

Course Fees Policy – 2019/2020

This policy statement details how Petroc will apply fees for the 2019/2020 academic year (1 August 2019 – 31 July 2020).

The College reserves the right to cancel any course or change its charging policy where its costs may result in a financial loss; cancel any course where there is a lack of resources; and/or refuse entry to a course on any non-discriminatory grounds. This policy and all associated documents are subject to regular review and fees and charges should be checked on the website for the latest position.

The Course Fees Policy is written in conjunction with the memorandum headed 'Fee Management Statement –2019/2020' which contains operational detail. This document is approved by the Senior Management Team. It will be published and is regularly updated by the Registry and Funding Team on behalf of the Vice Principal, Finance and Funding.

Throughout the document the term 'Agency' will be used when referring to the Education and Skills Funding Agency (ESFA).

Course fees are payable upon enrolment or via an instalment plan.

Details of College course fees for 2019/2020 are as follows:-

1. Education and Skills Funding Agency - Adult Education Budget (AEB) Classroom Based and Workplace Funded Provision

1.1 For provision classified as classroom or workplace based activity course tuition fee rates are normally set at the Agency's fee contribution expectation. Where market forces suggest it would be appropriate to vary from this approach (to set either a higher or lower price) then, following agreement through the business planning process or by the Executive team such a market change may be affected. This will apply to all enrolments, new and continuing.

2. Advanced Learner Loans

2.1 Advanced Learner Loans are available for eligible learners aged 19 and over studying at Level 3 and above. Loans apply to classroom based learning provision and workplace provision. They are not available for Apprenticeship provision.

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- 2.2 As a general principle the loan will equal the value of the funding rate on the Learning Aim Reference Service (LARS).
- 2.3 Learners who do not take out a loan to the full value will be expected to pay for the provision themselves. Learners can pay the total fee or fund their qualification via part personal payment/part loan.
- 2.4 The minimum loan a learner can apply for is stated in the Funding Rules. A tuition fee cannot be charged that exceeds the maximum funding rate.
- 2.5 Exam fees are included in the loan. Other associated costs will be charged separately and not included in the loan value.
- 2.6 Learners who withdraw from their programme of study after their initial liability point will be charged a fee. The amount will be calculated on a monthly basis and based on the number of months left to study in an academic year.

3. Education and Skills Funding Agency –Apprenticeship Funded Provision

- 3.1 Fees charged to the employer will depend on the banding of the framework or standard, the size of the organisation (Levy/Non-Levy/SME) and the age of the Apprentice. The fee will normally be based on the maximum banding but may be lower than the band maximum where appropriate. Where additional training (not part of the core requirement) is agreed the fee charged may exceed the band maximum. When the band maximum is not applied it will be subject to the agreement of the Vice Principal, Finance and Resources.

4. Higher Education (HE) Funded Provision

- 4.1 Tuition fees are mandatory for full time HE learners as published. .
- 4.2 The policy for payment of incomplete years is detailed in the Fee Management Statement. These details are also included on the enrolment form.
- 4.3 Learners will be required to produce evidence that an application for loan support has been made. After 14 days from start date if this evidence cannot be produced the learner will normally be invoiced and be required to enter into an instalment plan agreement. Should the loan subsequently be released the necessary refunds will be made.
- 4.4 Learners who started prior to 2019/2020 will continue to pay fees as per the rules applicable in the year they started.
- 4.5 Learners studying on HE courses, whether full time or part time, are not eligible for Agency funding on courses which are closely related to their HE programme. In this situation learners will have to pay the full cost of the relevant Agency funded course; and the course fee will be based on the income that the College would have received. Fee remissions are not available in such circumstances.

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4.6 HE learners studying an Agency funded course not in any way connected with their HE programme will be treated as any other learner.

5. Examination, Registration and Certification

5.1 Fees will be charged in Year 1 of the learner's course. These will not normally be refundable.

5.2 When provision is set up in advance of the Awarding/Examining Bodies publishing fee rates for the appropriate academic year and in the absence of any detailed information a percentage amount will be added to the current fee as set by the Awarding/Examining Body.

5.3 An administration charge will be added to the examination fee.

5.4 Institutions can charge for examinations and re-sits for ESFA Funded learners.

6. Remissions

6.1 Fee remissions are only available in accordance with Agency eligibility criteria as set out in the funding guidance.

6.2 No remissions are available for HE funded provision.

6.3 Compulsory course enrolment fees (tuition fees, examination/ registration/certification fees or supplementary fees) for Agency funded provision are not chargeable to 16-18 year old full time or part time learners.

6.4 Compulsory course enrolment fees (tuition fees, examination/ registration/certification fees or supplementary fees) relating to the direct costs of delivering a learning aim for fully funded 19+ Agency funded learners are not chargeable as per Agency funding rules.

6.5 Fee waivers for co-funded learners aged 19+ will not typically apply to examination, registration and certification fees.

6.6 Supplementary fees do not usually qualify for fee remission or for support from the College Learner Support Funds. Certain categories of learners and provision will not be charged supplementary fees as per Agency funding rules.

6.7 Apart from the specified Agency fee remission categories, certain other categories of learners and provision will have tuition fees automatically waived. In some of these cases examination, registration and certification fees and supplementary fees are also waived.

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7. Overseas

- 7.1 Overseas fee rates are detailed in the Fee Management Statement.
- 7.2 Non EU/EEA learners will be liable to pay the overseas rate. If on an exceptional basis the relevant Agency agrees to fund a non EU/EEA learner and they are required to pay fees they will be liable to pay the appropriate 'home' fee rate. In such cases, fee remissions, based on the relevant Agency funding source, will also apply.
- 7.3 EU/EEA learners (including UK learners) who have not been 'ordinarily' resident in accordance with eligibility requirements and are therefore not eligible to receive Agency funding will be liable to pay a tuition fee based upon the income that the College would have received.
- 7.4 Non-UK EU/EEA learners who are required to pay fees and who meet eligibility requirements as set out in Agency Funding Guidance will pay the appropriate 'home' fee rate. In such cases, fee remissions, based on the relevant Agency funding source, will also apply.

8. English for Speakers of Other Languages (ESOL)

- 8.1 Fees for classroom based ESOL provision will normally be charged at a termly rate.

9. Recreational/Community Learning (CL)

- 9.1 Commercial rates will be set for Recreational/CL courses based on market forces. All recreational courses should be costed using the recreational fee costing tool.

10. Learners of Compulsory School Age (Under 16)

- 10.1 Full time learners of compulsory school age, for whom no Agency approval for funding has been given, and who seek to enrol on a College course will normally require a letter of support from their school or educational psychologist, and will be enrolled at the discretion of the Vice Principal, Quality, Curriculum and Learners.
- 10.2 The school (i.e. the LEA for maintained schools) or parents will be required to pay a tuition fee based upon the income that the College would have received from the Agency. 10.3 Where appropriate and as agreed by the Vice Principal Finance and Resources, weekly, daily and hourly fees will be calculated pro-rata to the total guided learning hours for the programme.
- 10.4 Any additional costs which may be incurred will be charged in addition to the basic tuition fee.

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10.5 Learners under the age of 16 enrolling on a part time certificated course will be accepted at the discretion of the Vice Principal, Quality, Curriculum and Learners; and will be charged a tuition fee. Any additional costs which may be incurred will be charged in addition to the basic tuition fee.

11. General

11.1 Arrangements set out in this document including fee levels will apply to all partnership and subcontracted arrangements unless otherwise agreed by the Vice Principal, Finance and Resources. All such arrangements must be set out in the approved Sub-contracting Supply Chain Management and Fees and Charges Policy

11.2 It is essential that learners have access to clear and full information on the costs of programmes before enrolment.

11.3 Course fees are payable on enrolment and a learner's place is not guaranteed until payment has been received, an instalment plan set up, a completed employers agreement received, a loan confirmed or fee remission evidence has been provided. However, where course fees are not paid at enrolment they will be recorded as such and will be pursued in line with the 'Outstanding Fees' flowchart.

11.4 In the event of non-payment of fees when they are due, any debt may be passed to a collection agency and/or the learner will be withdrawn and not be allowed to continue with the course. Returning learners who have an outstanding debt from a previous academic year must settle the debt in full prior to re-enrolment.

11.5 Payment by instalment can be arranged; but will not normally apply to fees payable by employers. Any exceptions must be approved by the Finance Office Manager or Credit Controller before being agreed.

11.6 The College reserves the right to vary any fee levels to enable it to respond to exceptional circumstances, individually negotiated contract opportunities or market conditions.

11.7 All learners re-taking examinations receiving 'taught time' by either returning to improve grades or achieve a grade due to initial failure may be charged fees as permitted by Agency funding guidance. Re-sits of assessments only that do not involve any taught hours are ineligible for funding.

11.8 In addition to tuition and exam fees there may be supplementary fees to cover enhanced costs.

11.9 As set out in the enrolment form a learner accepts liability for the cost of an employer failing to complete an Employer's Agreement to Pay form or to produce payment within 4 weeks of the activity starting. Should the

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employer fail to make the payment in full, the learner also accepts liability for any outstanding fees.

11.10 Fees charged can be varied at the discretion of the Vice Principal, Finance and Resources.

11.11 The college does charge ancillary fees for example for photocopying, parking and other incidental expenses. The charges for parking are detailed in the Fee Management Statement –2019/2020 and are subject to annual review.

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