



FE Fees policy

Audience	ALL COLLEGE
Requirement	ESSENTIAL
Policy Owner	DP F&R
1st Delegation	SLT
Last Delegation	F&R
Review Cycle	Every 2 years
Last Review	May 20
Due for Review	Jun 22

1. The College's Fee Setting Processes

In setting fee rates for courses the College considers a broad range of factors, not limited to but including, ESFA 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.

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.

The College reserves the right to cancel any course or change the fee where the cost of delivery may result in financial loss and/or cancel any course where there is a lack of interest to make it financially viable.

1.1 Full Cost/Commercial

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). Once prices are set, courses will only run if demand is sufficient to generate the level of contribution.

1.2 Additional Fees and Charges

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 & kits / trips / Disclosure and Barring Services (DBS) / library fines / printing & copying / replacement ID cards, examination fees where the learner fails to attend the exam without an appropriate reason.

1.3 Fees Waived

Any categories of fees waived by the College that are over and above funding body fee remission guidelines will be reviewed annually and proposed changes will require the approval of the Deputy Principal of Finance & Resources following a discussion with relevant members of SLT.

2 Guidance on Fees

Details of all course fees will be published on the College Website www.fareham.ac.uk. 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 latest fees.

2.1 16 – 19 Provision

The College will follow the ESFA funding guidelines available on the Gov.uk website. <https://www.gov.uk/guidance/16-to-19-education-funding-guidance>

Where the ESFA fund courses the College will not charge students for tuition, registration or examination fees except where

- the student is re-sitting an examination which they have previously taken and failed at Fareham College

- they wish to re-sit all or part of a qualification in order to improve their grade (including GCSE English or mathematics where a Grade 4 is already achieved).
- 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
- their attendance and progress are below a reasonable level. Staff must consider any specific medical reasons for a student's absence before levying a fee payment on the grounds of non-attendance

A student 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.

2.2 Adult Learners – Further Education

Funding is available for adult learners (those aged 19 and above) in the following three categories

- English and maths, up to and including level 2, for individuals aged 19 and over, who have not previously attained a GCSE grade A* - C or grade 4, or higher, and/or
- first full qualification at level 2 for individuals aged 19 to 23, and/or
- first full qualification at level 3 for individuals aged 19 to 23

Details of fees and funding eligibility for each course is shown on the relevant course page on the College website

Unfunded adult learners studying a second level 3 programme and certain other courses are ineligible for funding from the ESFA and are liable for the full costs of their programme.

In many cases, students will be eligible for a loan from the Student Loans Company to pay for their course. This will be repayable through the PAYE system once the student begins to earn over the published annual threshold. Where a loan is taken for an Access to HE course and the student subsequently completes a Higher Education course the FE loan will be written off. The costs of these programmes will be in line with published loan amounts.

Please see Appendix 1 for a summary of eligibility criteria

For all learners, materials fees reflecting actual costs may also be charged.

For all learners, mandatory equipment charges may be charged.

2.3 International Fees

Fees will be set in line with the full cost policy in section 3 of the Fees Policy.

2.4 School age learners

Where 14-16 learners study at the College under a programme agreed with local schools/other partners, fees will be set in accordance with section 3 of the Fees Policy.

2.5 Apprenticeships

Employers are responsible for paying fees for apprentice training; this is either through a direct contract with Fareham College or through the Apprenticeship Levy. Fees are calculated in consultation with employers and are based on the funding bands published by the ESFA.

Employers will fall into one of 3 categories

1. Levy payer: With a levy account this will be on a monthly basis from their Digital Apprenticeship Service (DAS). Levy payers pay 100% of the apprenticeship fees via their levy. If such an employer exhausts their levy funds, then they will have to co-invest at 5% for all future apprenticeship starts.
2. SME non-levy payers: SME non-levy employers are required to pay 5% co-investment (subject to legislative change) of the agreed apprenticeship training fees for all apprentices, regardless of age. There must be evidence to support the payment of the 5% fee in order for Fareham College to draw down the balance of the fee. Where a contribution has been paid, and the learner withdraws before completing half their program, a refund will be paid proportionate to length of program completed.
3. Micro businesses: businesses with fewer than 50 staff. Micro businesses will have training for 16-18 year olds and 19-24 year old care leavers fully funded and, therefore, they will not pay a training fee for these apprentices.

3. Payment of Fees

Where fees are payable, they must be paid for in full at enrolment, or, students may be able to sign up for an Instalment Plan to enable them to spread the cost.

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.

3.1 Payment methods

- **Cash**
- **Cheque** (payable to Fareham College).
- **Credit or debit card.**
- **Instalments.** 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.
- **Employer Funded.** 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.
- **Advanced Learner Loan** (students aged 19+ on a course that is eligible)

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.

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.

3.2 Payment of overdue fees

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.

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.

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. 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.

3.3 Financial Support

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.

Some exceptional personal support may also be available from organisations such as:

- The William Price Charitable Trust.
- The Rotary Club of Great Britain

3.4 Refunds

The College will refund all fees that have been paid, in full, where a course has been cancelled by the College.

Where a student withdraws from a course an application for refund of fees will only be considered in the following circumstances:

- An application to withdraw is made in writing within the first 6 weeks of the course.
- Withdrawal is due to the exceptional personal circumstances of the learner that prevents continued participation in the course. (*in both instances a £15 administration fee will apply*)

All applications for a refund of fees must be made, in writing, to the Deputy Principal Finance and Resources within one month of your last date of attendance, who will determine if a refund is due.

4. Staff Development Course Fees

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 contribute towards the cost.

5. QAA Quality Code

This policy is designed to meet the following expectations of the QAA Quality Code for Higher Education programmes:

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.

C - The following takes into consideration QAA guidance and follows the principals of both the Quality Expectations and Advice and Guidance themes: The provider has a reliable, fair and inclusive admissions system.