



## 2017-2019 FEES POLICY AND GUIDANCE

(For the academic years 2017-2018 and 2018-2019)

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<b>Approved by:</b>	<b>PRINCIPAL</b>
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<b>Signature:</b>	
<b>Date:</b>	March 2017

<b>Overview</b>	
	The College Fees Policy is an important publication, as fees are a revenue source that strategically the College aims to grow in future as public grant funding falls and student loan facilities increase. The Policy must be fair, clear and consistently applied whilst aiming to reflect the true costs of delivery.
<b>1.</b>	<b>Objectives</b>
	The purpose of this policy is to provide a framework within which the College's fee setting, fee refund and overdue fee processes are devised and operated. The Policy also sets a framework for ensuring that comprehensive guidance and information regarding fees is available and accessible to (prospective) learners, staff and governors.
<b>2.</b>	<b>Approval of College Fees Policy</b>
	The College Fees Policy and any subsequent amendments to this Policy will require the approval of the Senior Management Team (SMT) and the Corporation. The Policy will be reviewed annually by the Fees Policy Group and any changes recommended by them will be referred for approval to the above mentioned stakeholders.
<b>3.</b>	<b>The College's Fee Setting Processes</b>
	<p>In setting fee rates for courses the College considers a broad range of factors, not limited to but including, SFA guidance, financial viability, demand, the curriculum plan and competitor pricing. With the former in mind the College reserves the right to use a mixed approach in deciding fees and will consider factors of acceptable cost recovery, market forces and government policy.</p> <p>The College reserves the right once fees are agreed to be flexible in discounting in order to be able to tactically respond to demand and market opportunities.</p> <p>The College reserves the right to cancel any course or change the fee rate where the costs of delivery may result in financial loss and/or cancel any course where there is a lack of interest to make it financially viable.</p>
	<p><b>3.1 Funded courses</b></p> <p>Fees for funded courses will, in general, be reviewed annually, in line with guidance from the relevant funding agency. Fee levels will be approved by the SMT and Corporation annually, prior to publication.</p> <p><b>3.2 Full Cost / Commercial</b></p> <p>The College runs some courses which are not subsidised by Government funding. When setting fees for full-cost provision, it will be with a view of generating a contribution of 50% (income exceeds direct costs by at least a ratio of 2:1). There may be occasional exceptions where it is deemed desirable to operate courses as loss-leaders (business development, progression, political reasons).</p> <p>Once prices are set, courses will only run if demand is sufficient to generate the level of contribution.</p> <p><b>3.3 Additional Fees and Charges</b></p> <p>The College will be clear in its fee guidance to learners of all costs necessary to complete their chosen learning aims i.e. charges to cover materials/ uniforms &amp; kits / trips / Disclosure and Barring Services (DBS) / library fines / printing &amp; copying / replacement ID cards, examination fees where the learner fails to attend the exam without an appropriate reason. Refer to fee structure on College website.</p> <p><b>3.4 Fees Waived</b></p> <p>Any categories of fees waived by the College that are over and above funding body fee remission guidelines will be reviewed annually by the Fees Policy Group and proposed changes will require the approval of the Director of Finance and Funding following a discussion with relevant members of SMT</p>

<b>4</b>	<b>Guidance on Fees</b>
	<p>Details of all course fees will be published on the College Website <a href="http://www.fareham.ac.uk">www.fareham.ac.uk</a>. The part time course prospectus will advertise the range of courses, their fees, and the different types of financial support available. The College will ensure that all interested parties have access to clear information about fees. The Fees Policy Group will incorporate relevant information into the 2016-2018 Fees Guidance (see Appendix 1) for learners and staff. This guidance will be reviewed and updated biennially and referred to the SMT for approval prior to publication.</p> <p>The guidance document shall include information on :</p> <ul style="list-style-type: none"> <li>• How fees are set.</li> <li>• Where to find information about course fees.</li> <li>• Whether students will have to pay the fees for their programme of study.</li> <li>• Where students can obtain information about eligibility for financial help with course fees.</li> <li>• When and how College fees are payable e.g. instalment plans or upfront payments</li> <li>• The College's policy with regard to the refund of fees.</li> <li>• Overdue fee collection procedure</li> </ul>
<b>5.</b>	<b>Staff Development Course Fees</b>
	<p>College delivered courses are offered to staff as a condition of their employment or for non-work related personal development. Where considered staff development these are offered without charge otherwise staff may be required to make a contribution towards the cost.</p>
<b>6.</b>	<b>QAA Quality Code</b>
	<p>This policy is designed to meet the following expectations of the QAA Quality Code for Higher Education programmes:</p> <p>B2 - Recruitment, selection, and admission policies and procedures adhere to the principles of fair admission. They are transparent, reliable, valid, inclusive and underpinned by appropriate organisational structures and processes. They support higher education providers in the selection of students who are able to complete their programme.</p> <p>C - Higher education providers produce information for their intended audiences about the learning opportunities they offer that is fit for purpose, accessible and trustworthy.</p>

## 2017-2018 FEES GUIDANCE

<b>1.</b>	<b>Introduction</b>
	<p>Fareham College sets its fees annually in accordance with its Fee Policy.</p> <p>The purpose of this Fee Guidance document is to inform students and staff whether a programme of study will be free to the learner or, if a fee is chargeable, the options that are available for making payments and the sanctions we apply if a student defaults.</p> <p>Almost all courses have a fee element to cover both tuition, and, where relevant, awarding body fees.</p>
<b>2.</b>	<b>Tuition Fees</b>
	<p>If a student is under the age of 19 when they enrol, they will not usually pay tuition fees, but they may be expected to pay other fees, for example a contribution towards a planned educational visit, books, course materials or uniform where they are part of the course requirements.</p> <p>If a student is aged 19 or over when they enrol, they will pay tuition fees unless they are eligible for fees to be waived (see section 7). Students may also be required to pay for essential equipment, materials, uniforms or visits where they are part of the course requirements.</p> <p>The College publishes details of the fees for all its courses (including HE) on the College website <a href="http://www.fareham.ac.uk">www.fareham.ac.uk</a>. These published details show the tuition fee and, wherever possible, any additional fees payable such as assessment fees, examination fees and registration fees with the awarding body.</p>
<b>3.</b>	<b>Other Fees</b>
	<p>3.1 <b>Examination fees</b> will not normally be charged to 16-18 year old students but may be charged in cases where:</p> <p>3.1.1 the student is resitting an examination which they have previously taken and failed at Fareham College</p> <p>3.1.2 they wish to resit all or part of a qualification in order to improve their grade.</p> <p>3.1.3 the learner fails, without good reason (it is for the College to determine what constitutes a good reason), to sit the examination, or to submit outstanding work for accreditation, for which the College has paid</p> <p>3.1.4 their attendance and progress is below a reasonable level. Staff must take into account any specific medical reasons for a student's absence before levying a fee payment on the grounds of non-attendance.</p> <p>3.2 A student's age for fee remission purposes is fixed at 31<sup>st</sup> August in the year which their present course began. If not, then their age on the first date of learning will be used. A student who becomes 19 during their course is treated as if they were still under 19 for its duration, providing that they complete it in the prescribed time and their course is not extended by resits.</p> <p>3.3 The College does not levy a College Registration fee for FE 16-18 students, whether Full Time or Part Time ("PT").</p> <p>3.4 <b>Full time FE Students aged 19+ who are eligible for funded courses up to Level 2:</b> the College will charge a tuition fee in line with government funding guidelines</p> <p>3.5 In addition to tuition fees, <b>Full time FE students aged 19+ pay the examination and materials fees</b> as applicable to their individual course, except in the case when they are in full fee remission in which case they do not pay a fee</p> <p>3.6 <b>English and Mathematics:</b> It is a condition of funding that 'Home' students must <b>not</b> be charged any fee for courses in English and Mathematics. Where a student already has a grade C GCSE and wishes to improve their grade, an additional charges for exams, registration, materials and any other legitimate expense involved in taking the course, can be charged.</p>

<b>4.</b>	<b>International Fees</b>
	<p>International fees are set in accordance with the Full Cost Pricing Policy.</p> <p>International Fee payments must be received in full before the commencement of the course.</p>
<b>5.</b>	<b>Higher Education Fees</b>
	<p>The College reviews its higher education fees annually and publishes them at least 18 months in advance of the start of the relevant course.</p> <p>Higher Education Fees are set in consultation with validating universities, employers and with due consideration to market rates.</p>
<b>6.</b>	<b>Advanced Learning Loans</b>
	<p>Advanced Learning Loans are similar to higher education (HE) loans, to qualify learners need to meet <u>all of the following criteria</u>;</p> <ul style="list-style-type: none"> <li>• aged 19 and over (<i>at the start of the course</i>)</li> <li>• a resident in the UK</li> <li>• studying an eligible course at Level 3, 4, 5 or 6</li> </ul> <p>Advance Learner Loans are available to cover the cost of Tuition Fees only.</p> <p>The loans are not means tested or credit checked and any individual who meets the criteria will be able to apply for a loan whether employed or unemployed - the loan will then be paid direct to the College on the student's behalf.</p> <p>Students don't need to pay anything up front for their course fees as long as the advanced learner loan is approved before the commencement of the course; otherwise a 10% fee deposit is payable that will be refunded on receipt of the first loan payment to the College. Students do not need to commence repayment of the loan until they are earning more than £21,000 a year.</p> <p>Where a loan is taken out for an Access to HE course, and the student subsequently completes a Higher Education course the FE loan will be written off.</p>
<b>7.</b>	<b>Tuition Fee Remission</b>
	<p>A number of courses are subsidised by Government funding. Any student who falls into one of the categories in sections 7.1 to 7.9 <b>may</b> have their course fees waived.</p> <p>In addition, the College can offer financial support to students to cover other related course costs.</p> <p>7.1 Full or part-time students aged 16-18 on 31 August in the year they enrol, under the following conditions:</p> <ul style="list-style-type: none"> <li>• The student is not enrolled on a government-funded course at another college, school or training provider (including Apprenticeship Programmes).</li> <li>• Where the course is greater than 150 hours, the learner commits to studying Maths and English alongside their qualification if they have not achieved a Grade A* - C at GCSE.</li> </ul> <p>7.2 For 19+ students up to Level 2 who are not employed but want to enter employment and are in receipt of the following benefits:</p> <ul style="list-style-type: none"> <li>• They receive Jobseeker's Allowance (JSA), including those receiving National Insurance credits only.</li> <li>• They receive Employment and Support Allowance (ESA) and are in the work-related activity group (WRAG).</li> <li>• They receive Universal Credit, earn less than 16 times the National Minimum wage per week or £330 a month and are determined by Jobcentre Plus (JCP) as being in one of the following groups.</li> </ul>

	<ul style="list-style-type: none"> <li>○ All Work Related Requirements Group.</li> <li>○ Work Preparation Group.</li> <li>○ Work Focused Interview Group</li> </ul> <p>7.3 Unemployed in receipt of state benefit not listed above but want to enter employment and believe skills training will help them to do so.</p> <p>7.4 Unemployed students who are named on their partner's benefits claim are also eligible. Learners will be required at the point of enrolment to show evidence of benefit and sign a Self-Declaration Form to confirm they wish to enter employment.</p> <p>7.5 Students, aged 19 or older (<i>at the start of the course</i>), without a full level 2 qualification are not required to pay for the following:</p> <ul style="list-style-type: none"> <li>● Entry or level 1 qualifications (excluding basic skills) - Where a step up from basic skills is needed In order to progress to a first full level 2 course</li> <li>● First full level 2 qualifications (within the SFA recognised Legal Entitlement list).</li> </ul> <p>7.6 Students, aged 19 to 23 (<i>at the start of the course</i>), without a full level 3 qualification are not required to pay for the following:</p> <ul style="list-style-type: none"> <li>● First full level 3 qualifications (within the SFA recognised Legal Entitlement list).</li> </ul> <p>7.7 Students, aged 19 or over (<i>at the start of the course</i>), are not required to pay for Adult Basic Skills Certificates and Functional Skills in English &amp; Maths (excluding Adult Basic Skills Certificates in ESOL).</p> <p>7.8 Students, aged 19 or over (<i>at the start of the course</i>), are not required to pay for GCSE English or Maths if they do not already have a grade C or above in that subject.</p> <p>7.9 Students aged 19-24 with a Learning Difficulty Assessment (LDA) or Education Health and Care Plan (EHCP) on a Study Programme. Depending on circumstances and assessment of individual need, continued study of Maths and English may be required.</p>
<b>8.</b>	<b>Student Contribution</b>
	<p>A contribution towards the personal costs of studying specific programmes is charged as an initial one-off fee at the commencement of a course. Fees are listed on the College website and are paid in advance via Wisepay or directly to the College:</p> <ul style="list-style-type: none"> <li>● access to free (or heavily subsidised) minibus transport to and from trips and visits relating to main programmes and enrichment activities</li> <li>● subsidised catering facilities within the College</li> <li>● subsidised health and fitness facilities available on the College's BRC campus</li> <li>● free access to WiFi</li> <li>● free parking</li> <li>● course specific consumable materials</li> </ul>
<b>9.</b>	<b>Payment of Fees</b>
	<p>Fees must be paid for in full at enrolment, or, students may be able to sign up for an Instalment Plan through Flex-Ed to enable them to spread the cost.</p> <p>If paying by Advanced Learner Loan, HE loan or employer funded methods, sufficient evidence of funding must be provided at enrolment e.g. a letter from your employer or from the student loan company.</p> <p>Students can pay for fees by any of the following methods:</p> <ul style="list-style-type: none"> <li>● <b>Cash</b></li> <li>● <b>Cheque</b> (payable to Fareham College).</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Credit or debit card.</b></li> <li>• <b>Instalments</b> (payable via Flex-Ed). An instalment plan for tuition fees can be arranged when the fees exceed £500. The first instalment is dependent on the course fee payable and is due on enrolment, the balance of the course cost can be spread over a number of months (a monthly administration fee applies). All other associated fees must be paid in full at enrolment. All instalments must be paid even if the learner withdraws from the course before it ends.</li> <li>• <b>Employer Funded.</b> Learners whose employer has agreed to pay their fees are required, at enrolment, to produce an Employer's Authorisation Form or letter from their employer to confirm their commitment to pay the fees. The College will issue an invoice to the employer which must be paid on receipt of invoice.</li> <li>• <b>Advanced Learner Loan (students aged 19+ on a course that is eligible)</b></li> <li>• <b>HE Student Loan (HE Courses only)</b></li> </ul> <p>Where fees are payable, any student who has not paid or brought in sufficient evidence at enrolment will not be guaranteed a place on the course.</p> <p><b>Students retain ultimate responsibility for the payment of their fees, even where they have a student loan or sponsorship agreement in place. If another organisation has agreed to pay the student's fee but then does not do so, the student will become liable to pay the fee instead. This applies if the student tells the College that they have applied for an Advanced Learner Loan but does not complete the application, or if the loan application is subsequently refused.</b></p>
<b>10.</b>	<b>Financial support for payment of fees</b>
	<p>For students on low incomes undertaking government subsidised courses, the College is often able to offer financial support for payment towards costs associated with your course. Students requiring information about financial support should in the first instance refer to the college website.</p> <p>Some exceptional personal support may also be available from organisations such as:</p> <ul style="list-style-type: none"> <li>• The William Price Charitable Trust.</li> <li>• The Rotary Club of Great Britain</li> </ul>
<b>11.</b>	<b>Unfunded 19+ Fees/Full Cost / Commercial Courses –Full time or Part time</b>
	<p><b>11.1 Unfunded Adult Fees/Full Cost / Commercial Courses</b></p> <p>The College run courses which are not subsidised by Government funding.</p> <p>These courses are described as 'full cost'. Fees for 'full cost' courses are set in accordance with our full cost pricing policy or in line with advanced learner loans (ALL) eligible course list. These courses will state 'full cost' or 'ALL' in the course type description.</p> <p><b>11.2 School Age Learners</b></p> <p>Where 14-16 learners study at the College under a programme agreed with local schools / other partners, fees will be set in accordance with 3.2 of the Fees Policy.</p>
<b>12.</b>	<b>Apprenticeship Programmes</b>
	<p>Where a student is enrolled on a 16-18 apprenticeship framework or standards delivered by Fareham College, there will be no charge to the student or the student's employer.</p> <p>However, for a 19+ (adult) apprenticeship scheme at Fareham College, tuition fees may be payable by the employer subject to its company status as defined under the Government's Grant and Levy funding scheme. Further details are available on the College website or at Gov.UK.</p>

<b>13.</b>	<b>Can I get a refund if I withdraw from my course?</b>
	<ol style="list-style-type: none"> <li>1. The College will refund all fees that have been paid, in full, where a course has been cancelled by the College.</li> <li>2. Where a student withdraws from a course an application for refund of fees will only be considered in the following circumstances: <ol style="list-style-type: none"> <li>a) An application to withdraw is made in writing within the first 6 weeks of the course.</li> <li>b) Withdrawal is due to the exceptional personal circumstances of the learner that prevent continued participation in the course.</li> </ol> <p><i>(in both instances a £15 administration fee will apply)</i></p> </li> </ol> <p>If an apprentice withdraws, or is withdrawn, from their programme, the College will assess eligibility for a refund on a case by case basis.</p> <p>All applications for a refund of fees must be made, in writing, to the Director of Finance and Funding within three months of your last date of attendance, who will determine if a refund is due.</p>
<b>14</b>	<b>Payment of Overdue Fees</b>
	<p>Non-payment of fees by the settlement due date by either a student or their employer, may affect a student's continuation of a course, entry for an examination or access to resources.</p> <p>All outstanding fees are to be paid in full before a student can progress onto the next year of their course or start a new course at College.</p> <p>For the purposes of fee collection, fees are defined as tuition fees, exam fees, validation fees, professional body registration fees, trips and student contributions to materials.</p> <p>Where a student is having problems with the payment of fees, the College we will try to arrange alternative payment plan options. If a student does not contact the College and payments fall behind, the College will refer the debt to a debt collection agency. This could ultimately lead to court action against the student.</p>