



PLUMPTON

COLLEGE

FEES POLICY 2018-19
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1. Policy Context

- 1.1 This document is intended to act as the single reference source for tuition and associated fees, payment arrangements, other charges and remission rules to ensure a consistent approach and clear guidance across the college. Extracts from this document may be used as guides for learners, curriculum staff, and those involved at enrolment.
- 1.2 Tuition fees and remission arrangements are determined with reference to either or both of the learner age and the course characteristics, in line with Government policy in force at the time. In general terms, learner age differences divide into under 16 age group, 16-18 year olds, 19-23 year olds, 24 years or older (“24+”). In turn, courses are classified as FE (EFA/SFA-funded), HE (HEFCE-funded whether directly or through a partner University) or full cost (commercial/private financed where the tuition fee covers all costs of the course). Non - EU learners will be charged an international/overseas fee.
- 1.3 Learners and their courses are normally classified into one of the following groups, which are then described in further detail in the following sections:
 - a) FE 16-18 year olds; FE 19-24 with an Education, Health & Care Plan (EHC);
 - b) Under 16 Home Educated;
 - c) FE 19 or older up to Level 2;
 - d) FE 19-23 year olds;
 - e) FE 24+ year olds Apprenticeships/workplace learning;
 - f) Higher Education;
 - g) Non-EU international;
 - h) Commercial/full cost/self-financing;
 - i) Full cost infill into mainstream courses.
- 1.4 Throughout this policy reference is made to “home” learners. Unless stated differently in sections 2 to 7 below, “home” is defined as being ordinarily resident for the last 3 years in the UK, or an EU or EEA country.
- 1.5 Appendix. A. shows the Government Contribution table for Further Education provision and outlines the main funding and remission eligibilities.

2. Definitions

- 2.1 Learners who are “unemployed” are defined for the purposes of funding as unemployed if one or more of the following apply.
 - 2.1.1 They receive Jobseekers Allowance (JSA), including those receiving National Insurance Credits only.

- 2.1.2 They receive Employment and Support Allowance (ESA) and are in the work-related activity group (WRAG).
- 2.1.3 They receive Universal Credit, earn either less than 16 times the national minimum wage/national living wage a week or £330 a month and are determined by Jobcentre plus as being one of the following groups.
 - All Work-Related Requirements Group
 - Work Preparation Group
 - Work-focused Interview Group
- 2.1.4 Learner is an offender released on temporary licence (RoTL) who is studying outside a prison environment and not funded through Offenders Learning and Skills Service (OLASS)
- 2.1.5 All of the following are true:
 - The learner is in receipt of other state benefit(s) not listed above
 - The learner earns less than 16 times the National Minimum wage a week or £330 per month
 - The College is satisfied that the learning is directly relevant to the learner's employment prospects and local labour market need

3. Facility Fee

- 3.1.1 Payable for all our full time FE learners, 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.

This fees are:-

- £ 60.00 – Non-resident learners at sites other than Plumpton
- £120.00 – Non-resident learners at the Plumpton site
- £200.00 – Resident learners at the Plumpton site

- 3.2 Without payment of the facilities fee, enrolment cannot take place unless alternative arrangements have been agreed in advance by with the Director of Finance.

4. Further Education 16-18 Learners, 19-24 Learners with an LDA or EHCP and Under 16 Direct

- 4.1 FE learners aged 16, 17, or 18 years on 31 August and are “home” learners are eligible for funding and do not pay tuition fees. Depending upon the requirements of their programme, they may be required to pay for specialist course materials, clothing/equipment should they wish to retain their artefacts for personal use outside of the course, photocopying & printing, or trips/visits that are not an integral part of their study programme. The same rules apply to Under 16 Home Educated funded learners with exceptions (refer to 4.6 below).
- 4.2 FE learners aged 19-24 and have a Learning Difficulty Assessment (LDA) or an Education, Health & Care Plan and whom the relevant Local Authority has agreed to

fund, will not be charged tuition or examination/registration fees. Learners who are 16-18 years old with indefinite leave to remain in the UK are treated as “home” learners regardless of the length of residency.

- 4.3 The College will only charge examination or registration fees in circumstances where the required attendance or completion of work has not been achieved, or the learner fails without good reason to sit the examination for which the institution has paid. Charges may also be levied where a learner re-sits an examination resulting from an initial examination failure or where a learner re-sits an exam with the aim of achieving an improvement in grade.
- 4.4 A range of professional, evening and Higher Education courses are specifically targeted at adult learners and the College will not normally be able to enrol 16-18 learners onto these courses. In addition, professional and regulatory legislation may preclude under 18s accessing particular course
- 4.5 The College will be unable to obtain funding for any learners who are enrolled full time with another funded provider/School and who may wish to follow part of their programme at a FE institution during school hours. In such circumstances, whatever the age of the learner, 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.
- 4.6 The College is unable to enrol learners 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 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.

5. Further Education 19 or older Learners up to Level 2

- 5.1 FE learners aged 19 or older on the day they start the learning aim and are “home” learners eligible for funding from the Education Skills Funding Agency (ESFA) are normally charged tuition fees, exam/registration fees, and may also be charged fees for course materials and educational visit/trip fees, where applicable.
- 5.2 Some 19 year old learners on a course with an eligible learning aim up to Level 2 funded by the ESFA are exempt from tuition and exam/registration fees (but will still need to pay re-sit fees, materials, facility fee or trip/educational visit fees) if they fall into one of the fee remission categories below:
 - a) Learners on Job Seeker’s Allowance (JSA) or Employment and Support Allowance (ESA) in the Work Related Activity Group (WRAG). Where there is a joint claim, then both individuals are eligible for fee remission. Where an individual is a dependant of a claimant (but not part of a joint claim or claiming themselves), they are not eligible for fee remission (unless another criteria applies);

- b) At the College’s discretion, unemployed learners who are in receipt of a means tested state benefit (other than JSA or ESA (WRAG), who want to enter employment and need skills training to do so (classroom learning only) ;
- c) Learners receiving Universal Credit because they are unemployed, and who are mandated (required) to undertake skills training;
- d) Learners in custody who are released on temporary licence (RoTL) following learning outside a prison environment and not funded through OLASS;
- e) Learners studying Functional Skills in English or Mathematics at a level above that at which they have been assessed (entry Level, Level 1 and Level 2). If a learner is studying other courses then they will normally be charged separately for these;
- f) Learners studying Entry or Level 1 aims where a learner has an entitlement to a full Level 2 qualification.

5.3 Most courses are delivered over one academic year. Where a learner is continuing on a funded course that runs over more than one academic year (e.g. those on the second year of a course which they started in the previous year) will continue to receive the fee remission as established in the preceding year even if their circumstances have since changed.

6. Further Education 19-23 Learners (excluding English and mathematics)

6.1 FE Learners aged 19-23, including individuals who are employed, are “Home” learners on the day they start will be fully funded if the learning aim they enrol on is:

a qualifications defined within the legal entitlement that are a learner’s:

- first full level 2
- first full level 3

provision, up to and including:

- level 1 to support progression to a first full level 2
- level 2 for those who already have a full level 2 if they are unemployed

6.1.1 Provision will be co-funded up to, and including, a level 2 for learners who have already achieved a full level 2, or above, who are not unemployed.

6.2 FE learners aged 19-23 on the day they start the learning aim and are “home” learners eligible for funding from the Skills Funding Agency (SFA) are normally charged tuition fees, exam/registration fees, and may also be charged

6.3 FE learners aged 19-23, who have achieved a Level 3/Level 4 course in the past, are “Home” and are enrolling on designated Level 3 or above course do not qualify for Government funding. Instead, these learners will in most cases be able to apply for an Advanced Learner Loan, which are paid directly to the College. The loan value will cover the combined costs of tuition and examination/registration fees (but will still need to pay re-sit fees, materials or trip/educational visit fees). The loan will only be available for those courses listed by the College and on the approved list of SFA

eligible qualifications. Learners will need to receive an Advanced Learner Loan Learning and Funding Information letter from the College confirming course eligibility and maximum loan value before they apply for the loan.

- 6.4 If an FE learner is ineligible for loan finance or chooses not to take up the loan, then the combined tuition and examination/registration fee will have to be paid for from their own resources along with any other course costs (and will still need to pay re-sit fees, materials or trip/educational visit fees).
- 6.5 Learners aged 19-23 on the start date of the course may be required to pay materials or trip/visit fees, which are outside of the loan arrangements unless they are a mandatory part of the course.
- 6.6 If a learner has paid fees using the Advanced Learner Loan and subsequently withdraws from the course, the Learner Loan Company support will cease and the learner will remain liable for the balance of the remaining fees.

7. Further Education 24+ Learners

- 7.1 FE learners aged 24 or older on the day they start the learning, are “home” learners eligible for funding by the Skills Funding Agency (SFA), are employed and are on a Level 2 or lower learning aim, will normally be charged a co-funded rate tuition fee, exam/registration fee and may also be charged course materials and residential fees, if required. Learners who satisfy the criteria for full funding in paragraphs 4.2 a) – g) above will not be charged tuition or exam/registration fees.
- 7.2 FE learners aged 24 or more enrolling on designated Level 3 or above course will not qualify for Government funding. Instead, these learners will in most cases be able to apply for an Advanced Learner Loan, which are paid directly to the College. The loan value will cover the combined costs of tuition and examination/registration fees. The loan will only be available for those courses listed by the College and on the approved list of SFA eligible qualifications. Learners will need to receive an Advanced Learner Loan letter Learning and Funding Information letter from the College confirming course eligibility and maximum loan value before they apply for the loan.
- 7.3 If an FE learner is ineligible for loan finance or chooses not to take up the loan, then the combined tuition and examination/registration fee will have to be paid for from their own resources along with any other course costs.
- 7.4 Learners aged 24+ on the start date of the course may be required to pay materials or trip/visit fees, which are outside of the loan arrangements unless they are a mandatory part of the course.
- 7.5 If a learner has paid fees using the Advanced Learner Loan and subsequently withdraws from the course, the Learner Loan Company support will cease and the learner will remain liable for the balance of the remaining fees.

8 Apprenticeships / Workplace Delivery

- 8.1 Fees for Apprentices will be based on the SFA funding caps introduced on 1 May 2017. Employers will either be a Levy employer, in which case they will pay the full

rate of the cap, or a Non-Levy employer, in which case they will pay 10% of the cap rate.

- 8.2 Following the introduction of the Apprenticeship Levy from 1 May 2017, funding of apprentices has changed substantially. Full details can be assessed via the following link <https://www.gov.uk/government/publications/apprenticeship-funding-and-performance-management-rules-2017-to-2018>

9. Higher Education

- 9.1 This relates to programmes partly funded by HEFCE (Higher Education Funding Council for England)/OfS (Office for Learners) or now only funded through HE loans from the Learner Loan Company.
- 9.2 The fee which applies to each course is set out in the College prospectus or available on the College website.
- 9.3 The College offers higher education learners the facility to pay by instalments, although many learners elect to apply for a learner loan to cover their fees.

10. Non-EU National/International Learners

- 10.1 For UK/EU learners who qualify for “home” learner status (normally three years’ residency in the UK, or an EU or EEA country), the College is required to confirm their status prior to the start of their course. Where there is uncertainty over the status of non-EU nationals, guidance should be sought from the Admissions Team. If insufficient evidence is provided to prove eligibility then the learner will be liable for the international fee rate.

11. Commercial / Self Financing Courses

- 11.1 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 learners or a sponsoring organisation. Fees are either paid by individuals at enrolment or by the organisation in advance.
- 11.2 No remission applies to commercial/self-financing courses and Advanced Learner Loans cannot be obtained for such courses.
- 11.3 The pricing structure differs as bespoke solutions are often provided based on contract negotiations with employers or organisations based on a per learner or group costing methodology.

12. Residential Fees

- 12.1 The charges for residence are determined annually for the duration of the ensuing academic year and are payable either in full, in 6 monthly instalments or linked to learner loan payment dates.
- 12.2 Residents are required to pay a £300 initial rental instalment to secure a room, which will be offset against the residential fees. A refundable £150 room deposit is paid in addition to the residential fees to act as security for the room and to cover

any damage or losses associated with the residential learner. Learners will not be permitted to move in until the room deposit has been paid.

- 12.3 Charges cover the provision of heating, lighting and 3 meals a day and evening snack from the College dining room. Meals from the dining room may not be exchanged for food from the College snack bar.
- 12.4 No refund will be made in respect of temporary absence from a room due to sickness or for periods of work experience undertaken during term dates or during private study weeks.
- 12.5 No refund will be given for meals not taken.
- 12.6 Learners 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 Director of Finance.
- 12.7 Should a learner have difficulty in meeting the requirements for payment of charges they should contact the Student Services Manager without delay.
- 12.8 In order to maintain residential fees at levels at which learners 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.
- 12.9 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 learner will not be able to enrol without either:
 - Paying the full fee at the point of enrolment
 - Demonstrating evidence of application to Student Finance England for a tuition fee loan for the full amount of the fees
 - Demonstrating evidence of application to Student Finance England for a tuition fee loan for part of the fees and payment of the balance in full or by entering into a payment plan with us
 - Paying a deposit and entering into a payment plan with us for the balance
 - Providing evidence of eligibility for remission of tuition fees
- 13.2 Fees can be paid by debit card, credit card (except American Express) or bank transfer. Fees are usually paid at the payment desk upon enrolment unless alternative arrangements have been agreed in advance by the Director of Finance.
- 13.3 It is the intention that all fees will be agreed and set well in advance of enrolment so that the learner has an expectation that no additional bills will be forthcoming during the course of the academic year.

- 13.4 Where a learner's fees are to be met by a third party (such as their employer) the learner must supply, at the time of enrolment, a letter from the company or organisation confirming that fees will be paid.
- 13.5 In the absence of such confirmation, the learner remains liable for the full cost of the course.

14. Payment by Instalments

- 14.1 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. A learner's previous payment history with the College may be taken into account.
- 14.6 All payment plans for learners on a 2 or 3 year course must be paid in full before progressing onto their next year.
- 14.7 If a learner fails to pay two consecutive instalments, their payment plan will be cancelled and the full amount outstanding will become due and payable immediately.
- 14.9 The full fee will still be payable if a learner withdraws from the course and payment must continue to be made regardless of the learner withdrawing from the course.

15. Non-payment of fees

- 15.1 Continued attendance upon a programme of study is dependent upon payment of fees.
- 15.2 Learners with outstanding fees due to the College (debts) will not be allowed to enrol onto a new course or year 2 or 3 of a course until the debt has been paid in full.
- 15.3 If a learner is suspended or withdrawn from a course for non-payment, they will remain liable for all fees and charges.
- 15.4 Unpaid fees may be referred to a solicitor or debt collection agency for recovery and any additional costs incurred will be payable by the learner.

16. Refunds and Compensation

- 16.1 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.
- 16.2 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.

- 16.3 If a learner withdraws from a full time 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 Admissions in writing or by email at least 10 working days before the course start date. This refund will be less the £40 administration fee.
- 16.4 No refunds will be made in the event of a learner withdrawing from the course for personal reasons. All outstanding fees become due immediately upon withdrawal from a course. Exceptional circumstances may be considered by the Director of Finance.
- 16.5 The full fee for a course is payable even if the learner decides not to complete the course.
- 16.6 Fees paid via the Student Loans Company and Student Finance England cease at withdrawal any fees outstanding will be charged to the learner directly for full payment.
- 16.7 A refund of the facility fee will only be given if the learner withdraws within 2 weeks of the start of the course. This will be subject to the £40 administration fee.
- 16.8 Refunds of termly bus tickets will be considered on a pro-rata basis and are subject to a £40 administration fee.
- 16.9 Fees will not be refunded where course closure is temporary due to fire, flood or other force majeure, adverse weather conditions or industrial action.

17. Transfers

- 17.1 The following rules apply to transfers between courses;
- 17.1.1 Where a learner transfers from a course the College has closed to an alternative high cost course, no additional charge will be made.
- 17.1.2 Where a learner transfers to a same fee course, no additional charge will be made.
- 17.1.3 Where a learner decides to transfer to a higher fee course, the learner will pay the difference in fees.
- 17.1.4 Where a learner decides to transfer to a lower fee course, then a partial refund may be made.

18. Financial Support for Learners

- 18.1 A range of bursaries and other financial support is available to learners. Details of the support available can be found on the College website, or from the Bursaries Officer in Finance.
- 18.2 Please refer to the bursaries policy for more information and detail.

19. Review

- 19.1 The fees policy will be reviewed annually.

20. Interpretation of the Policy

- 20.1 The College recognises that there may be exceptional circumstances in which a certain level of discretion may need to be exercised.
- 20.2 Agreement from the Principal and Finance Director are required to apply the discretion to waive or reduce deposits payable under instalment arrangements having regard to the personal circumstances of individual learners. However, waivers and reductions will not be given to learners with previous poor payment history.
- 20.3 This document is subject to any changes made by Government Funding Rules and will overrule this document if any rules are changed after it's published.

Appendix. A.

Government contribution table

Provision	19-23 year olds	24+ year olds unemployed	24+ year olds other
English and maths, up to an including level 2 (must be delivered as part of legal entitlement)	Fully Funded*	Fully Funded*	Fully Funded*
Level 2 (First full level 2 must be delivered as part of the legal entitlement)	Fully Funded* (first and full)	Fully Funded	Co-Funded
Learning to progress to Level 2	Fully Funded^ (up to and including level 1)	Fully Funded	Co-Funded
Level 3 (First full level 3 must be delivered as part of the legal entitlement)	Fully Funded* (first and full)	Loan-Funded	Loan-Funded
	Loan-Funded** (previously achieved full level 3 or above)		
Traineeship#	Fully Funded (Including 16 to 24 year olds###)	N/A	N/A
Learning aims up to and including level 2, where the learner has already achieved a first full level 2 or above	Co-Funded	Fully Funded	Co-Funded
	Fully Funded - unemployed		
<p>*Must be delivered as one of the English and maths, and/or first full level 2 or first full level 3 qualifications required as part of the legal entitlement. ^Must be delivered as entry or level one provision from local flexibility. #Excludes flexible element where funding depends on age and level. ##16 to 18 year old learners must be eligible under the ESFA's young people's residency requirements. **Availability of loans at level 3 does not replace the legal entitlement to full funding for learners aged 19 to 23 undertaking their first full level 3.</p>			