



exeter college

Course Fees Policy

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Consulted with: SLT
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1 Purpose

- 1.1. Exeter College is committed to a fair and transparent policy in respect of charges made to learners.
- 1.2. We believe it is in the interests of the learner, and where applicable, the learner's sponsor(s) (an organisation or employer who is funding the learner) and the College, that learners receive prompt notification of any fees or charges due, along with the arrangements for payment.
- 1.3. Learners retain ultimate responsibility for the prompt payment of their fees.
- 1.4. This fees policy does not apply to full cost, commercial or contract work, which is separately negotiated.
- 1.5. Types of fees included in this policy are:
 - Further Education courses (including Advanced Learner Loans)
 - Higher Education courses
 - Apprenticeships
 - International learners
 - Adult Community Learning
 - Accommodation
- 1.6. Course fees cover the whole duration of the course. A course is made up of any number qualifications spread over a period and each qualification may have fees associated with it.
- 1.7. The College may at its discretion vary fees and charges in line with market conditions, government policy and guidance, and special initiatives. Variations must be authorised by the relevant Assistant Principal and the Senior Leadership Team (SLT)

Definitions

ESFA	Education Skills Funding Agency
HEFCE	Higher Education Funding Council of England
SLT	Senior Leadership Team
Sponsor	Third party responsible for the course fee i.e. employer
The term College	covers the College and its subsidiaries.

Policy

2. GUIDING PRINCIPLES USED TO SET FEES & CHARGES

- 2.1. Learning providers are given discretion to determine their tuition and other fee charges, with certain limitations set by the Education Skills Funding Agency (ESFA) and the Higher Education Funding Council of England (HEFCE).
 - 2.2. Other charges may apply to individual courses and will be identified separately. These will not normally be refundable. This includes Exam resit fees, Resource fees and fees to cover the cost of additional learning support beyond that reasonably provided in learning, where no government funding is available, such as on full cost courses.
 - 2.3. Basic tuition Fees and examination fees are not chargeable to 16 – 18-year-old full time learners as defined in the Education Skills Funding Agency (ESFA) Funding Guidance and in line with their guidance. Similarly, no fees will be charged for learners with learning difficulties or disabilities (aged 19 to 24) **and** a current Education, Health and Course Fees Policy
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Care Plan, where they are funded by the ESFA.

2.4. Learners are liable for the full payment of fees until formal confirmation of alternative arrangements is presented to the College.

2.5. The College reserves the right to exclude/suspend any learner who fails to pay their fees, or make satisfactory arrangement to pay on, or by a set period after the start date of their course (**see section 13**). The College also reserves the right to not accept enrolment onto another course within the year or in the future if there are outstanding fees.

3. FEE REMISSION

3.1. The ESFA funding and course eligibility criteria for fee remission is subject to changes each year. The details of the changes will be communicated to learners through our marketing materials including website and through our Admissions support staff and Management Information Services staff.

3.2. Learners will be required to provide evidence of their eligibility for fee remission (dated within 1 months before the course start date) and/or complete self-declarations as required at the time of enrolment.

4. APPRENTICESHIPS

4.1. SCOPE

4.1.1. Apprenticeships refer to learners studying an approved Apprenticeship in the form of a framework or a standard. This includes Higher and Degree level Apprenticeships.

4.2. FEE LEVEL

4.2.1. Apprenticeships – the ESFA expect that fees should be charged to employers in respect of their contribution towards the cost of supporting Apprenticeships and the College will comply with ESFA funding guidance and rules.

4.2.3 Following the introduction of the new ESFA funding methodology the College will expect pre-payment of the employers' contribution.

4.2.4. The College reserves the right to vary any fee levels to enable it to respond to exceptional circumstances, individually negotiated contract opportunities, or market conditions.

4.2.5. The College reserves the right to ask for a contribution when an Apprentice has not attended their End Point Assessment.

4.3. PAYMENT METHOD

4.3.1. The pre-payment can be made by BACs or Debit/Credit card over the telephone or in person at the Finance office

4.4. PERIOD OF LIABILITY

4.4.1 Sponsors are liable for all fees up to the point of a student withdrawing. No refund of contributions up to the point of leaving will be made.

5. INTERNATIONAL LEARNERS

5.1. SCOPE

5.1.1. An international learner is defined as a non-UK national who has no residency status in the United Kingdom; in-line with UK Border Agency guidance.

5.2. FEE LEVEL

5.2.1. You will be eligible as a 'home' student if you come within one, or more, of the categories below and you are:

- Studying a FE course (which is not an Apprenticeship Course) in England; and
- Aged 16-18 years on 31 August in the funding year in which you start your course and
- A UK National

A 'funding year' runs from 1 August in one year to 31 July in the Calendar year which immediately follows.

5.2.2. Additional charges may apply in line with United Kingdom Border Agency requirements.

5.2.3. If additional learning support is required, this will be charged in addition to the International fee.

5.3. PAYMENT METHOD

5.3.1. International fees are payable in advance.

5.3.2. International learners are not entitled to pay by instalments.

5.3.3. No bursaries are available for international learners.

6. ADVANCED LEARNER LOANS

6.1. SCOPE

6.1.1. Advanced Learner Loans refer to learning loans for learners aged 19 and over for study on eligible level 3, 4, 5 or 6 qualifications, excluding Advanced and Higher Apprenticeships and Higher Education. The College will comply with the compulsory aspects of the Funding Rules 2019/20 document relating to Advanced Learner Loans.

6.2. FEE LEVEL

6.2.1. Tuition fees will vary depending upon the qualification. The course fee will be presented to you on the learner enrolment form or offer letter.

6.2.2. The loan can cover all costs and charges for items which a learner cannot complete the course without. Any additional costs which may be incurred over and above the loan value will be charged in addition to the loan value and payable to the college by the learner.

6.3. PAYMENT METHOD

6.3.1. Learners must apply to the Student Finance England (SFE) for the Advanced Learner Loan. The SFE is responsible for assessing whether learners are eligible for a loan and for administering repayments.

6.3.2 The College recommends that individuals consider their own financial circumstances before applying for a loan and investigate all the options available. Free independent financial advice is available from The Money Advice Service at moneyadviceservice.org.uk

6.3.3 If a learner's loan is not approved after 4 weeks, the learner will be required to set up a Direct Debit as per College Payment Options (section 11 of this document). If their loan is approved at a later date, any monies due back to the learner will be refunded to the account detailed on the Direct Debit mandate form. The fee liability Self-Declaration must be signed and dated by the applicant before enrolment onto any Advanced Learner Loan course can proceed. This has been written in accordance with SFE guidance.

6.4. PERIOD OF LIABILITY

6.4.1. Learners should note that once they have attended the course, cancelling their loan with the SFE will not remove the requirement to pay fees. The balance will remain outstanding against the learner's enrolment record until payment

7. SUPPORT WITH COSTS

7.1. Limited discretionary funds for Further Education are made available from the Government to support eligible learners enrolled on ESFA funded courses and contribute towards costs as determined by the College Learner Support Fund criteria. Examples of costs that may be eligible for support are:

- Exam and/or registration fees
- Tuition
- Essential kit and equipment

7.2. Eligibility for support towards costs will be determined based on applicant income, identified need and availability of funds.

7.3. Childcare: Support may be available towards meeting the cost of OFSTED registered childcare up to a ceiling determined by the College.

8. SPONSORS/Non-Apprentice

8.1. Learners may ask the College to invoice external sponsors, such as employers or other third parties. Learners must provide, at or before the time of enrolment, evidence to confirm the amount or proportion of the fees and charges being paid by the sponsor. The Sponsor will need to complete, sign, and stamp an Employer/Sponsor Payment Authorisation at or before the time of enrolment.

8.2. If evidence from a sponsor is provided later, then any amount which has been paid by the learner will be refunded to the extent that the fees/charges are to be paid by the sponsor.

8.3. It is the Sponsors responsibility to ensure that fees and charges are paid on time.

8.4. Sponsors are liable for all fees up to the point of a student withdrawing in accordance with the refund policy. If a learner withdraws from the course after the course start date or does not attend there will be no refund of payments made (including tuition, material, registration, and exam fees). At the discretion of the College a proportionate refund may be considered on application to the finance manager. The application will be acknowledged and considered by senior staff using information collated from interested parties.

9. Higher Education

9.1. For all information regarding HE fees please refer to the University Level (HE) Fees, Refunds and Compensation Policy

10. REFUND POLICY

10.1. If the College cancels a course, it will refund the full fees paid by the learner/sponsor.

10.2. Individual staff at the College are not permitted to waive fees or authorise refunds. This can only be authorised by the Finance Manager or relevant senior manager

10.3. If a learner withdraws from a course before the start date of the course the learner will be entitled to a refund of tuition and exam fees, providing they have informed MIS at least 2 weeks before the course start date.

10.4. If a learner withdraws from the course after the course start date or does not attend there will be no refund of payments made (including tuition, material, registration, and exam fees). At the discretion of the College a proportionate refund may be considered on application to the finance manager. The application will be acknowledged and considered by senior staff using information collated from interested parties.

10.5. Where applicable, Examination, Registration & Certification and other fees will be charged in advance at the time an adult learner enrolls. These will not normally be refundable.

10.6. Refund applications will only be considered within the relevant academic year and tuition fees will not be reduced to learners who start their courses late.

10.7. Refunds will normally be paid by Bacs (if paid by cash/cheque) usually within 28 days of authorisation of refund. All payments made through Wisepay, PaytoStudy, or by card will be refunded to the debit/credit card used to make the original payment.

10.8 Calculation of refund proportion

Date	Amount Refundable
Annual Fees	
From the point of enrolment up to the end of teaching in week 1, term 1.	100% of annual fee
Term 1 up to half term	50% of annual fee
Term 1 after half term And Term 2 up to half term	25% of annual fee
Term 2 after half term And Term 3	0% of annual fee
Short Courses	
Prior notification of withdrawal from the course of two weeks	100% of Course Fee
After start of course	0% of Course Fee
Apprenticeships	
No classroom-based training has happened	100% of Course Fee
1-6 Weeks of classroom-based Training	50% of Course Fee
7-12 Weeks of classroom-based Training	25% of Course Fee
13+ Weeks of classroom-based Training	0% of Course Fee

11. PAYMENT OPTIONS

11.1. All fees are payable on enrolment. However, to assist learners who would otherwise suffer financial hardship in paying their fees in one sum, approval may be given to pay fees in instalments by Direct Debit. A learner's previous payment history may be considered when deciding approval.

11.2. The method of payment for instalments will be by Direct Debit, except at the time of enrolment when the first 50% payment is due.

11.3. Direct Debit are not available to international learners, employers or for amounts owed under £150.

11.4. If approved, a Direct Debit form must be signed at the time of Enrolment.

11.5. Direct Debit payments will be taken on or just after either 15th or 25th of each calendar month.

11.6. Where fees are £150 or more, and instalments are approved, the total fee will be divided between 3 instalments. 50% payable on enrolment and two subsequent monthly payments of 25% each by Direct Debit.

11.7. Direct Debit payments for September courses will be taken from October onwards. All other courses will begin 1 month after the start of the course.

11.8. All instalment plans will be scheduled to complete at least 1 month before the end of the course.

11.9. All instalment plans for learners on a 2-year courses must be paid in full in the 1st year before progressing onto the 2nd year.

11.10. If a learner cancels their Direct Debit, all outstanding fees will become immediately payable in full.

11.11. If a learner fails to pay two consecutive instalments, their instalment plan will be cancelled and the full amount outstanding will become due and payable immediately.

11.12. If there are insufficient funds in your bank/building society account to cover the cost of a Direct Debit instalment, the learner will incur charges from their bank/building society. Any such charges are the learner's responsibility and will not be refunded by the College.

12. NON-PAYMENT OF FEES AND CHARGES

12.1. Learners retain ultimate responsibility for the payment of their fees and any other charges owed to the College. If a sponsor is paying amounts on your behalf, they will be liable for the fees, however the learner must be aware of any agreements they have signed with their sponsor.

12.2. The College will pursue all unpaid fees and charges, and this could result in the following action being taken:

- Suspension or withdrawal from a course/study programme;
- Referral of debt to an external debt collection agency; or
- Legal action through the courts which may affect a person's credit rating.

12.3. If a learner is suspended or withdrawn from a course for non-payment, they will remain liable for all fees and charges.

12.3. Any debt collection, legal or court fees incurred in the pursuance of outstanding fees and/or charges may be added to the amount owed.

12.4. Learners will not be permitted to enrol on any further courses if there are outstanding fees or charges.

13 Implementation

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