



# Walsall College Fees Policy

## 2019/20

Approved by F&R committee June 2019

Walsall College is committed to providing accurate, timely, high quality information that is accessible by all stakeholders.

**If you require this document in large print please contact the Finance Office who will be able to assist you.**

Every effort has been made to ensure this policy does not discriminate (either directly or indirectly). If you feel there are outstanding Equality & Diversity issues within this policy document please contact the author who will assist you. If you require this document to be provided in any other format please contact the Finance Manager (x7041) who will discuss your needs with you.

This policy was passed at the meeting of the Finance and Resource Committee on 20<sup>th</sup> June 2019. (The non-levy co-investment percentages page 9 updated 3<sup>rd</sup> December 2019 from 10/90% split (old) to 5/95%)

Every effort is made to keep the external internet links within this document up to date. External internet sites are not under the control of Walsall College. These links may be updated without prior knowledge of the College and the College cannot be held responsible for any updated information held therein. The links within this document were correct on the date of publication.

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## 2. PURPOSE

The purpose of this policy is to set the tuition fees and charges for 2019/20. It applies to tuition and exam fees and other charges to students, employers and sponsors for College provision.

## 3. CONTEXT

### Capacity to Increase Fee Income

The College's capacity to increase total fee income is constrained by:

- The rules of the Funding Bodies
- The need to achieve learner number targets set by the Funding Bodies
- The fees charged by competitors
- The price elasticity of demand, particularly in the light of reducing financial support for learners and the on-going national and local economic situation.

There is a need to balance adult learner number and funding targets with increasing the take from fees and additional charges, whilst remaining competitive in specific markets. This may require changes in fees to be made during the year to meet particular targets.

### Applicable Guidance

The College uses the prevailing ESFA guidance documents at the time that the policy is agreed.

## 4. MAIN FEE CATEGORIES

### Fees Rules for 16-19 Year Olds and Students Aged 19 To 24 with and EHCP (ESFA Guidelines)

The below hyperlink shows a letter from covers funding rules for the following categories:

- Funding for academic year 2018 to 2019
- Formula protection funding
- Supporting growth in maths
- Maths and English condition of funding
- Application of retention
- Work Placement Capacity and Delivery Fund
- Student support
- High needs students
- Lagged student numbers
- 19+ continuing students
- Allocations process and timeline

<https://www.gov.uk/government/collections/funding-education-for-16-to-19-year-olds>

The below document sets out the funding that apply to the College's 16 to 19 funding allocation statement:

<https://www.gov.uk/guidance/16-to-19-education-funding-allocations>

## Adult Education Budget (ESFA Guidance)

Courses funded through the AEB provision may either be:

- Fully funded – no student contribution to the cost of the course
- Co-funded - A partial government contribution reduces the course fees accordingly
- Full Cost – there is no Government contribution and students must pay in full for their course, either through a loan or in full at the time of enrolment

Courses are approved annually through the curriculum plan

Funding rules relating to the Adult Education Budget can be found at the below link (the latest document at the time of writing). The College operates in the West Midlands Combined Authority area which has devolved responsibility for AEB from August 1<sup>st</sup> 2019. Whilst statutory entitlements are unaffected there may be some additional flexibilities which are not finalised at the time of publication.

<https://www.gov.uk/guidance/adult-education-budget-aeb-devolution>

The table (titled “**The level of government contribution we will fund is as follows**”) found on page 23 is presented below. This table details the funding contribution for each provision type and age bracket the AEB is applicable to. The definition of “unemployed” can be found in paragraph 145.

| Provision   | 19- to 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*                               | Fully funded*  | Fully funded* |
| 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+    |

| Provision   | 19- to 23-year-olds  | 24+ unemployed | 24+ other   |
|---|--|----------------|-------------|
| Level 3<br>(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 <sup>#</sup>  | Fully funded (including 16- to 24- year-olds <sup>##</sup> ) | 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                                    |                |             |

\* 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 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.

+ Low wage flexibility may apply, refer to paragraph 151 of the guidance.

## Advanced Learner Loans

Loans are not means-tested and are available to eligible learners who are:

- Aged 19 or older on the first day of starting their designated loans qualification
- Studying one or more designated loans qualifications at levels 3, 4, 5, or 6

ESFA guidance on Advanced Learner Loans is published here:

<https://www.gov.uk/government/publications/advanced-learner-loans-funding-rules-2019-to-2020>

Guidance on courses that attract Advance Learner Loans can be found here

<https://www.gov.uk/government/publications/advanced-learner-loans-qualifications-catalogue>

## Higher Education Courses

The HE fees for the College's programmes directly recruited in 2018/19 and 2019/20 are set out in the table below. Fees are subject to change in the event of any legislative reform.

### 2019/20 HE Annual Fees

| Qualification level               | Student type    | Awarding institution       | Price  |
|-----------------------------------|-----------------|----------------------------|--------|
| FT HNC/HND                        | Returning & New | Walsall College            | £5,200 |
| PF HNC/HND                        | Returning & New | Walsall College            | £2,700 |
| LCCA HNC/HND                      | All             | Walsall College            | £6,500 |
| Diploma in Education and Training | All             | University of Warwick      | £3,200 |
| Level 6 Top-up                    | All             | Birmingham City University | £7,500 |

Walsall College's OFFA agreement (which holds course fee information) can be found here: <https://www.offa.org.uk/access-agreements/>.

The Office for Fair Access closed at the end of March 2018 and responsibility for HE access regulation transferred to the Office for Students.

Course fees for the Diploma in Education & Training and Level 6 top-up degrees are set by the awarding institution and will vary accordingly. The College will abide by the fee proposals from these institutions.

Full-time Home students enrolling on Higher Education courses are responsible for their own tuition fees. It is possible for Home students to apply for maintenance and tuition fee support in the form of grants or loans from Student Finance England. Any such funding depends primarily on their personal and family income and circumstances.

Blended learning Level 4 Diplomas are charged at £3,500 for 2019/20.

## Commercial or Full Cost Fees

### *General provisions*

Commercial or full cost fees are charged for courses not funded by one of the funding agencies (such as the ESFA or HEFCE).

There are two types of commercial or full cost courses:

- Public, being publicly advertised provision available for anyone (such as that in the prospectus).
- Bespoke, being provision arranged for people from specific organisations such as an employer.

## **Public courses**

Where a course is listed in LARS (<https://data.gov.uk/dataset/learning-aim-reference-service>) the credit value should be used to determine the course fees as per the tables included in this policy. These are the base rates that the College will use to set course fees. The College may take the strategic decision to reduce fees if it creates open competition with our competitors.

Where courses are bespoke training or do not fit into the SFA funding methodology, the following formula should be used as a guide to the **minimum** level of fees expected per learner. The fees charged need to take account of the costs of delivery and market conditions. This formula anticipates **a group size of at least 10 learners**, and the cost per hour per learner will need to be increased for smaller groups:

**Fee per learner\* = (Delivery hours' x £9.00) + (direct non-pay costs) + (exam/assessment costs)**

\* subject to a minimum number of students recruited to cover fixed costs and provide the College's minimum contribution.

## **Bespoke courses**

The fees for bespoke programmes delivered for employers will be negotiated and agreed in advance between the employer and the College (usually the Head of Curriculum Cluster) and are subject to VAT. Any such fees should be agreed by the **Director of Finance** and the **Head of MIS** in advance of the course commencing.

For guidance on refunds relating to bespoke commercial services the College provides please contact the lead manager in the relevant department for particulars of the agreement.

## **Specific provisions**

The College contracts with GUS (Global University Systems) through **LCCA (London College of Contemporary Arts)** for various level four and five provision.

All fees and charges are payable before completion of the course. A scholarship may be honoured by LCCA during the enrolment period. Evidence of the application and approved instalment plan are to be provided to the Sales Ledger Department ahead of receiving the initial deposit.

## **Self-funded students**

If a student enters onto a full-cost self-funding course, the invoice is raised upon receiving the deposit. Self-funding students are required to make payment to LCCA (or other institution) directly. Walsall College will then collect our partnership contribution based on a definitive enrolment list following the induction period. Any fees owed will be recovered via invoice.

## **Loan funded students**

For students that are funded via Student Finance England the invoice will be raised at the beginning of the second term related to the intake, to minimise the number of premature/unnecessary invoices. This allows for LCCA to conduct the withdrawal panels and facilitate any appeals. Invoices shall be generated upon receiving a definitive 'enrolment list' no later than 11 weeks after the induction period.

## **Sponsorship funded students**

If a student's employer or sponsor is to pay the fees and charges, in order for the enrolment to be completed a letter, on headed paper from the employer or sponsor must be returned along with the completed sponsorship form to ensure the enrolment remains active. The letter must state:

- The student(s) name(s)
- Course title
- Confirmation of amount to pay (if no amount is stated the assumption is that the sponsor is liable for the full fees associated)
- Details of where the invoice should be sent
- Name and Signature of the authorising persons
- Purchase Order number (if required)

The College will then invoice the employer or sponsor and payment will be due within 14 days. If the College is unable to obtain payment from the employer or sponsor, responsibility for the fees and charges will automatically revert to the student as stated within the enrolment terms and conditions.

## **Apprenticeship Funding**

The Apprenticeship Levy is a levy on UK employers to fund new apprenticeships. In England, control of apprenticeship funding will be put in the hands of employers through the Digital Apprenticeship Service (DAS). The purpose of the **levy** is to encourage employers to invest in apprenticeship programmes and to raise additional funds to improve the quality and quantity of apprenticeships. The Apprenticeships Levy paid by businesses can be accessed by those same businesses to fund apprenticeship training in their business.

From May 2017 apps may be funded through the following means:

- Levy funded
- Non-Levy funded
- Trailblazers (legacy)

## **Levy funded apprenticeships:**

The amount of funding that an employer paying the levy can access is linked to the value of an employer's levy contributions, the proportion of employees working in England and a government top-up. Once employers have declared the levy to HM Revenue and Customs (HMRC) they can access government funding for apprenticeships through their DAS. Department for Education (DfE) calculate the amount of funds each employer will



have available to spend in England using data that HMRC already hold about the home address of their employees. HMRC work out what proportion of each employer's pay bill is paid to employees living in England for each PAYE scheme. Employers continue to benefit from a 10% top up to monthly funds entering an account.

Employers who pay the levy will see funds expire 24 months after they appear in their apprenticeship service account unless they are used on apprenticeship training. This will apply also to the 10% top up they receive on the monthly funds entering an account. The oldest funds in the account will always be spent or expire first.

### **Non-levy (Co-investment):**

Employers who do not pay the levy, and those who want to invest more in apprenticeship training than they have available in their accounts, benefit from significant government funding to support their commitment to apprenticeships. They have to make a financial contribution: a 'co-investment'. An employer cash contribution towards the costs of training is an essential part of apprenticeship reforms, designed to increase quality and employer engagement

If an employer has not paid the levy and would like to train an apprentice, they need to co-invest 5% (was 10% prior to 31/3/2019) and benefit from government funding to cover the remaining 95% (was 90%) of the cost. This also applies to any levy-paying employer who wants to invest more in apprenticeship training than they hold in their account. In this case, if in any single month a levy-paying employer has insufficient funds available in their account to meet the full costs of training and assessment, they need to co-invest 5% of the outstanding monthly balance, with government paying the remainder. All employers need to meet, in full, any costs above the funding band limit for any particular apprenticeship, with payment being made directly to the training provider. Where apprenticeship training is not funded from the employer's digital account (for non-levy payers and levy payers with insufficient funds), employers must co-invest 5% of the agreed total price up to the funding band maximum.

### **Payment of Non-Levy fees are as follows:**

A credit check will be completed on the company prior to any sales team engagement. If this credit check identifies a poor credit rating, by default payment is required within 14 days of the invoice date, irrespective of contract value.

*Payment is either:*

- a) Required in full within 14 days of date of invoice if the value is **£500 or less**.
- b) For contract values which **exceed £500** an instalment plan can be facilitated on request. This request is to be agreed upon completion of the contract. Instalments are payable via direct debits as detailed elsewhere in this document.
  - For programme duration of **12 months** (including programme durations of twelve months and one week): 10 equal instalments over the first 10 months of the contract.
  - For programme duration of **18 months**: payment terms over the first 16 months of the contract.

- For programme of **24 months**: payment terms over the first 18 months of the contract.
- For programme duration **over 24 months**: payment terms over length of apprenticeship minus six months

Should the College encounter a delay in the processing of a direct debit mandate, payments will be backdated to commencement of the programme.

The below table details actions to be taken when specific circumstances relating to a learner on programme occur. This list is not exhaustive and is subject to annual review. This table is referenced from schedule 8 of part A of the Education and Training apprenticeship contract for services (applicable to both levy and non-Levy templates).

The overarching principle is that the employer is expected to pay contributions based upon the duration that the student is enrolled on programme, whereby a student withdraws or employment is terminated, remuneration to the College is calculated on a pro-rata basis. The pro-rata calculation is detailed elsewhere in this document.

|   | Scenario   | Action to take  | What happens to training costs, apprenticeship duration and the funding cap?   | What happens to additional payments?   |
|---|--|---|--|--|
| 1 | Change in price where the employer negotiates a revised training or assessment cost, or assessment cost is added after start of programme.   | The new price is agreed by both parties and entered on the digital account.   | After applying the funding band limit, the ESFA will hold 20% of the new total price back as the completion payment and deduct any funding already received. The remainder will be spread equally over the remaining planned duration.   | No changes to additional payments.   |
| 2 | Break in Learning where the apprentice requires a break in their apprenticeship (for example: illness, maternity or other personal reasons). | <p>The employer must notify the provider that the apprentice will be absent for a period of time.</p> <p>The employer can also stop payments through their digital account.</p> <p>If the employer has stopped funding through their digital account then they will need to re-activate the apprenticeship in their digital account when the apprentice returns to learning.</p> <p>The provider records the break and restart date in the ILR. When the apprentice resumes</p> | <p>Funding from an employer's digital account or government co-investment stops until apprentice resumes their apprenticeship.</p> <p>Funding is capped across both periods of learning so that the overall earning do not exceed the funding band maximum.</p> <p>Funding will recommence based on the new start date in the ILR.</p> | All additional payments stop until apprentice resumes their apprenticeship. Any additional payments already made are retained. |

|   | Scenario  | Action to take  | What happens to training costs, apprenticeship duration and the funding cap?   | What happens to additional payments?  |
|---|---|---|--|---|
|   |   | learning, the employer and provider should agree a revised price, which must be entered on the new programme aim in the ILR. If a different price had earlier been entered on the employer's digital account, the revised price must also be entered here, on or before the new start date. |  |   |
| 3 | Apprentice withdraws from the apprenticeship where the apprentice is no longer employed by the employer and had withdrawn from their programme (not redundancy Or<br><br>The apprentice chooses to withdraw prior to completion but remains with the same employer. | The employer must notify the provider that the apprentice has left.<br><br>The Employer can stop payments through their digital account.<br><br>The provider records the end date on the ILR.   | Funding from an employer's digital account or government co-investments stop.<br><br>The employer co-investment should be reconciled to the date of withdrawal and a balancing payment will be made.   | The ESFA will stop making further incentive payments but those already made are retained.   |
| 4 | Change in course where the apprentice starts a new role with the same employer and requires a different apprenticeship programme and the provider remains the same.   | The employer and provider agree a new price for training and assessment for the new apprenticeship, taking into account relevant learning from the first apprenticeship.<br><br>The details of the new programme, price and effective date is entered on the digital account.               | Funding from an employer's digital account or government co-investment for the first programme stops.<br><br>Any employer co-investment for the first programme should be reconciled to the date of transfer and a balancing payment will be made.<br><br>Funding from an employer's digital account or government co-investment for the second programme is made for the new programme.<br><br>Each programme price is capped separately. | Additional payments are received once for each apprenticeship.  |
| 5 | The Employer selects a different main provider where the course remains the same.   | The end date for the first provider is recorded in the digital account.<br><br>The employer agrees a new price with the new main provider. The funding rules on agreeing a price will apply.<br><br>The new provider, price and effective date is   | Funding from an employer's digital account or government co-investment to the first provider stops.<br><br>Payments due to the first provider are reconciled. Funding from an employer's digital account or government co-investment for the second programme is made to the new provider.<br><br>The funding band cap and minimum duration will apply to  | Employer continues to receive additional payments.<br><br>Provider retains any additional payments already made.<br><br>Any remaining provider additional payments not paid |

|   | Scenario   | Action to take  | What happens to training costs, apprenticeship duration and the funding cap?   | What happens to additional payments?   |
|---|--|---|--|--|
|   |  | <p>recorded and agreed by both parties in the digital account.</p>  | <p>the total cost across both providers.</p>   | <p>to the original provider can be paid to the new provider.</p> <p>The number of days in learning with the first provider are added to the days in learning with the new provider to calculate when payments are due.</p>   |
| 6 | <p>The Apprentice changes employer, but continues the same Apprenticeship with the same Provider</p> | <p>Where the Apprentice is funded by the first Employer's the Employer can stop payments through their Digital Account.</p> <p>Where the Apprentice is not funded from a Digital Account, co-investment stops.</p> <p>The new Employer agrees a price with the Training Provider for the remainder of the Apprenticeship training and assessment taking into account relevant learning from the first Employer. This price should be recorded in the ILR as a 'residual' price.</p> <p>Where the second Employer's Digital Account will fund the Apprentice, the second Employer registers the Apprentice and funding starts.</p> <p>Where the Apprentice will not be funded from a Digital Account, co-investment starts.</p> <p>Training Providers must not draw down funds in an Employer's Digital Account or government co-investment for delivery, which the ESFA has already paid for with the first Employer.</p> | <p>Funding from the first Employer's Digital Account stops.</p> <p>Any Employer co-investment due from the first Employer should be reconciled.</p> <p>Funding continues based in agreement with the new Employer using the funds in the Digital Account or Government co-investment.</p> <p>The funding band cap will apply to the total cost across both Employer's.</p> | <p>Additional payments stop for the first Employer, but they retain any payments already made.</p> <p>The number of days learning with the first Employer are added to the days in learning with the new Employer to calculate when payments are due.</p> <p>Training Provider additional payments remain unchanged.</p> <p>The small employer co-investment waiver will stop if the second Employer is not eligible.</p> <p>For the 16-18, Framework Uplift the ESFA will keep a history of amounts earned so far, and spread the remainder over the planned length, with 20% of the new total cost held back for completion.</p> |

|   | Scenario  | Action to take   | What happens to training costs, apprenticeship duration and the funding cap?   | What happens to additional payments?   |
|---|---|--|--|--|
| 7 | Redundancy – with more than 6 months of programme remaining | <p>The Employer stops payments from their Digital Account.</p> <p>The Training Provider supports the Apprentice to find a new job (within 12 weeks).</p> <p>The Training Provider should refer to scenario 6 above when a new Employer is found.</p> | <p>Funding from the Employer’s Digital Account stops.</p> <p>Any Employer co-investment due from the first Employer should be reconciled to the date of redundancy and any differences in Employer co-investment received to those due should be repaid to the Employer or Training Provider.</p> <p>The Apprentice is funded through 100% Government co-investment for up to 12 weeks.</p>  | <p>Employer additional payments stop.</p> <p>Training Provider additional payments remain unchanged.</p> |
| 8 | Redundancy – within 6 of programme end                      | <p>The Employer stops payments from their Digital Account.</p> <p>The Training Provider supports the Apprentice to find a new job if possible.</p> <p>The Training Provider should refer to scenario 6 above when a new Employer is found.</p>       | <p>Funding from the Employer’s Digital Account stops.</p> <p>Any Employer co-investment due from the first Employer should be reconciled to the date of redundancy and any differences in Employer co-investment received to those due should be repaid to the Employer or Training Provider.</p> <p>The Apprentice is funded through 100% Government Co-investment for the remainder of the programme up to the funding band maximum; or until a suitable new Employer is found and a new price negotiated.</p> | <p>Employer additional payments stop.</p> <p>Provider additional payments remain unchanged.</p>          |

**Incentive payments**

The College has a duty to make payment to an employer within ten days of receiving funds from the ESFA.

**Further guidance**

For further guidance please see the following page that outlines the technical details of the funding system used to fund apprenticeship frameworks and standards:

<https://www.gov.uk/government/publications/apprenticeship-technical-funding-guide>

## 14-16-Year-Old Schools Fees (School Links)

Fees for 14-16 year olds are charged to the pupils' school. The provision is seen as important to the College as it helps to build the relationship with the school.

The fees for school link activities were historically set borough wide. In the absence of this arrangement over the last couple of years, the College has uprated the fees by inflation. Achieving Together is a separate successful programme that provides a service to schools for individual 14-16 year olds with varied and complex individual needs. This provision requires additional staffing and other costs, which is reflected in the fees applied to this programme.

Fees for 14-16 year olds (apart from Achieving Together provision in non-discrete groups) are:

**From £7.81 / £8.14 per learner per hour.**

In addition, there is a charge of at least **£75 per learner** to cover consumables and other direct costs.

Fees for Achieving Together provision in non-discrete groups are:

**From £7.81 / £8.14 per hour**

A **£75 charge per learner** to cover consumables and other direct costs is also applicable.

## 5. ADDITIONAL CHARGES

The College follows the prevailing ESFA guidance on additional charges payable by students. For clarity, the types of charges currently applicable include:

The following costs apply to adult learners:

- All learners must have a learning pass. A **£10** charge applies to **co-funded** adults, **HE** learners and **full cost** learners as a contribution to printing and copying costs and for a learning pass. The charge for a replacement pass is **£5** which applies to all students with the exception of SLDD students and pre-16 students. Lanyards and card-holders are charged at **£1** for replacements.
- For **co-funded** and **full cost** learners any examination and certification fees payable to external bodies. For **co-funded and fully funded** learners the cost of any memberships or subscriptions. The expected levels of fees are added to tuition fees when the student enrolls on a relevant course.
- The cost of any equipment and clothing necessary to undertake the programme of study if this equipment will remain the property of the student once the course has been completed. If not, a **fully funded** learner must still be allowed to enrol.
- A contribution towards the cost of any materials on practical courses such as art and design programmes may be charged. In the case of fully funded students such a contribution will be voluntary, but a student who does not make the specified contribution will not be allowed to retain any practical work they have completed.

- If a **fully funded** learner needs a Disclosure and Barring Service (DBS) check to take part in learning, this cannot be charged. If the learning is associated with the learner's employment, their employer is responsible for carrying out and paying for this check.
- The cost of any trips or visits associated with the programme of study, on the basis that they are not a requirement for a **fully funded** learner to achieve.
- The cost of any examination re-sits, where appropriate, inclusive of a £10 administration fee.
- Charges relating to **UK NARIC** (the designated United Kingdom national agency for the recognition and comparison of international qualifications and skills) will be payable by the student.

\*except where memberships are paid directly by the learners to the registering organisation (e.g. AAT)

## 6. FEE REMISSION

### ESFA Fee Remission

The ESFA fully funds some adult students who have their fees remitted.

The College remits fees for those students that the ESFA will fully fund.

### Local Fee Remission

Local fee remission is a College policy that means students who otherwise would have to pay a fee have their fees waived or reduced. The cost of local fee remission is borne by the College and offered in exceptional cases at the discretion of senior management.

**This applies to home students who would otherwise be required to pay a fee because they do not meet the criteria for ESFA fee remission.**

Students enrolling on a course provided specifically for learners with **learning difficulties and/or disabilities** may be granted full tuition fee remission at the discretion of the College, in which case a Bursary application form will need to be completed.

With the exception of learners who are fully funded by the EFA or SFA, fees may only be waived either individually or collectively on the express authorisation of the **Director of Finance** or **Head of MIS**.

### Fee Remission for HE and Commercial/Full Cost

There is no fee remission for Higher Education students.

There is no fee remission for commercial/full cost courses.

Students (or their employer or sponsor) are responsible for paying the full fee for the course irrespective of their personal circumstances.

## 7. COLLECTION OF FEES

### General

All fees and charges are payable before completion of the course. There is no fee reduction if the student begins studying after the start date of the course.

Invoicing of student debt

If a student enters onto a full-cost/co-funded course the invoice is raised at the point of enrolment. For students that are funded via SFE or the Student Loan Company the invoice will be raised after the five week review period has elapsed to minimise the number of premature/unnecessary invoices.

If a student's employer or sponsor is to pay the fees and charges, in order for the enrolment to be completed the learner must return a completed "Employer Sponsorship" form and/or present a letter on headed paper from the employer or sponsor. These must be returned to ensure the enrolment remains active. The letter must state:

- The student(s) name(s)
- Course title
- Confirmation of amount to pay (if no amount is stated the assumption is that the employer is liable for the full fees associated)
- Details of where the invoice should be sent
- Name and Signature of the authorising persons
- Purchase Order number (if required)

The College will then invoice the employer or sponsor and payment will be due within 14 days. If the College is unable to obtain payment from the employer or sponsor responsibility for the fees and charges will automatically revert to the student.

All fees less than **£100** must be paid at full at the point of enrolment.

If the fees and charges are above **£100** there are two options for payment:

1. A student / employer may pay in full at the point of enrolment.
2. Students (or their employer/sponsor) should pay course fees through Direct Debit. Course fees are generally payable through **four** instalments. Special arrangements with students may be negotiated prior to invoicing upon request. The College cannot exceed terms greater than twelve instalments over a twelve-month period. Any arrangement outside of this constraint is to be facilitated through the College's collection agent.

### Direct Debits Paid By Non-HE Students

If tuition fees are to be paid in instalments the arrangements will normally not be more favourable than:

- One quarter of the tuition fee to be paid at enrolment
- All other fees and charges (such as materials charges, the contribution to printing and the learner pass and examination fees) to be paid in full at enrolment



- Three equal payments of the remaining tuition fee to be paid in each of the 3 months following enrolment (for fees between **£101** and **£999**)
- Three equal payments of the remaining tuition fee to be paid in the bi-monthly over subsequent months following enrolment (for fees **over £1,000**)

Collections will be attempted on the 16<sup>th</sup> day of each month or the nearest working day. For any return payments students are contacted and payment is requested by alternative method to prevent the student falling into arrears.

In exceptional circumstances a student may request more favourable terms than indicated above. The Finance Team must be consulted prior to a decision being made and agreement from a Head of Cluster/Curriculum Manager must be sought before this is agreed.

Instalment arrangements are offered at the College's discretion and may not be extended in circumstances such as students that have not complied with previous instalment plans agreed with the College.

## Direct Debits Paid By HE Students

HE students can apply to pay their tuition fees by instalment. The instalment arrangements will not be more favourable than:

- One third of the tuition fee to be paid at enrolment
- All other fees and charges (such as materials charges and learner pass charges) to be paid in full at enrolment
- Two equal payments of the remaining tuition fee to be paid at the start of each of the following two terms

These instalment arrangements match the arrangements for the payment of student loans.

## 8. UNPAID FEES

The College will use appropriate debt recovery procedures where students breach the terms of an instalment agreement or an employer or sponsor liable for the fees fails to pay.

The College may exclude such students from the College and will not allow the student to complete or enrol on other courses (including in future years) until the debt is cleared.

In the event of SFE clawbacks (for, for example when a learner is no longer eligible to receive funding) the student is liable for any shortfall. This may be reduced on a pro-rata basis to the level of student's attendance, at the discretion of the College.

## Student Disciplinary Process

The Student disciplinary process will be enacted when debts remain outstanding at 90 days and 120 days. Further guidance can be found in the student disciplinary procedure.

## 9. REFUNDS

### General provisions

Full refunds are only made in the event of:

- The College closing a course or class
- The College making other changes to the course, such as times/days, which means that the student is unable to attend or continue their studies
- A complaint about the course being upheld. This may result in a full or partial refund at the discretion of the Head of Department.

If a course has been cancelled the refund will be returned to the student either by BACS or cheque.

A refund may be made in the following circumstances:

- If a student withdraws within the first two weeks of a course (irrespective of course length) without attending a full refund is offered.
- If a student withdraws within the first two weeks of a course (irrespective of course length) and has attended a refund of any costs paid is offered minus a £30.00 administrative charge.
- If a student withdraws after two weeks of the course starting (irrespective of course length) any applications for refunds must be approved by the Director of Finance with no refunds in the last third of a course.
- Any amounts received from students or other bodies in error – i.e., duplicate payments.
- Where the College cannot preserve a student's continuation of study; i.e. in the following circumstances (this list is not exhaustive):
  - students in receipt of tuitions fee loan from the Student Loans Company
  - students who pay their own tuition fees
  - students whose tuition fees are paid by a sponsor
  - the payment of additional travel costs for students affected by a change in the location of their course
  - commitments to honour student bursaries
  - compensation for maintenance costs and lost time where it is not possible to preserve continuation of study
  - compensation for tuition and maintenance costs where students have to transfer courses or provider

In the instance that payment via a third party (loan or otherwise) is secured after any initial deposits have been received, refunds will only be granted to the maximum value of the third party receipt. Refunds to individuals are staggered to prevent the account from being in arrears, and to prevent the likelihood of students receiving tuition without payment.

Governor authorisation on credit note requests over £5k (as per College financial regulations) is not required in the following circumstances:

- The transaction is a credit and re-invoice to amend invoice details or nominal/coding structure.
- Evidence of non-attendance is received in the Finance team only after an invoice is raised, if this evidence would have altered the decision on whether to invoice.

## Pro-Rata Calculation

Where a refund does not cover the full cost of a course, invoices to students are based on the following calculation:

*Total tuition fee due ÷ duration of programme x full weeks of attendance + examination fee\* + charge for student ID*

\*If the College has been charged by the examination board/awarding body for any exam registrations this charge will be passed onto the student in full.

## Evidence of Payment Method

Evidence of payment details for BACS payments may be received via email from a verified email address, where applicable.

## 10. BURSARIES AND FINANCIAL SUPPORT

Bursaries may be available to assist potential learners to finance their courses as well as helping with the cost of materials or subsistence. The rules around bursaries change frequently on the basis of the rules issued by the funding bodies. The latest information is published on the College's website:

<http://www.walsallcollege.ac.uk/student/category/bursaries-student-loans>

## 11. INTERPRETATION OF THIS POLICY

The College recognises that there may be exceptional circumstances (including further announcements from Funding Bodies) in which a certain level of discretion may need to be exercised in terms of charging fees or offering fee remission.

In such cases, staff should consult the **Director of Student Journey** (in the case of individual students), who may put a request to the **Director of Finance** and the **Head of MIS** for a decision to be made.

It is not expected that any such requests will be made on the basis that a student is unable to pay the fees, but that any decision made should support the College's mission.

12. SCHEDULE OF BURSARIES PAYABLE TO STUDENTS

|             |  |
|-------------|--|
| HE Students | <p><i>Progression award Bursary: £800</i></p> <p>Students progressing from level 3 to level 4 within Walsall College</p> <p>Criteria:</p> <ul style="list-style-type: none"> <li>• Successfully achieved Level 3 qualification</li> <li>• Students with household residual incomes up to £30k</li> </ul>   |
|             | <p><i>Academic Achievement award Bursary: £800</i></p> <p>Students with triple distinctions (or AAB)</p> <p>Criteria:</p> <ul style="list-style-type: none"> <li>• Successfully achieved Level 3 qualification with triple distinctions (or AAB)</li> <li>• Students with household residual incomes up to £30k</li> </ul>                                   |
|             | <p><i>STEM Bursary: £800</i></p> <p>Students applying to study Science, Technology, Engineering, Computing and Health subjects</p> <p>Criteria:</p> <ul style="list-style-type: none"> <li>• Enrolled to specific STEM related courses</li> <li>• Students with household residual incomes up to £30k</li> </ul>   |
|             | <p><i>Level 6 Bursary: £800</i></p> <p>Students enrolled to BSc/BA(Hons) Level 6 course</p> <p>Criteria:</p> <ul style="list-style-type: none"> <li>• Enrolled to level 6 courses</li> <li>• Students with household residual incomes up to £30k</li> </ul>  |
|             | <p><i>Student Opportunity Fund: £800</i></p> <p>Criteria:</p> <ul style="list-style-type: none"> <li>• Single person living with parent/guardian/carer</li> <li>• Earning less than £10k per annum</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• Student living with partner</li> <li>• Combined household income of £30k or less</li> </ul> |

|                |   |
|----------------|---|
| Non-HE Student | <p><i>16-19 Bursary: £ various</i></p> <p>Criteria</p> <ul style="list-style-type: none"> <li>• Parent/guardian/carer income up to £30k</li> </ul>  |
|                | <p><i>Advanced Learner Loan: £750 (£150 per half-term)</i></p> <p>Criteria</p> <ul style="list-style-type: none"> <li>• Single person living with parent/guardian/carer</li> <li>• Earning less than £10k per annum</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• Student living with partner</li> <li>• Combined household income of £30k or less</li> </ul> |
|                | <p><i>19+ Bursary: £ various</i></p> <p>Criteria</p> <ul style="list-style-type: none"> <li>• Single person living with parent/guardian/carer</li> <li>• Earning less than £10k per annum</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• Student living with partner</li> <li>• Combined household income of £30k or less</li> </ul>                           |