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Section		Page Number
1	Further Education UK and EU Students – 16-18 and Adult	2
2	Higher Education UK and EU Students	7
3	Pre-16 Provision	8
4	Non-EU (Overseas) Students	9
5	Employer Responsive	13
6	Reduced and Enhanced Fees, Discounts to Employers	15
7	Payment Methods	16
8	Examination, Material, Additional Support and Other Fees	19
9	Withdrawals, Refunds, Fee Waiver Policies, Learner Support Fund and Learner Support	21
10	Skills for Life Literacy & Numeracy (SKFL), ESOL and Community Learning (CL) Courses	25
11	International English Language Testing System (IELTS)	25
12	Asylum Seekers	26
13	Full Cost Funded Courses and Other Services	27
14	Appendix 1 – Definitions	28

1. FURTHER EDUCATION UK AND EU STUDENTS – 16-18 AND ADULT

1.1 FULL-TIME & PART TIME STUDENTS (For SKFL and CL Courses - see Section 10; for Employer Responsive see Section 5)

ESFA Funded 16-18 and 19-24 with an EHCP (Educational Health Care Plan)

	Tuition Fees	Examination Board and Registration Fee	Materials, Residential and Other Course Related Contributions
16–18	NIL* (ESFA Fee Remission)	NIL	FULL

- * Where a student commences a two-year programme aged 16–18 and becomes 19 for the second year, no tuition or examination fees should be charged for that year. However, if the learner aim changes for the second year, the student will be liable for fees in the second year of their course. For this purpose an AS level followed by A2 level course over two years counts as a two-year programme.
See Section 8.1 for policy on examination resits and examination non-attendance.

Government Contribution Table

AEB funding is only available for eligible individuals residing in areas of England outside of devolved authority areas, which is determined by the student's home postcode at the start of their qualification. Individuals resident in a devolved authority area cannot be funded by the ESFA AEB.

The level of government contribution for ESFA funded AEB is as follows:

Provision	19-23 year olds	24+ Unemployed	24+ Other
English and maths, up to and including level 2 (must be delivered as part of the legal entitlement)	Fully funded* (without grade A*-C or grade 9-4)	Fully funded* (without grade A*-C or grade 9-4)	Fully funded* (without grade A*-C or grade 9-4)
Full Level 2 (excluding English and maths) (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
English for speakers of other languages (ESOL) learning up to and including level 2	Co-funded+	Fully funded	Co-funded+
	Fully funded – unemployed		
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		
Learning aims up to and including level 2, where the learner has not achieved a first full level 2, or above.	N/A	Fully funded	Co-funded+

Non full Level 2

2020/21 Provision	19 to 23 year olds	24+ unemployed	24+ other
Learning aims up to and including non-full level 2, already with first full level 2 or above	Co-funded+	Fully funded	Co-funded
	Fully-funded - unemployed		
Non-full level 2 where the learner has not already achieved a first full level 2 or above	Not funded without full level 2 (employed or unemployed)	Fully funded	Co-funded+

Notes:

*Must be delivered as one of the English and maths, and/or first full level 2 or first full level 3 qualifications required in the legal entitlements.

^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

+Students in receipt of a low wage (for students who are eligible for co-funding and earn less than £17,004 annual gross salary) will be fully funded

Fee type	Full time		Part time	
	Fully funded	Co-funded	Fully funded	Co-funded
Tuition (T)	NIL	Specified on course file	NIL	Specified on course file
Materials (M)	FULL	FULL	FULL	FULL
Exam and Registration (E)	NIL	FULL	NIL	FULL

Fees have been set by Curriculum Directors at a course level based on subject sector knowledge, market conditions and competition.

For fees for advanced learner loans no additional charges will be made for materials, examinations or any supplementary qualifications that support the main programme.

Part time ESOL courses are charged at an hourly rate of £3.75 per hour.

Note:

- (a) Where examination and registration fees are chargeable, those for supplementary (additional) subjects will be charged at full cost.

- (b) Where a full-time student with a NIL tuition fee enrolls on a part-time course which is relevant to the full-time course, the part-time course will also attract a NIL fee. However, for part-time courses which are not relevant, fees will be due as per tables in 1.1. The Curriculum Director has the authority to determine relevance of part-time courses.
- (c) The minimum tuition, examination or materials fee is £10.
- (d) English and Maths and full level 2 and 3 qualifications must have a legal entitlement to qualify for funding. Entry level and level 1 qualifications must be part of the local flexibility entitlements to qualify for funding.

1.2 INFILL ON TO FULL-TIME COURSES

Where a student needs to infill onto a unit or a module of a course which is full-time, then the fee payable should be as a minimum £3.75 per hour for co-funded courses and £7.70 per hour for courses with no mainstream funding.

1.3 RESITS/REPEATS

All previously full-time students returning to repeat their studies on a part-time basis are to be charged as a minimum £3.75 per hour for co-funded courses and £7.70 per hour for courses with no mainstream funding.

All examination resit fees and Examination Board Registration, where necessary, are payable in full. This applies to 16-18 and adult students (See Section 8.1).

1.4 NOTES TO ABOVE TABLES

- (a) Reducing or increasing fees to react to market conditions (see Section 6)
- (b) These charges also apply to franchise students. However these may be subsumed within the franchise payment.
- (c) All tuition fees should be rounded up to the nearest whole pound (£)
- (d) Payment methods – see Section 7
- (e) On benefit = ESFA definition – see Section 14
- (f) No reduction for pensioners, unless as a means tested benefit or those set in the ESFA guidelines.
- (g) Definitions for age, UK, EU – see Section 14.
- (h) A discount of 50% will be offered to DMU employees attending Leicester College courses

- (i) Different charges may apply to College staff attending courses depending on circumstances. The MIS Manager (ext. 2135) or Staff Development (ext. 2760 or 5331) should be consulted before staff are enrolled.
- (j) A discount of 10% will be offered to any students enrolling on a second or subsequent full cost course in the same academic year. This discount is not available on courses which qualify for Advanced Learner Loan funding and Higher Education courses.
- (k) The fee a student is charged at enrolment is based on their age, employment status and qualification history, from information the student provides. If this information is subsequently found to be inaccurate or incorrect at any point in the year, and as a result further fees are chargeable, these will be invoiced to the student and they will be fully liable for the fees.

2. HIGHER EDUCATION UK AND EU STUDENTS

2.1 HONOURS DEGREE (TOP UP), FOUNDATION DEGREES and HNC/HND

Fees for higher education for UK and EU students are to be charged as follows:

Franchised funded De Montfort University	The maximum fee is £6,165 for Full-Time and £4,625 for Part-Time per 120 credits For 2 year accelerated degrees the maximum fee is £9,250
Direct funded (Leicester College)	The maximum fee is £6,165 for Full-time and £4,625 for part-time per 120 credits

No additional charges to the above fees can be made.

Any exceptions to the above require awarding organisation and Office for Students approval.

2.2 RESITS/REPEATS

Repeating the same programme year and level is charged at the above flat fee rates. Any module/unit resit with attendance will be charged at £500 per 15 credit module (pro rata).

2.3 INFILL ONTO MODULES

Where a student wishes to infill onto a module/unit, the fee payable will be calculated at £15 per hour.

3 PRE-16 PROVISION

3.1 All income for pre-16 activity, with the exception of Elective Home Educated (see 3.2), is based on a Service Level Agreement agreed between the Vice Principal 14-19, Adult and HE and the Home Institution. There should be no fees attached to any activities described below in 3.3, however there are set charges for each type of provision.

3.2 Young people aged 14 or 15 who are being electively home educated, can take College courses on an infill basis. These students will be entered on the ILR and will count towards the College's student numbers for lagged funding in the following year. Local authorities and parents are no longer expected to pay fees for this provision.

3.3 CHARGES FOR PROVISION

3.3.1 Alternative Provision (Infill): Fee waiver 99-UN16 (Aged under 16 Not Links). Charges are based on the ESFA Study Programme Funding Bands for 16 and 17 year olds. The Home Institution will be charged the equivalent income that the College would normally gain for the number of hours studied. Anything below 279 hours (Band 1) will be charged at the full time full cost rate of £7.70 per hour.

3.3.2 Home Educated: Fee Waiver 99-UN16 (Aged under 16 Not Links) students can be entered on the ILR to obtain funding.

3.3.3 Qualifications: Fee waiver 99-UN16 (Aged under 16 Not Links). This provision is for discreet cohorts of pre-16 students. These will be charged at £10 per hour per student for 2020/21 with a minimum of 10 students in the group plus any materials, PPE or uniform and Awarding Organisation registration fees. This must be agreed in a service level agreement with the Home Institution.

3.3.4 Taster Programmes: Fee Waiver 99 UN-16 (Aged under 16 Not Links). Activity usually related to marketing. These will be charged at £10 per hour per student for a group of 10 minimum, plus any materials and uniform costs.

3.4 Refunds should be dealt with in accordance with Section 9.

4. NON-EU (OVERSEAS) STUDENTS

4.1 RECOGNISING COMMITMENT TO COURSES AND FEES

The attendance of an overseas student is a commercial arrangement and accordingly the student or their sponsor must fully appreciate and accept the commitment they are making by coming to the UK for study. This includes the course and other fees as well as living expenses. Sponsors will act as guarantor for all College fees. It is in the interest of the student and the College to ensure that they are able to fulfil this commitment **before** coming to the College. Overseas students in the second year of their course will be charged the same rate as in the first year and will also need to demonstrate the sponsor's commitment to course fees in that year. Any additional support provided to overseas students cannot be charged to the student under the DDA so it is imperative that needs are assessed and the practicalities of providing the support considered before a place is offered. Advice on the provision of additional support should be sought from the Head of Learning Support (ext. 4086).

The international Office has primary responsibility for processing applications from international students abroad. In addition, Welfare and some ESOL staff members who have completed fee status assessment training are the only other people who are authorised to advise on the home/overseas fee status of students already resident in the UK. The International Office can be contacted on ext. 4111/2179 and the Welfare team can be contacted on ext. 4048/4160/2615.

Living expenses are not the responsibility of the College and are not included in the course fee. Due to the risks of money laundering under the Proceeds of Crime Act, living expenses must be paid direct to the accommodation provider not through the College.

4.2 CHARGE RATES FOR FULL-TIME COURSES

Note: A deposit is required before visa support documentation is provided and the full fees must be paid before commencing a course - see Section 4.6 and 4.7.

FULL-TIME COURSES - 15 HOURS PER WEEK	
FE full time courses	£6,400
FE - per hour for part time courses (inc SKFL, Maths, English and distance learning)*	£14.20
ESOL – per week full time (15 hours/week)	£217.50
ESOL – per hour for additional hours	£14.50
International Foundation Programme	£10,700
Full Time HE courses	£10,700
Full Time 6-month programmes	£6,400

*Generally only relevant for students who are resident in the UK but do not meet the EU/EEA residency requirements to be classed as a home student.

The above fees are exclusive of materials and residential fees, but inclusive of exam fees. The fee for the International Foundation Programme is also inclusive of one final end of year IELTS exam.

4.3 CHARGE RATES FOR PART-TIME COURSES

Note: A deposit is required before commencing a course - see Section 4.6

	Course Fee
Part-time FE courses	Pro rata full time rate (but not less than £14.20/hr)
Part-time HE courses	Pro rata full time rate
ESOL IELTS Preparation Programme	£638
Study Abroad / Semester in Leicester Programme (1 term)	£3,750
Shorter courses will be charged on a pro rata basis	

The above fees are inclusive of exam and registration fees

4.4 FULL COST COURSES

Overseas students undertaking full cost courses will be charged based on the FE / HE rates detailed in Sections 4.2 and 4.3 above. In the event that this fee is less than that charged to home students, please refer to the International Office.

4.5 DISCOUNTS/AMENDMENTS TO THE STANDARD OVERSEAS FEES

4.5.1 Overseas students who have successfully completed an International Foundation Programme or a Level 3 Diploma/Extended Diploma combination at Leicester College and progress to a higher education programme at Leicester College will be entitled to a 10% course fee discount for the first year of their higher education course.

4.5.2 The fees in Sections 4.2 and 4.3 apply to new overseas students commencing their studies at the College in the 2020/21 academic year. If an overseas student is already enrolled at the college, for example on an International Foundation Programme, and they progress to another course, then the fees at the time they initially enrolled will continue to apply.

- 4.5.3 The International Manager has the discretion, in exceptional circumstances, to authorise discounts of up to £500 to the overseas fees detailed in Section 4.2 and 4.3. Requests for discounts in excess of £500 need to be referred to the Deputy Principal.

4.6 FINANCIAL GUARANTEES AND DEPOSITS

- 4.6.1 A deposit of £2,500 is required from the student or the student's sponsor before acceptance on a course, unless agreed by exception only, by the Deputy Principal. The International Manager will arrange for details to be sent to the Sales Ledger section in the Finance Department regarding all applications accepted and for which deposits or full payments are expected. The Sales Ledger team will then confirm receipt in order for letters to be sent.
- 4.6.2 College documentation to support a prospective student's Visa application to study at Leicester College will only be sent once the £2,500 deposit is confirmed as received by the College.
- 4.6.3 In addition to a deposit, a financial guarantee must be provided by the student or the sponsor for payment of the fees and agreement to pay at or before enrolment or on the due date(s) (sponsored students only).
- 4.6.4 An administration fee of a minimum of 10% of the tuition fee may be charged for students enrolled through agencies and sponsored by overseas government agencies due to the level of administration required with these bodies.

4.7 INSTALMENT PAYMENTS FOR NON-EU (OVERSEAS) STUDENTS

- 4.7.1 Overseas students are required to pay fees in full at the start of the academic year or at the beginning of the course upon which they are currently embarking.
- 4.7.2 In exceptional circumstances the International Manager may approve an instalment plan for up to 4 months. Requests for instalment plans greater than 4 months will require approval by the Deputy Principal, based on a recommendation from the International Office. Such a recommendation must set out a detailed justification. If an extended instalment plan is agreed, full payment must be made over a maximum number of six instalments (equal instalments over consecutive months) commencing in the first month of the course. An extended instalment plan is only available to overseas fee-paying students resident in the UK.
- 4.7.3 Where payments are not received on time, a copy of any reminder will be forwarded to the sponsor.

4.8 PAYMENT METHODS

Payment methods for fees and instalments are shown in sections 7.1 and 7.2. These are available to overseas students except for:

- Cash due to money laundering risk
- Direct debit from an overseas bank account.

4.9 REIMBURSEMENT OF FEES AND DEPOSITS

4.9.1 The arrangements for reimbursement of fees and deposits set out in Section 9 do not apply to overseas students (Non-EU) students. Instead, this section will apply.

4.9.2 The £2,500 deposit is only refundable if an applicant fails to get a student visa. Applicants must apply for a refund within 10 days of their visa refusal notice by returning to the College the original offer letter and the original visa refusal letter issued by the British Embassy/High Commission or UK Visas and Immigration (UKVI).

No deposit or fees will be refunded if visa refusal is due to any of the following:

- An applicant has provided fraudulent or misleading information in the visa application;
- An applicant has provided incorrect or incomplete documentation when applying for a visa, contrary to advice from Leicester College;
- An applicant has not provided adequate evidence of maintenance funds required by UKVI;
- A student has broken the law or conditions of his/her visa and is required to leave the country as a consequence;
- A student's visa is revoked as a consequence of not attending the course regularly;
- The student has broken the terms and conditions of admission to the college;
- The student wishes to leave the course without good reason.

£250 will be retained from deposits to cover administration costs.

4.9.3 Details of students no longer remaining in England under the terms of their Visa will be notified to the UKVI and, where applicable, their sponsor.

4.9.4 There is no reduction in fees in the case of late arrival.

4.9.5 There is no reduction or reimbursement in fees for early departure from a course, except as follows:

- a) Courses of 24 weeks or longer – if withdrawal is within the first six weeks, a full refund is due, subject to a £250 administration charge. After this time no refunds will be made.
- b) Courses of more than 2 weeks but fewer than 24 weeks – if withdrawal is within the first two weeks, a full refund is due subject to a £250 administration charge. After this time no refunds will be made.

4.9.6 If the College cancels a course a full refund is due.

5. EMPLOYER RESPONSIVE

5.1 APPRENTICESHIPS

- 5.1.1 The aim is to charge at least the maximum ESFA funding rate for the framework or standard. Quality of provision will be emphasised to employers to justify higher fees. Fees will only be reduced below the maximum funding rates, where there has been prior learning and the content and duration of the apprenticeship is reduced to reflect this.
- 5.1.2 For apprenticeship levy paying employers the maximum ESFA funding rate, less 20% for completion and end point assessment, will be paid monthly over the length of the apprenticeship via the new Digital Apprenticeship Service (DAS) system. The 20% for completion and end point assessment is payable via DAS when the student completes.
- 5.1.3 Under the new funding mechanism non-levy paying employers will contribute 5% of the maximum ESFA funding rate. For apprenticeships commencing prior to 1st April 2019, the employer contribution was 10%. This should be paid in full at the beginning of the apprenticeship, or for those on a programme of two years or more, may be paid annually. In exceptional circumstances, payment may be made in termly instalments, but this would require the approval of the Vice Principal. Payment must be made by direct debit and the first payment must be made on enrolment. The ESFA has announced that it plans to introduce payment by DAS for non-levy paying employers during 2020/2021, however full details are not yet known.
- 5.1.4 Any additional fee agreed above the ESFA funding band maximum will be invoiced and payable in full at the beginning of the apprenticeship by direct debit.
- 5.1.5 Employers with 49 or fewer people working for them will be able to train 16-18 year old apprentices without making a contribution towards the cost of training and assessment up to the maximum funding band.

- 5.1.6 The apprenticeship standards funding rules set out the rules regarding funding and employer contributions should there be a change in the circumstances of the employer, apprentice or lead provider, for example if an apprentice leaves the programme. In broad terms both funding and employer contributions are only payable while the apprenticeship is on programme. Any additional fee is non refundable unless the student has withdrawn in the first 6 weeks of the apprenticeship.
- 5.1.7 Continuing students will continue to pay an annual fee, based on the fee arrangements in place on enrolment.
- 5.1.8 Charges for exam resits and exam non-attendance will be as per Section 8.1.

5.2 NON-APPRENTICESHIP WORKPLACE DELIVERY

- 5.2.1 Full funding is available for students studying in the workplace aged 19-23 undertaking their first full level 2 or 3 qualification. The qualification must be included on the ESFA legal entitlement offer.
- 5.2.2 English and maths qualifications are fully funded for those students who have not achieved A*-C GCSE's or 9-4 in these subjects. The qualification must be included on the ESFA legal entitlement offer.
- 5.2.3 Traineeships are fully funded for individuals aged 16-24 who have not previously obtained a first full level 3 qualification where
- They are unemployed and in receipt of unemployment benefits as outlined in the ESFA rules, or
 - They are unemployed at the start of the traineeship, or
 - They are employed and work fewer than 16 hours per week, and they have little or no work experience and are focused on employment, an apprenticeship or the prospect of this, and they have been assessed as having the potential to be ready for employment or an apprenticeship within six months.
- 5.2.4 With the exception of paragraphs 5.2.1 to 5.2.3 no other qualifications are funded for workplace delivery. Where there is no funding entitlement at level 3 and above an advanced learner loan may be available.
- 5.2.5 Queries as to the eligibility of workplace learning qualifications for ESFA funding should be taken up with the funding team (ext. 2300).

- 5.2.6 Fees for students aged 19+ undertaking a qualification which is not ESFA funded in the workplace will be charged at a rate to ensure that a 50% contribution is achieved.
- 5.2.7 Charges for exam resits and exam non-attendance will be as per Section 8.1.
- 5.2.8 Any refunds will be as per Section 9.

6. REDUCED AND ENHANCED FEES, DISCOUNTS TO EMPLOYERS

6.1 REDUCED AND ENHANCED FEES

6.1.1 It is incumbent on the College to maximise fees. Government policy is to rebalance the proportion of fees between the state and individuals or employers. Accordingly government funding for fee-paying students is reducing year-on-year to be replaced by higher levels of fee income.

6.1.2 Curriculum Directors are encouraged to charge higher fees than those stated in tables 1.1 wherever the market will bear the increase. Advice on the interpretation of market conditions and fee levels can be sought from the Deputy Principal.

6.1.3 Fees can also be reduced to react to market conditions but this is not encouraged. The Deputy Principal has the authority to reduce fees.

6.2 DISCOUNTS TO EMPLOYERS

In exceptional circumstances, the Deputy Principal has the authority to discount fees to employers or to training providers. There are other arrangements for Full Cost or Cost Recovery Courses (not funded by ESFA). Please refer to Section 13 for further details. These courses have to follow set guidelines and your Curriculum Director or the Business Development section will be able to assist in the preparation of pricing for these courses.

6.3 OTHER TRAINING PROVIDERS

In exceptional circumstances other training providers' fees will be subject to individual negotiation. A charge below the College rate of £7.70 per hour will however require the agreement of the Deputy Principal.

7. PAYMENT METHODS

7.1 ACCEPTABLE PAYMENT METHODS

All fees are due on enrolment and payable by:

- Cash using normal UK Sterling
- Cheque endorsed with valid cheque guarantee card on the reverse
- Credit card
- Debit card
- Direct Debit

7.2 OVERSEAS STUDENTS' PAYMENTS should be made as follows:

As above (excluding cash payments and direct debit from an overseas bank account), and a Bankers Draft.

7.3 PAYMENT BY INSTALMENTS FOR SELF TO PAY STUDENTS

Where the combined fee is £150 or greater and a student has difficulty in paying it in full on enrolment then it is acceptable to offer instalments. It is important to note that the student must comply exactly with their liability to the College when they opt to pay by instalments. Fees are still payable in FULL even if the student withdraws from a course. This liability is exactly the same as a student who opts to pay fees in FULL at enrolment time.

The normal fee waiver or reduction policy mentioned in this document applies to Home and EU students only, should any issues or problems arise.

In opting to pay by instalments, should the student default on any payments, then the College may make interest charges and further administration charges, and the full amount may become payable immediately. It is important to advise students to contact the Credit Control section in the Finance Department if they have problems settling debts.

Students can pay by instalments where the combined fees are £150 or greater. Combined fees can mean that the course fees alone may be or exceed £150, or together with other fees payable, e.g. material, examination, registration. For payments less than £150 the payment must be made by one of the acceptable payment methods (see above) upon enrolment.

Instalments must be paid by direct debit. The completed form should be sent to the Sales Ledger section in the Finance Department to action. Identification is needed before completing a direct debit arrangement.

For fees greater than or equal to £150, but less than £700, the student can pay over three equal instalments, with the first instalment being paid at enrolment and two further monthly instalments.

For fees greater than or equal to £700, but less than £895, the student can pay over seven equal instalments, with the first instalment being paid at enrolment and six further monthly instalments.

For fees greater than or equal to £895, the student can pay over ten equal instalments, with the first being paid at enrolment and nine further monthly instalments.

The maximum number of ten instalments will be reduced where necessary to ensure that the full amount is received at least one month prior to the end of the course.

For courses of 12 weeks or less in duration, where the fee is in excess of £150, payment is required in two equal instalments, the first on enrolment and the second after one month.

At the discretion of the Deputy Principal the payment plan may be extended in exceptional circumstances.

For non-UK and other overseas students, see relevant section on non-EU (overseas) students - Section 4.

7.4 PAYMENT BY EMPLOYERS

A student may have made an agreement for course and other fees to be paid by their employer or sponsor.

Where it has been confirmed, as part of the enrolment process that the fees for the student are to be paid by a sponsor or an employer, then official confirmation of this must be submitted to the College. This must be in the form of an official letter on the company's letter-headed paper.

7.4.1 Payment Terms

The College must receive the letter of authority of payment by a third party at enrolment or, in the case of overseas students, at least 4 weeks prior to enrolment, otherwise the student will be asked to pay the fees. Payment is due from the sponsor within 30 days of invoicing, except for employer contributions under the new apprenticeship funding mechanism, which will be paid in accordance with section 5.1 above.

7.4.2 Withdrawals

Where a company or sponsor has made an agreement to pay the fees in the form of an official letter, then full fees are payable by them in the event of the student leaving before completion of the course. The

company is entitled to send a replacement if agreed with the course tutor and it is feasible for another student to take up the course place. If the student is overseas, then the College will re-negotiate an alternative student and Visa application where appropriate.

Where another student takes the place, the Deputy Principal has the discretion to defer part of the fees remaining for later on in the year or for the following academic year. The outstanding fees will depend on the number of terms that the original student attended. If any exam entries have been made for the original student, then these must be paid as the College may have already incurred the cost.

If a student has left the employment of the company who had agreed to pay the fees, then the student may be liable for any outstanding fees but this is a matter for the student and their former employer. It may be possible that the student has changed employment and the new employer is willing to pay the fees. In this event, it is acceptable for the liability to the College to be transferred provided the company confirms this in writing on official letter-headed paper.

7.5 DEBT COLLECTION

Details of debt collection processes and sanctions to be taken against students who do not pay fees when due, are contained in the Financial Regulations.

The College reserves the right to refuse enrolment for a course if the student has any outstanding fees.

8. EXAMINATION, MATERIAL, ADDITIONAL SUPPORT AND OTHER FEES

8.1 EXAMINATION FEES

NB: ALL EXAMINATION FEES SHOULD BE ON THE COURSE FILE.

Primary Learning Goal

Examination and Registration Fees, for categories of students where such fees are chargeable, will be collected at enrolment or as part of an instalment plan. There are no exam fees for Skills for Life courses in English, Maths and ESOL.

Where a registration fee is not known, then the current fee + 3% should be used rounded up to the nearest whole pound (£).

Additional Subjects

Examination fees for supplementary (additional) subjects for categories of students where such fees are chargeable will be charged at FULL cost.

Resits

All examination resit fees are payable in full by the student, with the exception of Functional Skills, ESOL, DWP and Skills for Life ("SKFL") (see section 10) together with an administration fee of £10.

The fee charged for employer responsive resits will be the Awarding Body re-sit fee plus the administration fee of £10, with the exception of Functional Skills.

In the case of there not being a resit fee charged by the Awarding Body, the £10 administration fee will still be charged.

Charges for resit fees must be charged to the student/employer and not borne by the College.

Non-attendance

A fee of £50 will be charged per subject for all GCSE exams no shows. This covers the cost of entry plus the associated administration and invigilation costs.

For all other examinations, excluding Functional Skills, ESOL, DWP and SKFL, where the students have not paid for their exam in any related course fees, a charge equivalent to the Awarding Body re-sit fee plus an additional administration fee will be charged for non-attendance at an exam.

8.2 MATERIAL, RESIDENTIAL, DBS AND OTHER FEES

The College will charge for materials and other fees such as residential courses, for categories of students where such fees are chargeable. These fees should be set and collected at the start of the year. Where Disclosure and Barring Service checks on students are necessary, the cost will be met by the College for 16-18 students. Adult students will be required to meet the cost of DBS checks.

8.3 CERTAIN EXCEPTIONS

There are certain exceptions to payment of some fees due to either the nature of courses or the method of funding. Certain courses and/or students may be funded by special grants such as the European Social Fund (ESF) and fees for materials, kits and other related fees may be payable from funds that the College has applied for and received.

In the event of uncertainty, clarification should be sought from the MIS Manager (ext. 2135) or the Deputy Principal regarding payment of fees.

8.4 ADDITIONAL SUPPORT

Charges are not necessary for Additional Support provided to ESFA funded students as this work is separately funded.

In addition, charges cannot be made for Additional Support provided to individual students funded from other sources as to do so would be discriminatory under the Equality Act 2010. However, where it is anticipated that there will be a demand for Additional Support from students in a particular non-ESFA funding stream, this should be costed and included in the price for all students. Advice on such cases should be sought from the Head of Learning Support (ext. 4086).

The market may determine that additional charges are not possible and in this case advice should be sought from the Deputy Principal as for other fees charged which do not make an adequate contribution.

Where additional support needs are identified for non-ESFA funded students, (including LEA under 16's, school links, overseas, Employer Responsive, full cost) additional support should not be provided until:

- i. The student is enrolled
- ii. Authorisation is given by the Director of Student Services.

8.5 VISA COSTS FOR OVERSEAS STUDENTS

Students applying for Visas or Visa extensions may be charged by the UK Border Agency.

9. WITHDRAWALS, REFUNDS, FEE WAIVER POLICIES, LEARNER SUPPORT FUND AND LEARNER SUPPORT

9.1 WITHDRAWALS

Course fees are still chargeable for students who withdraw from a course for reasons not listed below.

9.2 REFUND POLICY

Due to risks of money laundering under the Proceeds of Crime Act refunds, when agreed, will only be made to the account holder and by the same payment method as the original payment was made, except where the original payment was made in cash or cheque, whereby the refund will be made by BACS.

Refunds will only be paid under the following basis:

9.2.1 College cancellation of the course:

A full refund is due.

Confirmation in writing to the relevant DMO is required from the Course Tutor, Program Lead or Curriculum Director on a SAC (student amendment by course form). The details of each learner also should be added to enrolAnywhere (withdrawal and transfers) for any courses closed or cancelled by the College before any refunds are payable. The DMO will then process the SAC on EBS and send a copy to Finance who will issue the refunds.

9.2.2 Student withdrawal from a course in non-exceptional circumstances:

- (a) Courses of 24 weeks or longer (full-time and part-time) - If withdrawal is within the first six weeks, a full refund is due, subject to a £25 administration charge. After this time no refunds will be made.
- (b) Courses of more than 2 weeks but less than 24 weeks - If withdrawal is within the first two weeks, a full refund is due subject to a £25 administration charge. After this time no refunds will be made.
- (c) Courses of less than 2 weeks, if no more than one attendance, a full refund is due subject to a £25 administration charge. After this time no refunds will be made.

9.2.3 No refunds will be made for fees less than £25

9.2.4 Student withdrawal from a course in exceptional circumstances:

If a refund is deemed to be due for one of the reasons detailed in this section, the following rules are to be applied in calculating the amount:

- (a) Courses of 24 weeks or longer (full-time and part-time)
 - i. If withdrawal is within the first six weeks, a full refund is due.
 - ii. If withdrawal is after six weeks, a part refund is due based on the proportion of the course completed.
- (b) Courses of more than 2 weeks but less than 24 weeks
 - i. If withdrawal is within the first two weeks, a full refund is due.
 - ii. If withdrawal is after two weeks, a part refund is due based on the proportion of the course completed.
- (c) Courses of less than 2 weeks
 - i. If withdrawal is after one attendance, a full refund is due.
 - ii. If withdrawal is after more than one attendance, a part refund is due based on the proportion of the course completed.

9.2.5 Exceptional circumstances where refunds can be considered are:

- (a) The student transferring to another course where the difference in fee can be refunded or becomes due under the authority of the Information Centre Co-ordinator.
- (b) Serious illness or hospitalisation evidenced by a medical certificate under the authority of the Information Centre Co-ordinator.
- (c) Serious illness or hospitalisation of a partner, parent or child necessitating full-time care by the student evidenced by a medical certificate under the authority of the Information Centre Co-ordinator.
- (d) Misinformation about course fees and costs if the student can demonstrate this clearly to the Deputy Principal.
- (e) Poor quality of service; if a complaint has been upheld through the College's complaints procedure. Under the authority of the Information Centre Co-ordinator who will take the advice of the Deputy Principal who may agree an ex-gratia payment if appropriate.
- (f) Other exceptional circumstances can be considered at the discretion of the Deputy Principal who will be consulted by the Information Centre Co-ordinator.

9.2.6 Apprenticeships

The apprenticeship standards funding rules have to be followed with regards to refunds to students covered by the new apprenticeship funding mechanism.

9.2.7 International Students

The policy with respect to refunds to international students is set out in Section 4.9.

9.2.8 HE Students

For HE students refunds are calculated in line with the Student Loans Company liability dates.

- (a) A full refund is given if the student withdraws in the first six weeks of the first year of their distinct learning aim.
- (b) After six weeks, if a student withdraws before the first day of the second term, 75% of the fee is refunded.
- (c) If the student withdraws before the first day of the third term, 50% of the fee is refunded.
- (d) If the student withdraws after the first day of the third term, no refund is due.
- (e) This refund policy applies for students in receipt of a student loan, self funding students and students whose fees are being paid by a sponsor.
- (f) Monies paid to the College by the Student Loans Company cannot be refunded to a student.
- (g) The Leicester College HE Student Protection Plan outlines the action the college will take in the unlikely event of significant material change to a course or programme. The college does not offer compensation in the form of payment for additional travel costs, tuition, maintenance costs or lost time.

9.3 PROCEDURE

9.3.1 All requests for a refund or waiver must be made in writing within 3 months after the end of the course.

9.3.2 Students requesting a refund or waiver must complete the form "Application for Refund of Course Fees" and pass it to the Information

Centre Department for consideration. Copies of the form are available in Information Centre and campus curriculum offices.

- 9.3.3 Refunds due to College cancellation of the course and withdrawal in non-exceptional circumstances can be paid on the authority of Information Centre Team Leaders or the Information Centre Co-ordinator. The Information Centre Co-ordinator is responsible for consulting the Deputy Principal where appropriate.
- 9.3.4 The Principal and Deputy Principal can authorise refunds or waivers in the absence of the Information Centre Co-ordinator.
- 9.3.5 The Information Centre Co-ordinator will keep a log of all requests and endeavour to process them within three weeks of receipt. Applicants will receive a written notification of the outcome of their application. College staff can contact the Information Centre Co-ordinator to check on the progress of individual applications.
- 9.3.6 Appeals against the decision of the Information Centre Co-ordinator will be considered by the Principal and must be made within 15 working days of the decision being made.

9.4 LEARNER SUPPORT AND COLLEGE SUPPORT FUND

Students unable to pay any of the fees should be referred to the Welfare Team in Student Services who will assess whether they are eligible for assistance through the various financial funds administered by the team. The team are available at enrolment to offer advice and assistance to students who may be facing financial hardship with respect to the payment of fees.

10. SKILLS FOR LIFE LITERACY AND NUMERACY (SKFL), ESOL AND COMMUNITY LEARNING (CL) COURSES

10.1 SKFL

There are specific courses the College runs that are not subject to any College fees. This also includes exemption from examination fees and examination re-sits. These courses are generally Skills for Life (SKFL) courses.

There are various reasons where exemption from course fees might apply. These are:

- Where a course or students aim is exempt as a Skills for Life, literacy or numeracy qualification.
- Where students are exempt because of their personal circumstances
- Where courses are subsidised from specific grants or funds e.g. European grants or local authority grants such as Single Regeneration Bids (SRB)

10.2 ESOL

Courses in English for Speakers of Other Languages (ESOL) became subject to fees due to a change in government policy from 2007/08. Students on these courses may still not be subject to fees if any of the active benefits can be applied. There are no exam or resit fees for ESOL students eligible for ESFA funding.

10.3 Community Learning

Community Learning courses are only exempt from the schedule of fees in 1.1 for the above reasons.

Staff members who have completed fee status assessment training are the only people who are authorised to advise on the home/overseas fee status of students. They can be contacted on ext. 4048, 4160 or 2615.

11. INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM (IELTS)

Fees charged for IELTS, and the refund policy adopted, are in accordance with the guidelines set out by the British Council. Details can be obtained from the IELTS office on ext. 4333.

12. ASYLUM SEEKERS

- 12.1** Asylum seekers are eligible for agency funding as long as they meet the following conditions:
- they have legally been in the UK while their claim is being considered by the Home Office for longer than six months and no decision has been made: or
 - they are in the care of the local authority and are receiving local authority support under s23C or s23CA Children Act 1989 or s21 National Assistance Act 1948.
- 12.2** An individual refused asylum will be also be eligible if:
- they appeal against a decision made by the UK Government against granting refugee status and no decision has been made within six months of lodging the appeal; or
 - they are granted support under Section 1 of the Immigration and Asylum Act 1999; or
 - they are in the care of the local authority and receiving local authority support under section 23C or section 23CA of the Children Act 1989, or Section 21 of the National Assistance Act 1948.
- 12.3** If eligible for agency funding, then fees should be charged in accordance with Section 1.1. Limited support may be available towards the fees charged. This is at the discretion of the Deputy Principal.
- 12.4** For level 3 asylum seeker students, they may not be eligible for Advanced Learner Loans, and therefore should be charged as full cost. It is the SLC who confirm whether the student is eligible for the loan.
- 12.5** Asylum seekers are required to have a fee status assessment every year, or whenever they commence a new course of programme of study.

13. FULL COST FUNDED COURSES AND OTHER SERVICES

- 13.1** The College will react to market needs in running courses and training programmes for commercial and industrial customers as well as public organisations and individuals.
- 13.2** The need to be competitive is recognised. However, the College must also ensure that it is able to recoup its direct costs and overheads. It must also ensure that it is able to make a contribution to the ongoing running costs and future investment needs.
- 13.3** Therefore, when courses do not attract ESFA funding (usually for bespoke consultancy, short courses or similar) the College operates a separate policy for the calculation of charges to students/commissioning organisation.
- These charges will be agreed by the Deputy Principal in advance of quoting to the client on the basis of:
- agreed margin of surplus (target minimum 50% of income);
 - market pricing; and
 - client relationship.
- 13.4** A spreadsheet which enables a target price to be calculated is available from the Accounting Team (exts 2011, 2641 and 2509). There is a minimum rate of £7.70 per hour for Full Cost funded courses. The provisions of paragraph 6.1 apply to this rate. Accordingly, if the spreadsheet gives a lower hourly rate or percentage margin, the authority of the Deputy Principal must be sought before charging it.
- 13.5** The ESFA requires that a student must be made aware if a qualification is being offered by the College only as a commercial full cost course, but that qualification could attract government funding via a grant or loan with another provider.

APPENDIX 1

14. DEFINITIONS

14.1 AGE

For the purposes of tables in Section 1.1 (full and part-time students), a 16–18 year old student is aged 16, 17 or 18 on 31 August at the beginning of the academic year when the student begins a programme of study.

Example: If a student is age 18 on 31 August 2020 and starts a course in January 2021 having attained the age of 19, the fee policy applies as for 16–18 year old students.

For the purposes of section 5, Employer Responsive, age is determined as that at the start of the programme.

If any further clarification of age eligibility is needed, please contact the MIS Manager (ext 2135).

14.2 TUITION FEE REMISSION

Students may qualify for a fee reduction if they are in receipt of active benefits (JSA/ESA/Universal Credit) and studying a course which is level 2 or below. Students in receipt of other benefits may also qualify for a fee reduction if they meet the following criteria:

- The student is in receipt of benefits other than JSA/ESA, and Universal Credit, and
- The student's take home pay (disregarding benefits) is less than £388 a month (student is sole adult in their benefit claim) or £541 a month (student has a joint benefit claim with their partner), and
- The student wants to be employed, or progress into more sustainable employment, and the identified learning is directly relevant to their employment prospects and the local labour market needs

Evidence of benefits is required. Other fees may also apply.

14.3 COUNTRY OF RESIDENCE DEFINITION

Recently “settled” and UK, EU/EEA nationals who are ordinarily residing in the relevant area for three consecutive years on the relevant date are considered Home students.

Definition of Ordinarily Resident: if you are ‘ordinarily resident’ in the relevant area you have habitually, normally and lawfully resided in that area from choice. Temporary absences from the residence area should be ignored.

Students that have not been resident in the UK for the last three years will need to contact the Welfare Team in Student Services to be fees assessed.

Staff members who have completed fee status assessment training are the only people who are authorised to advise on the home/overseas fee status of students. Please contact the Welfare Team (ext. 4048/4160/2615) for any queries regarding fee status.

EEA = European Economic Area consists of the states of the EU plus Iceland, Liechtenstein, Switzerland and Norway. Migrant workers are also considered home students if they have been resident in the UK for 3 years in work related category.

UK = England, Wales, Scotland and Northern Ireland

EU = Austria, Belgium, Bulgaria, Croatia Cyprus (only nationals of the Republic of Cyprus are EU/EEA nationals), Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands (Holland), Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden.

EEA = As EU with Norway, Iceland and Liechtenstein

Switzerland is not part of EU/EEA but its nationals are eligible as Home students under various international treaties signed by the UK and Swiss governments.

Home = UK, EU residents and EEA Migrant workers

Non-EEA = non-UK or non-EEA residents

Note: The ESFA does not allow the College to fund provision outside of England. Provision supplied in Scotland, Wales and Northern Ireland is therefore not fundable. Students from these countries are, however, fundable if they are domicile in England.

15. FEE STATUS TRAINER

Level 1 Initial Approach	Information Centre	APC	4203, 4204, 4207, 4208, 4244
		FPC	2625, 2643, 2522, 2530, 2608,2611
Level 2	International Officer	SMC	4111
	Welfare Advisors	APC	4048
		FPC	2615

FEES POLICY 2020-2021	
DATE OF REVISION:	2020
DATE OF ISSUE:	JULY 2020
RESPONSIBILITY:	Deputy Principal