



Finance Handbook

7. Fees Policy

SMT Assigned Owner	Finance Director
Document Author	Head of Finance
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The SMT is delegated to approve minor changes to the policy in response to legal changes and best practice.

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1. Policy context

- 1.1 This policy applies to all College fees and charges.
- 1.2 This policy forms part of the Finance Handbook. The Finance Handbook consists of a set of policies that underpin the Financial Regulations.
- 1.3 This policy is the reference source for all fees and charges, payment arrangements and remission rules to ensure a consistent approach and clear guidance across the college. Extracts from this document may be used as guides for students and college staff.
- 1.3 Tuition fees and remission arrangements are determined with reference to either or both of the student age and the course characteristics, in line with Government policy in force at the time. The policy applies to home students eligible for funding by the Education and Skills Funding Agency; those defined as being ordinarily resident for the last 3 years in the UK, or an EU or EAA country. All other students fall within the international students guidance.
- 1.4 Pound plus refers to how the College maximises the value of public investment. The College raises income from fees and charges, products, lettings, sponsorship and contributions in kind. Additionally it seeks continuous improvement of academic and support services and a greater social impact on the health, wellbeing and employability of the wider community.
- 1.5 The fees policy is approved by Corporation on an annual basis in accordance with the Articles of Government and sets out the general framework under which the College operates its management of fees.
- 1.6 The Principal, as Accounting Officer, is responsible for the fees of the College. The Finance Director is responsible for updating the fees policy and considering applications for fee waivers or refunds.
- 1.7 The College recognises that there may be exceptional circumstances in which a certain level of discretion may need to be exercised. Agreement from the Principal or Finance Director are required to apply the discretion to agree payment plans, waive, reduce or refund fees.

2. Government funding

- 2.1 The level of government contribution is set out in the tables below as per the ESFA funded Adult Skills Fund funding rules, as published March 2024.
- 2.2 For funding purposes, government define a student as meeting the Earnings Threshold if they are unemployed, employed or self-employed, and earn below £25,000 annual gross salary.

Provision	19-23 year olds	Notes
English and Maths, up to and including level 2	Fully Funded	Must be delivered as part of the legal entitlement qualifications list
English for speakers of other languages (ESOL) learning, up to and including level 2	Fully Funded	For those who meet the earnings threshold criteria
	Co-funded	For those who do not meet the earnings threshold criteria
Essential Digital Skills Qualifications, up to and including level 1	Fully Funded	Must be delivered as part of the legal entitlement qualifications list
First full level 2 (excluding English & Maths and Digital)	Fully Funded	First full level 2 must be delivered as part of the legal entitlement qualifications.
Learning aims up to and including level 2 (Local flexibility offer)	Fully Funded	For those who meet the earnings threshold criteria and have exhausted their first full level 2 legal entitlement
	Co-funded	For those who do not meet the earnings threshold criteria
Level 3 legal entitlement (learners first full L3)	Fully Funded	First full level 3 must be delivered as part of the legal entitlement qualifications
Level 3 free courses for jobs (FCFJ)	Fully Funded	For those who meet the earnings threshold criteria and have exhausted their legal entitlement
	Loan Funded	For those who do not meet the earnings threshold criteria
Level 3 Advanced learner loan	Loan funded	A learner has already achieved a full level 3

Provision	24+ year olds	Notes
English and Maths, up to and including level 2	Fully Funded	Must be delivered as part of the legal entitlement qualifications list
English for speakers of other languages (ESOL) learning, up to and including level 2	Fully Funded	For those who meet the earnings threshold criteria
	Co-funded	For those who do not meet the earnings threshold criteria
Essential Digital Skills Qualifications, up to and including level 1	Fully Funded	Must be delivered as part of the legal entitlement qualifications list
Level 2 and learning up to level 2 (Local flexibility and access to level 2 legal entitlement qualifications)	Fully Funded	For those who meet the earnings threshold criteria
	Co-funded	For those who do not meet the earnings threshold criteria
Level 3 free courses for jobs (FCFJ)	Fully Funded	For those who meet the earnings threshold criteria
	Loan Funded	For those who do not meet the earnings threshold criteria

3. Further Education 16-18 students, 19-24 students with an EHCP, under 16 home educated

- 3.1 Students aged 16, 17, or 18 years on 31 August are eligible for funding and do not pay tuition fees.
- 3.2 Students aged 19-24 and have an Education, Health & Care Plan and whom the relevant Local Authority has agreed to fund, do not pay tuition fees.
- 3.3 The College is unable to enrol students who are under 16 years of age on 31 August except those enrolled on the designated programmes for 14 and 15 year olds and who count to the agreed College 14-16 Electively Home Educated funding target or unless specific arrangements have been made with the Local Authority, School or Academy to pay in full all fees due.
- 3.4 The College will be unable to obtain funding for any students who are enrolled full time with another funded provider/School and who may wish to follow part of their programme at a Further Education institution during school hours. In such circumstances, whatever the age of the student, this provision should be treated as collaborative or link provision, and the School/Academy/Partner provider is expected to meet the full costs of this provision.
- 3.6 A range of professional, evening and Higher Education courses are specifically targeted at adult students and the College will not normally be able to enrol 16-18 students onto these courses. In addition, professional and regulatory legislation may preclude under 18s accessing particular courses.

4. Further Education 19 or older students up to level 2

- 4.1 Students studying GCSE in English or Mathematics, or Functional Skills in English or Mathematics at a level above that at which they have been assessed (entry Level, Level 1 and Level 2), where they have not previously achieved a GCSE grade 4/C will be fully-funded.
- 4.2 Students aged 19 or older will be fully-funded on Entry Level, Level 1 and Level 2 learning aims within the Local Flexibility offer, as published by the ESFA, where they meet the earnings threshold criteria. Students not meeting the earnings threshold criteria will be co-funded.
- 4.3 Students aged 19 or older will be fully-funded on Level 3 learning aims within the Free Courses For Jobs (FCFJ) offer where they meet the earnings threshold criteria.
- 4.4 Students aged 19 or older, who do not meet the earnings threshold will, in most cases, be able to apply for an Advanced Learning Loan, which is paid directly to the College. Advanced Learner Loans will only be available for those courses listed by the College and on the approved list of ESFA eligible qualifications. Students will receive a learning and funding letter from the College confirming course eligibility and maximum value before they apply for the Advanced Learner Loan.
- 4.5 If a student is ineligible or chooses not to take up the Advanced Learner Loan, the student must pay tuition and exam fees and may also have other fees and charges where applicable
- 4.6 If a student has paid fees using the Advanced Learner Loan and subsequently withdraws from the course, Advanced Learner Loan support will cease and the student will remain liable for the balance of the remaining fees.
- 4.7 If a student is a direct entry to a later year of study, they will be charged a proportion of fees based upon the balance of teaching, learning and assessment for that year of study.

5. Further Education 19-23 students (excluding English and maths)

- 5.1 Students aged 19-23, including students who do not meet the earnings threshold criteria, are fully funded where the learning aim is on the Level 2/Level 3 Legal Entitlements list as published by the ESFA, and the student has not previously achieved a Full Level 2/Level 3

6. Apprenticeships

- 6.1 Apprentices 16-21 or 22-24 with an EHCP at the start of their apprenticeship, are fully funded for non-levy employers with fewer than 50 employees.
- 6.2 Co-investment fees are required for other apprentices with non-levy employers. Co-investment fees will be based upon government policy at that time. The fee contribution must be cash and not an 'in kind' arrangement. Co-investment fees are non-refundable after day 42 of the apprenticeship.
- 6.3 Levy employers total cost of an apprenticeship can be set at any level up to the ESFA funding caps and will be negotiated with the employer according to the individual requirements of each apprentice.
- 6.4 Levy employers with insufficient funds in their apprenticeship account will be expected to pay co-investment fees for relevant months, as per 7.2

7. Higher Education

- 7.1 The Office for Students defines Higher Education courses in terms of schedule 6 of the Education Reform Act 1988. This includes Higher and Degree apprentices where the study involved at least one element at level 4 or higher.
- 7.2 The fee which applies to each course is set out in the College prospectus or available on the College website.
- 7.3 Part time study and resits of modules will be calculated based on the number of credits.
- 7.4 The College offers Higher Education students the facility to pay by instalments, although many students elect to apply for an advanced student loan to cover their fees.

8. International students

- 8.1 International students covers all students who do not qualify for home student status eligible for funding by the Education and Skills Funding Agency as defined in section 1.2. The College is required to confirm students' status prior to the start of their course, if insufficient evidence of eligibility is provided then the student will be liable for the international fee rate.
- 8.2 Tuition fees for English students are variable and capped by government at a maximum £9,250 for an undergraduate degree. Tuition fees for international students are subject to change and are typically 20% higher.
- 8.3 Full tuition fees must be paid prior to the courses start and prior to a visa letter being issued. Students who are subsequently refused a visa by the British Embassy or British High Commission will receive a refund on receipt of the visa refusal letter, less an administrative fee. Evidence of visa refusal will be required by the College.

9. Full cost courses

- 9.1 Some training programmes and courses are run by the College with no external funding and therefore a commercial rate must be charged either to participating students or a sponsoring organisation. Fees are either paid by students at enrolment or by the organisation in advance.
- 9.2 No remission applies to full cost courses and advanced student loans cannot be obtained for such courses.
- 9.3 The pricing structure differs as bespoke solutions are often provided based on contract negotiations with employers or organisations based on a per student or per group costing methodology.

10. Transfers

- 10.1 Where a student transfers from a course the College has closed to an alternative high cost course, no additional charge will be made.
- 10.2 Where a student transfers to a same fee course, no additional charge will be made.
- 10.3 Where a student decides to transfer to a higher fee course, the student will pay the difference in fees. This will be subject to an administration fee.
- 10.4 Where a student decides to transfer to a lower fee course, then a partial refund may be made. This will be subject to an administration fee.

11. Fees and charges

- 11.1 The College will charge where appropriate for trips, clothing, personal protective equipment, lanyards and library.
- 11.2 Fees for materials will apply where they are not an integral part of their study programme and provided for additional practice or for students to retain them for personal use outside of the course.
- 11.3 Exam fees include assessment, examination and registration. The College will charge exam fees in circumstances where the required attendance or completion of work has not been achieved, or the student fails without good reason to sit the exam for which the institution has paid. Charges may also be levied where a student re-sits an exam resulting from an initial exam failure or where a student re-sits with the aim of achieving an improvement in grade.
- 11.4 A facility fee is payable in advanced for all our full time Further Education students including full time electively home educated students. Paid annually at enrolment, this fee assists in providing non-educational facilities, which include security, sports amenities, membership of the sports and social clubs, minibuses, Wi Fi access, television room, on-site medical support and free car parking subject to availability.
- 11.5 A transport fee is payable in advanced for use of College busses are charged on a daily or annual basis. Payment plans are available and refunds for transport fees are made on a pro-rata basis by half-term.
- 11.6 Without payment of fees and charges, enrolment cannot take place unless alternative arrangements have been agreed in advance by the Finance Director.
- 11.7 The College reserves the right to offer student and staff discounts. All discounts require the approval of the Principal or Finance Director.

12. Residential fees

- 12.1 Residential fees are reviewed annually and cover the provision of accommodation, heating, lighting and meals; payable either in full, in 6 monthly instalments or linked to advanced student loan payment dates.
- 12.2 Residents are required to pay an initial deposit to secure a room. The deposit is offset against the residential fees and includes a refundable fee to act as security for the room and to cover any damage or losses associated with the residential student.
- 12.3 No refund will be made in respect of temporary absence from a room or for meals not taken. Meals from the dining room may not be exchanged for food from the College snack bars.
- 12.4 Should a student have difficulty in meeting the requirements for payment of charges they should contact the Student Services Manager without delay.
- 12.5 Students will not be allowed to return for a new term unless any outstanding invoices have been paid or arrangements are in place to pay by agreement with the Finance Director.
- 12.6 In order to maintain residential fees at levels at which students can afford, the College aims to operate on the basis of full occupancy for the academic year. Acceptance of a place in College accommodation is on the basis that should you wish to leave residency before the end of the academic year you are responsible for paying residential fees for 6 chargeable weeks following the College receiving written notification.
- 12.7 Students who are excluded from residency due to poor conduct will be charged a further 6 weeks residential fees from the date at which they are excluded.

13. Payment

- 13.1 A student will not be able to enrol upon or continue a programme of study without either:
- Providing evidence of eligibility for remission of tuition fees
 - Paying the full fee at the point of enrolment
 - Paying a deposit and entering into a payment plan with the College
 - Demonstrating evidence of application for an advanced student loan for the full amount of the fees
 - Demonstrating evidence of application for an advanced student loan for part of the fees and payment of the balance in full or by entering into a payment plan with the College
- 13.2 Payment can be made by debit card, credit card (except American Express) or bank transfer. Fees must be paid at or prior to enrolment unless alternative arrangements have been agreed in advance by the Finance Director.
- 13.3 Where a student's fees are to be met by a third party (such as their employer) in the absence of payment the student remains liable for all fees and charges.
- 13.4 If a student fails to pay two consecutive instalments, their payment plan will be cancelled and the full amount outstanding will become due and payable immediately.
- 13.5 If a student withdraws or is suspended from the course the tuition fee liability is determined by the date and all outstanding fees will become due and payable immediately.
- 25% from the first day of the first term
 - 50% from the first day of the second term
 - 75% from the first day of the third term

- 13.6 Students with outstanding fees due to the College will not be allowed to enrol onto a new course or continue onto a further year of study until the debt has been paid in full or a payment plan agreed with the Finance Director.
- 13.7 Unpaid fees may be referred to a solicitor or debt collection agency for recovery and any additional costs incurred will be payable by the student.

14. Financial support for students

- 14.1 To assist students who would otherwise suffer financial hardship in paying their fees, the Finance Director may give approval to pay fees in instalments. A student's ability to pay and previous payment history with the College may be taken into account.
- 14.2 A range of bursaries and other financial support is available to students. Details of the support available can be found in the bursaries policy, on the College website, or from the Bursaries Officer
bursaries@plumpton.ac.uk

15. Refunds and compensation

- 15.1 If a full time student withdraws before the start date of the course the student will be entitled to a full refund of fees, providing they have informed the College in writing or by email at least 10 working days before the course start date. This will be subject to an administration fee.
- 15.2 Fees paid via the Student Loans Company and Student Finance England cease at withdrawal any fees outstanding will be charged to the student directly for full payment.
- 15.3 If a student is excluded any fees outstanding will be charged to the student directly for full payment.
- 15.4 Fees are refundable in full if the College should close a class or the attendance of the applicant is made impossible or inappropriate by some action by the College.
- 15.5 Fees will not be refunded where course closure is temporary due to fire, flood or other force majeure, adverse weather conditions, industrial action or pandemic conditions.
- 15.6 No refunds will be made for any other fees and charges.
- 15.7 Exceptional circumstances may be considered by the Principal or Finance Director on a case by case basis.
- 15.8 In the event of a student protection plan being triggered the College will fund reasonable travel costs as a result of relocation of provision; provisions for ongoing bursary support for those students in receipt of a bursary or similar funding who continue their studies on alternative programmes ; compensation for additional tuition fees and maintenance costs where students have to transfer programme or provider which resulted in an impact on the time required to complete the qualification.

Appendix 1: Fees Table

1.1 Further Education	
Tuition Fees Fully funded courses Co-funded courses Loan or self-funded courses Vet Nursing registration Exam resit fees	0% 50% of unweighted fee listed in LARS 100% of weighted fee listed in LARS As set by the RCVS Variable based upon exam board <i>(*exceptions apply)</i>
Materials Fees Motor vehicle and machinery year 1 / 2 Land based engineering Blacksmithing and metalworking Floristry 16-19 Level 1 Schools / LBS Floristry 16-19 Level 2 technical certificate Floristry 16-19 Level 3 technical diploma Floristry 19+ Level 2 technical certificate Floristry 19+ Level 3 advanced technical diploma	£180 / £80 £150 £750 £450 / £550 £795 £850 £995 £1,095 <i>(*bursaries available, costs are pro rata for part time study)</i>
School Links Annual fee per day of study at College	£1,400
1.2 Higher Education	
English Tuition Fees Full time study Part time study Exam resit fee	£9,000* Pro rata Variable based upon exam board <i>(*different rates temporarily apply for Vet Physio and any students yet to complete a degree started under a prior university partner)</i>
International Tuition Fees Full time study Part time study Visa registration fee Exam resit fee	£12,000 Pro rata Variable based upon national requirements Variable based upon exam board
1.3 Student Services	
Accommodation Single Room with en-suite Single Room with basin Single Room, small Refundable room damaged deposit Routines (per day) Commercial (per day)	£7,900 £6,670 £5,830 £200 £36.50 £58.00 <i>(*bursaries available, availability of some rooms may be limited)</i>
Transport Zone 1 Annual Zone 2 Annual Zone 1 Daily Zone 2 Daily	 <i>(*bursaries available)</i>
Facilities Fee All students	£150 <i>(*bursaries available)</i>
Lanyard Fee All students	£5
<i>*The fees listed in this table are for guidance only. Fees are determined by the Education and Skills Funding Agency and the College Fees policy which are subject to change.</i>	