



## **FEES POLICY 2019/20**

## **1 Policy Objectives**

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- 1.1 The purpose of this policy is to provide a framework within which Kirklees College's fee setting and fee refund processes will be devised and operated. The policy also sets a framework for ensuring that comprehensive guidance and information regarding fees for courses subsidised is available and accessible to customers, staff and Governors. The policy has been written in accordance with ESFA funding guidance.
- 1.2 The policy also aims to ensure that all staff involved in the recruitment and delivery of learning programmes will understand:
- The national funding policy context
  - The different elements of college fees
  - When and how fees are payable

## **2 Approval of College Fees Policy**

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- 2.1 The college Fees Policy and any subsequent amendments to this policy will require the approval of the Governing Body.
- 2.2 The Fees Policy will be reviewed annually and any changes recommended will be referred for approval to the Governing Body.

## **3 Policy Statement**

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- 3.1 The college reserves the right to cancel any course or change its charging policy where its costs may result in financial loss; cancel any course where there is lack of appropriate resource; and/or refuse entry to a course on any non-discriminatory grounds.
- 3.2 This policy may change in line with changes in Government Strategy.

## **4 National Fee Guidelines for Adults aged 19 and above**

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- 4.1 Some of our courses are eligible for a degree of funding support from central government through the Education and Skills Funding Agency (ESFA). The ESFA funding approach assumes that all learners other than those eligible for fee remission are charged a tuition fee as a contribution towards the costs of their learning. The ESFA also recommends that accreditation costs are paid by all adult learners. For 2019/20, the ESFA's assumed fee remains at 50% of the un-weighted funding rate for classroom learning.

- 4.2 For Apprenticeship programmes, the College will abide by the charging guidance published by the ESFA as part of the reforms to Apprenticeships.

## **5 ESFA fee remission**

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- 5.1 For 2019/20 the ESFA will continue to consider certain groups of learners eligible for full fee remission. The College will apply the fee remission eligibility as outlined in the ESFA funding rules for 2019/20.

## **6 College discretionary fee remission**

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- 6.1 Fee remission will be available to learners engaged on most Community Learning provision using the same eligibility criteria as standard ESFA provision as outlined in Appendix A.

- 6.2 No other college discretionary remission will be offered for 2019/20.

## **7 Classroom Provision**

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### **7.1 Young people aged 16-18**

- 7.1.1 In accordance with ESFA regulations no compulsory tuition, registration or examination fees will normally be charged to learners aged 16-18 taking full or part time courses funded by the ESFA.
- 7.1.2 The college may charge learners aged 16-18 for 'full cost' unfunded (including Adult and Community learning) courses and for exam and re-sit charges.
- 7.1.3 Materials fees, reflecting actual costs may also be charged.
- 7.1.4 A small student contribution will be charged to full time and substantial part time learners to cover access to a range of student services.
- 7.1.5 16-18 students wishing to study GCSEs with the College but whose main study is with another provider may be charged a fee. Where this scenario arises the fee will be assessed on a case by case basis.

### **7.2 Fundable adult learners (those aged 19 and above) – fully funded learners**

- 7.2.1 Tuition, registration or examination fees will not be charged (except for re-sits).
- 7.2.2 Full time adult FE students wishing to take additional part time courses to those agreed as part of their full time 'programme of study' will be charged fees at the full rates applicable to that course.
- 7.2.3 In any circumstances where a student is not eligible for funding on an ESFA course, they will be charged fees at the equivalent of the full rates plus registration and examination fees.
- 7.2.4 A small student contribution will be charged to full time and substantial part time learners to cover access to a range of student services.

### 7.3 Fundable adult learners (those aged 19 and above) – co-funded learners

The ESFA will contribute 50% of the un-weighted funding rate. As a general principle, the default fee level will be the higher of:

- 50% of the un-weighted published funding rate or
- Prior year fee multiplied by an inflationary element, or
- The rate suggested by market research.

Examination, registration, certification, materials and equipment costs will be charged if applicable. Learners in this category may apply for discretionary learner support funds.

### 7.4 Non fundable adult learners

Students aged 19 or over at the course start date wishing to undertake a second level 3 or higher programme are ineligible for funding from the ESFA. The students are liable for the full costs of their programme.

In many cases, students will be eligible for a fee loan from Student Finance England within the total envelope of funding made available to Kirklees College learners for this purpose. This will be repayable through the PAYE system once the student begins to earn above the published annual threshold.

The costs of these programmes will be in line with published loan amounts. More detailed guidance can be found in the detailed procedures for 24+ adult learning loans.

## 8 Apprenticeship Provision

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- 8.1 Fees charged to Employers for Apprenticeship provision will be in line with guidance published by the ESFA and relevant to the size of the employer and age of the Apprentice. A table summarising this is at Appendix C.
- 8.2 Where a fee is applicable, it will be derived from the maximum of the price band to which the Apprentice framework or standard has been attached, adjusted down where necessary to recognise prior learning.
- 8.3 For levy payers the agreed fee will be paid on a monthly basis by the employer via the Digital Apprentice Service. Where funding is provided on a co-investment model and a fee applies, Employers will be expected to pay fees due within 30 days.
- 8.4 Apprentice starts before 1<sup>st</sup> May 2017 will continue to be funded on the existing basis and fees will be charged in line with the 2016/17 fee policy.

- 8.5 Where employers fail to adhere to their agreed payment plan, Kirklees College reserves the right to suspend their apprentices studies until payment is received, and the employer will still remain liable for the fees.

## **9 Managing Agents and Partnership Agreements**

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- 9.1 These fees relate to fees paid to the college by other organisations in receipt of ESFA funding for education provided by the college. Assistant Principals are responsible for negotiating these with the recipient organisations where these rates are not negotiated nationally, and should submit them for approval by the fees group.

## **10 School pupils and home schooled**

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- 10.1 The enrolment of school pupils under 16 requires prior approval of the school and parent/guardian. Unless:
- section 10.2 applies
  - there has been prior agreement of the relevant Assistant Principal

No student under 16 should be enrolled into anything other than a discrete 14-16 group without prior agreement of the local authority or school.

- 10.2 Where school pupils of compulsory school age wish to follow part of their programme at college, the college will charge the school for the costs of provision.
- 10.3 Home schooled students who enrol to take an examination in College will be charged fees. Where this scenario arises the fee will be assessed on a case by case basis.

## **11 Staff and Governors**

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- 11.1 All staff and Governors are entitled to enrol on one course free of tuition fees per year outside of working hours. Adult basic skills or teacher training courses may however be completed within the working day. This will be permitted providing the course is already viable with funded/fee paying students.
- 11.2 Staff undertaking an approved programme of study as an apprentice funded via the College apprenticeship Levy will be required to complete their study during their normal working hours

## **12 Higher Education**

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- 12.1 In line with Government policy, Kirklees College will be charging fees as set out in Appendix A.
- 12.2 For part time courses, the tuition fee will be set per module, and the fee charged will be based on the planned number of modules to be taken in the academic year.

## **13 Community provision**

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- 13.1 Fees for community provision will be charged at one of four hourly rates to reflect the differing focus of the offer, from basic skills offered in the community to learning for leisure. The rates are outlined in Appendix A. Fee remission at 50% will be offered to those qualifying for standard fee remission as determined by the ESFA on all courses.

## **14 Full cost provision**

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- 14.1 Fees for commercial courses or cost recovery will be priced at a level to reflect the full cost to the college, with cognisance of the market.
- 14.2 Full cost fees should be set on achieving at a minimum the contribution rate of 45%. As a rule of thumb however, a tuition fee rate of £8-£10 per learner hour or £80-£100 per group hour should be applied.
- 14.3 Where non-accredited full cost provision is marketed through the online store, fees should only be paid for in advance in full via the store. No invoicing will be undertaken for this provision.

## **15 Fee waivers**

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- 15.1 Only with the express permission of a Head of Faculty or Assistant Principal may fees be waived.
- 15.2 Where the fee charged by the college is deemed by curriculum teams not to be competitive with other providers, and a reduction in the fee is considered necessary, the case should be heard by a fees panel, consisting of the relevant Assistant Principal, Head of Faculty and a representative from the finance team.
- 15.3 The college cannot waive exam, registration or certification fees where these apply.

## 16 Payment of fees

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- 16.1 All fees become due in full at enrolment, but the college recognises that some students may be unable to pay their fees in full at that time. The college offers a staged payment plan, the thresholds for which can be found at Appendix B.
- 16.2 Where an employer has agreed to pay fees for one of their employees, the learner will be required to produce a letter or purchase order from their employer at the time of enrolment confirming that they will cover the full cost of the course.
- 16.3 With the exception of programmes funded by advanced learning loans and apprenticeships, fees quoted are for one year only. Where a programme runs over more than one year, second year fees will apply.
- 16.4 Any student who has not paid their tuition or exam fees in full at the end of the academic year:
- May have exam certificates withheld;
  - May not have assessed work marked and returned;
  - May not be permitted to progress to the next year of study or enrol on another course;
  - May not receive references for employment beyond confirmation of dates and courses attended; and
  - Where students fall significantly behind with their payment plans and the college has failed to secure payments, the debt may be referred to a debt collection agency for recovery. A £25 charge will be added to the debt to cover costs incurred by the college in pursuing the debt.

## 17 Examination fees

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- 17.1 All adult learners with the exception of those who have fees waived will be charged their examination/registration fees.
- 17.2 All learners retaking examinations will be charged the examination retake fee, which is payable prior to examination entry.
- 17.3 The learner should be offered a **maximum of two re-sits per year** (subject to availability of the exam windows). Exceptions are made to this allowing the exams department to ensure that a revision period is provided.
- 17.4 All learners (including 16-18 year olds) who have been entered for an exam but do not attend on the day will be charged a minimum fee of £10..
- 17.5 Anyone wishing to obtain past results who has not been enrolled with the college for the present or previous academic year, may be required to pay a fee of £10 to cover the administration costs incurred.

- 17.6 If a currently enrolled learner wishes to sit an exam for which they are not enrolled, they may be able to sit the exam, but will be subject to an additional fee. (See Appendix A).
- 17.7 If a person who is not enrolled at the college wishes to sit an exam, they may be able to sit the exam, but will be subject to an external candidate fee. (see Appendix A).
- 17.8 Centre fees of either £10 fixed fee or £3 per exam unit, will be added to exam registrations/entries (including re-sits) to assist with Invigilator fees, exam paper printing, printing of result slips, postage of coursework and notification of certificate collection, candidate exam schedules, etc.
- 17.9 If internal examination registration and/or entry deadlines are missed, a fixed fee of £10 will be charged either directly to the student or the college department depending on responsibility for the late submission.
- 17.10 If late submission of an examination registration and/or entry causes the college to miss the awarding body deadlines, the resulting fees will be recharged either directly to the student or the college department depending on the responsibility for the late submission.

## **18 Refunds**

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- 18.1 Where a course has been cancelled by the college, refunds/credits will be made to learners in full.
- 18.2 In cases where a learner has withdrawn as a result of personal circumstances, or where a learner can demonstrate that the college has failed to deliver what could have reasonably been expected, then an application for a refund or credit should be made in writing to the relevant Head of Faculty. The college may require provision of evidence to justify any request for refund on compassionate grounds
- 18.3 Where a student has registered three or more attendances, no refund will be given. Fees for full cost provision are due in full regardless of attendance.
- 18.4 Examination fees/registration fees may only be refunded if the entry/registration has not been processed at the time of refund application.
- 18.5 Where students wish to transfer from one course to another, any tuition fees paid will be counted against the revised enrolment.
- 18.6 Where a student is required to leave their programme by the college, e.g. as a result of disciplinary proceedings, the student will remain liable for fees due up to the point of exclusion.
- 18.7 Any refunds processed will be subject to a £20 administration fee.



## **19 Student financial support**

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- 19.1 Kirklees College offers a range of support funds which can help with some of the financial problems that may be a barrier to study. The college recognises for some learners the cost of travel or childcare, for example, may be a deciding factor in the decision to join or continue on a course or programme. The college's Financial Support Team is available to provide advice on financial matters aligned with studying and help you to apply for any appropriate grants or awards that are available.
- 19.2 Full details of financial support available can be obtained from the Learner Financial Support Team. They will do their very best to help learners in genuine hardship.

## **20 Student additional learning support**

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- 20.1 Students enrolled on ESFA funded learner responsive, Apprenticeship provision and Higher Education provision are eligible for additional learner support to enable them to complete their programme.
- 20.2 Students enrolled on provision funded through an advanced learning loan or HE loan are eligible to apply for additional learner support through associated bursaries.
- 20.3 Students on full cost and 14-16 provision are not eligible for additional learning support unless this has been separately agreed and charged in advance.
- 20.4 Students on community learning are not eligible for additional learning support.

## **21 Related Policies and Other Documents**

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- 21.1 Financial Regulations
- 21.2 Complaints procedure
- 21.3 Learner Support Fund policies and procedure
- 21.4 Curriculum planning guidelines
- 21.5 Debt collection procedures
- 21.6 Exam policy/framework
- 21.7 Access Agreement 2019/20

## APPENDIX A

### FEE CHARGES 2019/20

#### FE PROVISION

16-18 Learners	£20	Student contribution
19+ Learners – Full Time	£1,734	Maximum fee for a L1 or L2 full time programme irrespective of delivery hours
19+ Learners – Part Time other programmes	£3.96 per hour £4.51 per hour £5.06 per hour	Hourly rates for a part time programmes. Rate will depend on programme weighting
19+ L3+ learners where no agency funds are available	Variable by programme – see separate college published rates	

#### COMMUNITY LEARNING

Community learning fees will be set as follows:

	<b>Standard Hourly Rate</b>	<b>Remitted hourly rate ESFA Criteria</b>
Leisure (specialist )	£8.00	N/A
Community non-priority provision	£4.00	£2.00
Targeted and priority provision	Free	N/A

## HE PROVISION – Year One programmes

### Full time:

BTEC Higher Nationals in Process Manufacturing	£9,000
BTEC Higher Nationals in Engineering (Mechanical and Electrical)	£8,000
BTEC Higher Nationals (other subjects)	£6,950
Honours Degrees	£6,950
Foundation Degrees	£6,950

### Part time

Part time fees will be pro-rata of the equivalent full time fee based on the number of credits being studied.

## HE PROVISION – Returning students

Fees for students who commenced their studies in 2016/17 will be capped at the rate in force at the time their programme commenced.

Full Time	Part –time (per 15 credit module)	Part –time (per 20 credit module)
£5,995	£750	£1,000

## APEL

£150 per module

## 14-16 PROVISION

Bespoke provision assuming single staffed delivery – minimum of £95/hour

Infill rate £10.00 per hour

Pupil Referral Unit - £8000 per student FTE per year

## FULL COST FEES

Full cost fees will be locally determined using the college costing proforma to achieve a minimum 45% contribution. As a rule of thumb however a typical full cost tuition fee will be in the range of:

£8-£10 per learner hour, or  
£80-£100 per group hour.

## OTHER FEES

Students enrolled on existing courses will be charged £50, plus the examination fee, to sit an examination for which they are not enrolled.

External candidate exam fees are calculated based on the specific requirements of each candidate. The current fees list is available from Examination Services.

**PAYMENT TERMS**

The College understands that students often find it difficult to pay all their tuition fees in advance. For this reason, the College offers staged payments for fees, subject to completion of an instalment agreement.

The thresholds currently applied are:

Fees under £50	No instalment offer available
Fees £51 to £100	2 monthly instalments available
Fees £101 to £250	Up to 4 monthly instalments available
Fees £250 to £400	Up to 6 monthly instalments available
Fees over £401	Up to 8 monthly instalments available

If any agreed instalments are missed, the full fee becomes due.

If instalments are agreed, students will be expected to set up an automatic recurring card payment via our online payment service.

## EMPLOYER APPRENTICESHIP FEES

	Age of Apprentice	
	16-18	Adult
Levy Payer – digital funds available	100% through digital account	100% through digital account
Levy Payer – digital funds exhausted	Co-Funded at published rate	Co-Funded at published rate
Non Levy Payer – large employer	Co-Funded at published rate	Co-Funded at published rate
Non Levy Payer – small employer	No fee	Co-Funded at published rate

## APPRENTICE FUNDING BANDS

<b>Band</b>	<b>Upper Limit</b>
1	£1,500
2	£2,000
3	£2,500
4	£3,000
5	£3,500
6	£4,000
7	£4,500
8	£5,000
9 - 30	Increasing incrementally by £1,000 per band up to £27,000 for band 30