount is available to students enrolling on an FE course (over £150 and over twelve weeks' duration) where the learner makes payment in full, at the time of enrolment.
- 18.3. The discount is available on the course fee only.
- 18.4. The discount is not available to sponsors, international students or to students who choose to pay fees by an Advanced Learner Loan.
- 18.5. The discount applies to FE courses only and is not available on HE courses.

19. Unpaid Fees

- 19.1. The College will use appropriate debt recovery procedures where learners breach the terms of their payment agreement, and may exclude such learners from the College.
- 19.2. Learners undertaking a two-year programme will not be allowed to progress to the second year of the course where fees relating to the first year remain unpaid, and learners who complete a programme of study but have fees outstanding will not be allowed to enrol on further programmes of study until any outstanding debt has been cleared.

20. Fee Refunds (General Principles)

- 20.1. Fee refunds will be approved where the College has had to cancel a course.
- 20.2. Non-attendance: If a learner withdraws from a course prior to its commencement, a refund will normally be given on request, but the College reserves the right to recover fees if the refund would affect the course's continuing viability. This includes long courses but excludes 'short' and bespoke courses.
- 20.3. In the case of early withdrawal from a FE course, if a learner withdraws after the two week taster period, full fees remain payable.
- 20.4. Should the College be unable to complete the provision, once started, students who have had fees paid on their behalf by the Student Loans Company will have their loan obligation reduced to zero.
- 20.5. All home students' tuition fees will be deemed to include a nonrefundable administration fee of £30.
- 20.6. The College will not refund fees if it is unable to perform any of its obligations due to causes beyond its reasonable control. This may include but is not limited to: fire, flood, windstorm or other natural disaster, closure due to adverse weather conditions, interruption to or

failure of electric power, gas or water, strike, collapse of building structures, failure of machinery, computers or vehicles.

21. Fee Refunds (HE)

- 21.1. Where an HE learner elects to pay fees via a student loan, the SLC will make payments to College per term, or part term attended. After the one-week 'taster' period, the SLC will pay College as follows: for attendance in term one (25%), for any attendance in term two (25%) and for any attendance in term three (50%).
- 21.2. HE loan students, who withdraw from their course early, will have their loan liability reduced in line with the SLC payment schedule.
- 21.3. HE students paying their own fees directly, who withdraw from their course early, will have their fee liability reduced in line with the SLC payment schedule.
- 21.4. Where HE fees are paid by a sponsor, in the event of learner withdrawal, full fees remain payable after the taster period has elapsed.

22. Fee Refunds (Apprenticeships)

- 22.1. Full fee credit will be approved where a learner has attended between one and five weeks. Attendance in the sixth week will normally incur the full year's fees. Any apprentice related refunds are at the discretion of the Executive Director - Employer Engagement and Apprenticeships.

23. Deferrals

- 23.1. Where a learner is obliged to withdraw from a course, it may be possible to defer fees (if the Head of Curriculum considers this academically appropriate) for up to twelve months. After this specified period, no further deferral will be considered. All deferrals will be at the discretion of the Executive Director of Finance and Resources.
- 23.2. If a deferred student fails to enrol during the following academic year, the previous year's fees become payable in full.

24. Interpretation of the Policy

- 24.1. The College recognises that there may be exceptional circumstances in which a certain level of discretion may need to be exercised.
- 24.2. The Executive Director of Finance and Resources has the discretion to waive or reduce tuition fees and/or deposits payable under instalment arrangements having regard to the personal circumstances of individual learners. However, waivers and reductions are unlikely to be given to learners with a previous poor payment history.
- 24.3. This policy sets out the minimum tuition fee to be charged for different aspects of the College curriculum offer. Where appropriate, a higher tuition fee can be charged at the discretion of the relevant Executive Director.

25. Monitoring of the Policy

- 25.1. The policy has been through the College's Equality Assessment process. The table below explains how this policy will be monitored.

What will be monitored?	How?	By Whom?
Number of instalment plans entered into	Analysis of signed agreements, by ethnicity, age, gender and disability	Finance on request
Complaints about fees	Analysis of complaints log, by ethnicity, age, gender and disability	Executive Director of Finance and Resources
Fee refunds	Number and value of refunds, by ethnicity, age, gender and disability	Finance on request
Number of learners not able to access the discretionary fund	Applications turned down after funds are exhausted, by ethnicity, age, gender and disability	Head of Student Experience

Appendix One: Screening Tool

Public sector equality duty

The Public Sector Equality Duty requires College to have **due regard** for the need to:

- eliminate discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010;
- advance equality of opportunity between people from different groups; this involves considering the need to:
- remove or minimise disadvantages suffered by people due to their protected characteristics;
- meet the needs of people with protected characteristics;
- encourage people with protected characteristics to participate in activities where their participation is low; and to
- foster good relations between people from different groups - this involves tackling prejudice and promoting understanding between people from different groups.

Consequently, we need to assure ourselves that our policies will not have an adverse differential impact on any particular group. This pre-screening section will enable you to identify whether your policy is likely to have an adverse differential impact.

Please use the following template to help determine whether an equality analysis is required

Name of the policy: Tuition Fees Policy 2018/2019
Author(s): Jason Pepper/Dawn Hartley

Author(s) of Equality Analysis:
Name: Jason Pepper
Job title: Executive Director: Finance & Resources
Date: 19/04/19
Signature: J Pepper

In order to decide whether the policy requires further action, please complete the following questions:

1. What are the main aims, purpose and outcomes of the policy?

To detail the College’s approach to setting and collecting course fees, to ensure that fees are applied equitably and that barriers to participation are mitigated by offering flexible payment options, and remission where possible.

2. Will these aims affect our duty to:

	Yes / No	How?
advance equality of opportunity?	No	
eliminate discrimination?	No	
eliminate harassment?	No	
foster good relations between people from different groups ?	No	
tackle prejudice and promote understanding between people from different groups?	No	

3. What aspects of the policy, including how it is delivered, or accessed, could contribute to inequality?

Government policy in relation to tuition fees generally may be an obstruction to learning for some people. Relatively high costs and an increase in loan funded courses may deter those students who wish to avoid debt. High prices will inevitably deter students from low income backgrounds and there may be a higher than average representation of some ethnic groups and people with disabilities from such backgrounds.

However, this policy has addressed such concerns in several ways. Higher fees can be paid by a deposit and instalment payment plan. The College continues to offer part remission of fees for students facing financial hardship. Staff also offer practical support to learners through what can be a complicated loan application process. In addition, we are receptive to bespoke payment plans for students who encounter financial difficulties.

4. Will the policy have an impact (positive or negative) upon the experience of people, including those who share a protected characteristic?

Please complete the following table:

Protected characteristic	Meet needs of people with this characteristic	Encourage participation (if under-represented)	Remove or minimise disadvantages	Possible negative impact
Race		X	X	
Gender	N/A			
Disability			X	
Religion / belief	N/A			
Sexual orientation	N/A			
Gender reassignment	N/A			
Pregnancy /maternity	N/A			
Age	N/A			
Marriage / civil partnership*	N/A			

Evidence:

We have had no instances of learners claiming that the fee policy discriminates on the basis of the above characteristics.

6. What different needs, experiences or attitudes are particular communities or groups likely to have in relation to this policy?

People from financially deprived communities may need more flexible payment plans and we try to accommodate these on an individual basis.

Next steps

If your answers to these questions have identified potential negative impacts, then you should consider further consultation or action to minimise the differential impact. Please contact the Executive Director: Curriculum, for support.

If no further action is required, please sign the declaration below and include with all published copies of the policy.

Declaration

The policy does not have a significant impact upon equality issues and therefore does not require any further action.

Author(s) of EA.

Name: Jason Pepper

Job title: Executive Director: Finance & Resources

Date: 19 April 2019

Signature: J Pepper

Appendix 1 Fee Remission Categories

Tuition Fee Responsibility Summary	Tuition Fee	Materials, equipment, Exam resits, educational visits
Learners over 16 and under 19 years at 31/08/19 on any funded course	No fees to pay	Yes, where applicable
Learners over 16 and under 19 years at 31/08/19 on any non-funded course	Fees to pay	Yes, where applicable
Learners aged 19 or over at 31/08/19 and under 24 on the first day of learning, on Entry Level and Level 1 qualifications and are progressing to their first full level 2 qualification. Classroom learning only. Workplace learning will be non-funded.	No fees to pay	Yes, where applicable
Learners aged 19 or over at 31/08/19 and under 24 on the first day of learning for their first full level two qualification	No fees to pay	Yes, where applicable
Learners aged 19 or over at 31/08/19 and under 24 on the first day of learning for their first full level three qualification	No fees to pay	Yes, where applicable
Learners over 19 at 31/08/19 on other courses not included in the below categories	Fees to pay	Yes, where applicable
Learners undertaking ESOL	Fees to pay	Yes, where applicable
Learners undertaking Skills for Life (not including ESOL) at a level above which they have been assessed	No fees to pay	Yes, where applicable
GCSE Maths and English Language where grades A-C or 9-4 not obtained	No fees to pay	Yes, where applicable
Traineeship	No fees to pay	Yes, where applicable
Learners aged 19 or over at 31/08/19 and under 24 on the first day of learning, with full level two achievement, and earning less than £16,009.50 annual gross salary on any funded course.	No fees to pay	Yes, where applicable
Learners aged 24 or over earning less than £16,009.50 annual gross salary on any funded course	No fees to pay	Yes, where applicable
Learners aged 19 or over at 31/08/19, either in receipt of JSA or ESA, or receiving Universal Credit and earning less than £338 per month (individual claims) or £541 a month (joint claims).	No fees to pay	Yes, where applicable
Learners aged 19 or over at 31/08/19, unemployed, earning less than £338 per month (individual claims) or £541 a month (joint claims), on active benefits, who want to enter employment or progress into more sustainable employment, and need skills/training to do so*	No fees to pay	Yes, where applicable

*At the College's discretion learning must be directly relevant to both the student's employment prospects and the needs of the labour market.

Appendix 2 Apprenticeship & Workplace Learning Fee Summary

Tuition Fee Responsibility Summary	Level	Student fee	Sponsor fee	ESFA funded
16-18 Apprentices (where employer has fewer than 50 employees) or eligible 19-24 year olds with EHCP or have been in care with LA.	all	0	0	100%
16-18 Apprentices (where non-levy paying employer has 50+ employees)	all	0	Price agreed with employer	Dependent on price agreed with employer and funding cap
19+ Apprentices (for non-levy paying employers)	all	0	Price agreed with employer	Dependent on price agreed with employer and funding cap
Apprentices of all ages (levy paying employers)	all	0	Price agreed with employer	Dependent on price agreed with employer, levy funds available, and funding cap
Workplace Learners				
WPL Skills for Life (Not ESOL)	1,2	0	0	100%
19-23 years at 31/08/19 for their first full level two qualification	2	0	0	100%
19-23 years at 31/08/19 for their first full level three qualification	3	0	0	100%
All other provision in WPL is non-funded and fees are payable	all	0	100%	0