

**Course Fees Policy – 2024/2025**

This policy statement details how Petroc will apply fees for the 2024/2025 academic year (1 August 2024 – 31 July 2025).

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 – 2024/2025’ which contains operational detail.

This document is approved by the College Leadership Team. It will be published and is regularly updated by the Registry and Funding Team on behalf of the Vice Principal, Finance, Resources and Regional Affairs.

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 2024/2025 are as follows.

Policy Name: Course Fees Policy 24/25	Policy No: 10012
Approved Date: April 2024	Review Date: May 2025
Approved by: Full Governing Body	EqIA Completed: Yes
Author: Vice Head of Registry and Funding	Monitoring and Evaluation: Full Governing Body

**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 College Leadership 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.
- 2.2 As a general principle the loan will equal the value of the funding rate on the Find a Learning Aim system (FaLA)
- 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 normally 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 The total negotiated price for an apprentice will be confirmed following the completion of a skills scan to account for any prior learning or experience. Where the funding rules require the employer to make a contribution towards the Total Negotiated Fee this will be calculated in line with the latest funding rules and invoiced on enrolment. Where the total employer contribution exceeds £500 this can be agreed to be paid in monthly or annual instalments. Where a levy paying employer has insufficient funds & is required to make a contribution this will be invoiced in accordance with the funding reports retrospectively on receipt of the confirmed value contained within the reports. Any additional training agreed for delivery which is outside of the scope of apprenticeship funding will be due in full from the employer.

**4. Higher Education (HE) Funded Provision:**

- 4.1 Tuition fees are mandatory for full time HE learners as published in the published Access and Participation Plan (APP).
- 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.

Policy Name: Course Fees Policy 24/25	Policy No: 10012
Approved Date: April 2024	Review Date: May 2025
Approved by: Full Governing Body	EqIA Completed: Yes
Author: Vice Head of Registry and Funding	Monitoring and Evaluation: Full Governing Body

- 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/credit note will be made.
- 4.4 Learners who started prior to 2024/2025 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.
- 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/discounts are available for HE funded provision in line with OfS guidelines.
- 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.

Policy Name: Course Fees Policy 24/25	Policy No: 10012
Approved Date: April 2024	Review Date: May 2025
Approved by: Full Governing Body	EqlA Completed: Yes
Author: Vice Head of Registry and Funding	Monitoring and Evaluation: Full Governing Body

- 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.

## **7. Overseas:**

- 7.1 Overseas fee rates are detailed in the Fee Management Statement.
- 7.2 EU Nationals arriving for the first time after the 1<sup>st</sup> January 2021 will need to come through the new immigration rules and will be liable to pay the overseas fee rates.
- 7.3 19+ EEA Nationals with settled status remain eligible for Home fees from August 2021. EEA Nationals aged 16-19 who have the legal right to reside in the UK (e.g. as dependents) are eligible for Home status from August 2021

## **8. Recreational/Community Learning (CL)/ Full Cost Recovery Courses (FCR):**

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

## **9. Learners of Compulsory School Age (Under 16):**

- 9.1 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 Deputy Principal Education and Learners. .
- 9.2 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. Where appropriate and as agreed by the Deputy Principal Education and Learners, weekly, daily and hourly fees will be calculated pro-rata to the total guided learning hours for the programme.
- 9.3 Any additional costs which may be incurred will be charged in addition to the basic tuition fee.
- 9.4 Learners under the age of 16 enrolling on a part time certificated course will be accepted at the discretion of the Deputy Principal Education 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.

## **10. General:**

- 10.1 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, Resources and Regional Affairs. All such arrangements must be set out in the approved Subcontracting Fees and Charges Policy.

Policy Name: Course Fees Policy 24/25	Policy No: 10012
Approved Date: April 2024	Review Date: May 2025
Approved by: Full Governing Body	EqlA Completed: Yes
Author: Vice Head of Registry and Funding	Monitoring and Evaluation: Full Governing Body

- 10.2 It is essential that learners have access to clear and full information on the costs of programmes before enrolment.
- 10.3 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.
- 10.4 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.
- 10.5 Payment by instalment can be arranged; but will not normally apply to fees payable by employers. Any exceptions must be approved by the Head of Finance before being agreed.
- 10.6 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.
- 10.7 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. Resits of assessments only that do not involve any taught hours are ineligible for funding.
- 10.8 In addition to tuition and exam fees there may be supplementary fees to cover enhanced costs.
- 10.9 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 employer fail to make the payment in full, the learner also accepts liability for any outstanding fees.
- 10.10 Fees charged can be varied at the discretion of the Vice Principal Finance, Resources and Regional Affairs.
- 10.11 The college does charge ancillary fees for example for printing services, parking and other incidental expenses. The charges for parking are detailed in the Fee Management Statement – 2024/2025 and are subject to annual review.

Policy Name: Course Fees Policy 24/25	Policy No: 10012
Approved Date: April 2024	Review Date: May 2025
Approved by: Full Governing Body	EqlA Completed: Yes
Author: Vice Head of Registry and Funding	Monitoring and Evaluation: Full Governing Body