



FEES POLICY 2024/25

Updated February 2024

1	Policy Objectives
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 established funding guidance.
1.2	The intent of the policy is to align with the College values of Kindness, Unity and Excellence. This will manifest itself in our endeavours to ensure that every learner who could benefit from fully funded support, receives it. All learners will be positively encouraged to maximise any support they are eligible for.
1.3	The policy also aims to ensure that all staff involved in the recruitment and delivery of learning programmes will understand: <ul style="list-style-type: none"> • The national funding policy context • The different elements of college fees • When and how fees are payable.
2	Approval of College Fees Policy
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
3.1	College fees are set to ensure that in line with Government funding guidance, all learners who can contribute financially do so, and that the College can fully cover delivery and overhead costs incurred.
3.2	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.
3.3	This policy may change in line with changes in Government or more locally devolved Strategy.
4	Fee Guidelines for Adults aged 19 and above
4.1	Kirklees College receives funding from: <ul style="list-style-type: none"> • The Education and Skills Funding Agency (ESFA) for 16-18s on study programmes. • West Yorkshire Combined Authority (WYCA) for adults (19+) within West Yorkshire (Adult Education Budget). • The Education and Skills Funding Agency (ESFA) for adults in non-devolved areas outside West Yorkshire.

	<ul style="list-style-type: none"> • Adult Learning Loans provided by the Student Loans Company (SLC) for some adults studying Level 3 programmes. • HE Loans provided by the SLC for some adults on higher education courses. • The ESFA for non-levy funded apprenticeships (plus an employer fee contribution) • Employer levy payments for levy funded apprenticeships. • Student fees for commercial courses which are not funded and on loan funded courses who do not take out a loan.
4.2	Some students will be eligible for fee support from central government through the Education and Skills Funding Agency (ESFA) or regional devolution via West Yorkshire Combined Authority (WYCA). The funding approach supposes that all learners other than those eligible for fee remission are charged a tuition fee as a contribution towards the costs of their learning. This also includes examination charges. For 2024/25, the ESFA/WYCA assumed fee is 50% of the un-weighted funding rate for classroom learning.
4.3	For Apprenticeship programmes, the College abides by the Apprenticeships charging guidance published by the ESFA.
5	ESFA/WYCA fee remission
5.1	The College will apply the fee remission eligibility as outlined in the relevant funding rules.
6	College discretionary fee remission
6.1	For learners not meeting full eligibility criteria, the College may waive fees on an individual basis in exceptional circumstances.
7	Classroom Provision
7.1	Young people aged 16-18 (including 19-24 with EHCP students) 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 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 rate applicable to that course considering remission eligibility of the individual. 7.2.3 In any circumstances where a student is not eligible for funding on an ESFA/WYCA course, they will be charged fees at the equivalent of the full rates plus registration and examination fees.

7.3	Fundable adult learners (those aged 19 and above) – co-funded learners
	<p>The ESFA/WYCA will contribute 50% of the un-weighted funding rate. As a general principle, the default fee level will be the higher of:</p> <ul style="list-style-type: none"> • 50% of the un-weighted published funding rate or • The rate suggested by market research. <p>Examination, registration, certification, materials and equipment costs will be charged where applicable. Learners in this category may apply for discretionary learner support funds.</p>
7.4	Non-fundable adult learners
	<p>Where the course and/or the student are not eligible for funding from the contracted funded agencies (ESFA/WYCA). Then they will be charged at the full rate, this includes learners from within another devolved area where the college does not have a funding agreement in place.</p> <p>If the course is Level 3 or 4 and available for the government’s Advanced Learner Loan scheme, student can apply for this through Student Finance England. If the student does not wish to take out the loan, or does not meet the loan eligibility criteria, they will be charged the full rate. With some exceptions, the cost of these will be in line with published loan amounts.</p> <p>For information around Advanced Learner Loans, please see the SLC website for further information.</p>
8	Apprenticeship Provision
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 standard has been attached and adjusted to a ‘total negotiated price’. This will reflect for example, any recognised prior learning.
8.3	All employers will be required to be registered on the Digital Apprenticeship Service and the agreed funding will be paid on a monthly basis by the Digital Apprenticeship Service. Where funding is provided on a co-investment model, or where remaining levy funds are insufficient and a cash payment applies, employers will be invoiced and are expected to pay fees due within 14 days.
8.4	Where employers fail to adhere to their agreed payment plan, Kirklees College reserves the right to suspend their apprentice’s studies until payment is received, and the employer will still remain liable for the fees.
8.5	The apprentice will not be asked to contribute financially to the costs of training, on-programme or end-point assessment, including any resit courses
8.6	Employers will be charged for all EPA resit charges.

9	Managing Agents and Partnership Agreements
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.
10	School pupils and home schooled
10.1	The enrolment of school pupils under 16 requires prior approval of the school, the Vice Principal for Curriculum, Quality and Innovation and the parent/guardian, unless section 10.2 applies. 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 full 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 following confirmation by the LEA
11	Higher Skills
11.1	In line with Government policy, Kirklees College will be charging fees as set out in Appendix A.
11.2	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.
12	Community provision
12.1	Fees will be waived in line with the relevant funding agency's standard fee remission policy.
13	Full cost provision
13.1	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.
13.2	Full cost fees should be set on achieving at a minimum the contribution rate of 50%. As a rule of thumb however, a minimum tuition fee rate of £12 per learner hour or £120 per group hour should be applied.
13.3	Where non-accredited full cost provision is marketed through the online store, fees should be paid for in advance in full via the store, where available, or students will be invoiced.
14	College Discretionary fee waivers
14.1	Where normal remission or financial support is not available, The Head of Faculty, may decide to waive a learner's fee in exceptional circumstances.

15	Payment of fees
15.1	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.
15.2	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. Until such time that the employer agrees to pay, the learner will be liable for the full fee and any associated examination/registration costs.
15.3	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.
15.4	Any student who has not paid their tuition or exam fees in full at the end of their course: <ul style="list-style-type: none"> • 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; • 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.
16	Examination fees
16.1	All adult learners with the exception of those who have fees waived will be charged their examination/registration fees.
16.2	All learners retaking examinations will be charged the examination retake fee, which is payable prior to examination entry.
16.3	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.
16.4	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	Refunds
17.1	Where a course has been cancelled by the college, refunds/credits will be made to learners in full.
17.2	Where a student has attended 10% or more of the course, no refund will be given.
17.3	Fees for full cost provision are due in full regardless of attendance.
17.4	Where students wish to transfer from one course to another, any tuition fees paid will be counted against the revised enrolment.
17.5	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 the full fee.

19	Student financial support
19.1	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	Related Policies and Other Documents
20.1	Financial Regulations
20.2	Complaints procedure

APPENDIX A

TUITION FEE CHARGES 2024/25

FE PROVISION

16-18 Learners	£0	No fee
19+ Learners – Full Time	£1,750	Maximum fee for a L1 or L2 full time programme irrespective of delivery hours
19+ Learners – Part Time (excluding ESOL) other programmes	50% of unweighted base rate. Plus, exams fee Rounded to nearest £5	
ESOL programmes	£4.00 per planned course hours	
19+ L3+ learners where no agency funds are available	Variable by programme – see separate college published rates	

HIGHER SKILLS PROVISION

Full time:

BTEC Higher Nationals in Process Manufacturing	£9,000
BTEC Higher Nationals in Engineering (Mechanical and Electrical)	£8,000
BTEC Higher Nationals in Construction	£4,500
BTEC Higher Nationals (other subjects)	£6,950

Part time

Part time fees will be pro-rata of the equivalent full-time fee based on the split of delivery time over years taken to complete the equivalent full-time programme.

14-16 PROVISION

Bespoke provision assuming single staffed delivery – minimum of £120/hour

Infill rate	£12 per hour
Early College Transfers	£12 per hour (part time routes) £6,256 full time (over 16 hours per week)

FULL COST FEES

Full cost fees will be locally determined to achieve a minimum 50% contribution. As a rule of thumb however a typical full cost tuition fee will be a minimum of:

£12 per learner hour, or
£120 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 £75	No instalment
Fees £76 to £150	2 monthly instalments
Fees £151 to £225	Up to 3 monthly instalments
Fees £226 to £300	Up to 4 monthly instalments
Fees £301 to £375	Up to 5 monthly instalments
Fees over £376	Up to 6 monthly instalments

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	5% of TNP* (10% for starts prior to 1 st April 2019)	5% of TNP* (10% for starts prior to 1 st April 2019)
Non-Levy Payer – large employer	5% of TNP* (10% for starts prior to 1 st April 2019)	5% of TNP* (10% for starts prior to 1 st April 2019)
Non-Levy Payer – small employer (49 employees or fewer)	No fee	5% of TNP* (10% for starts prior to 1 st April 2019) if not an 'eligible' 19-24-year-old

*TNP Total Negotiated Price