

FEE POLICY

FEE STRUCTURE

Adult & Community Training (ACT) courses: The overall fee structure for all ACT courses is proposed by the Assistant Principal (Performance & Standards) for approval by SMT. Once agreed the Assistant Principal (Performance & Standards) is responsible for setting the detailed fees. Key considerations are the Skills Funding Agency (SFA) fee assumptions, affordability and equity when making the decision

Fees for foreign full-time students: Fees for overseas students will be decided at least 9 months in advance of the academic year by the Assistant Principal (Learner Services) in consultation with the SMT. These fees include an extra element for English language tuition should that be necessary.

COURSE FEE ELIGIBILITY

16 –19 students: All students who are aged 16, 17 or 18 on the 31st August in the year of the start of their programme of study and eligible for Young Peoples Learning Agency (YPLA) funding (as defined in the Funding Guidance Document) will pay no tuition fees for YPLA funded full and part-time courses.

16-19 Students not eligible for Funding: Overseas students who are not eligible for YPLA funding (as directed in the Funding Guidance Document) will be charged tuition fees at a rate determined by the College and published in advance.

Adult students: Students who are 19 or over on the 31st August in the year of the start of their programme of study and are eligible for SFA funding (as defined in the Funding Guidance Document) will be charged fees at the rates published unless they are eligible for fee remission as listed below. In these circumstances tuition fees will be remitted in full.

- Learners (of all ages) studying their first full Level 2 qualification
- 19-24 year old learners studying their first full Level 3 qualification
- Level 3 jumpers of all ages (those taking a full Level 3 without having a full Level 2 qualification)
- Those taking learning aims that are funded as Adult Skills for Life and Functional Skills in literacy and numeracy, excluding Skills for Life ESOL
- Those people who are on Job Seekers Allowance (JSA) (including the partner if the claim is joint) or Employment Support Allowance (ESA) in the Work
- Related Activity Group. Further guidance will be issued to colleges and training organisations on this. Fully funded provision for these learners can include units as well as full qualifications.

Fees for such students on full-time courses may be waived at the discretion of the College. The final decision is made by the Assistant Principal (Learner Services).

Students of Compulsory School Age: Students of compulsory school age who follow a part-time course offered under ACT will be charged tuition fees according to rates decided and publicised before each launch period. Students of compulsory school age will only be allowed to follow a full-time course in exceptional circumstances. Fees for such students, if any, will be determined on a case-by-case basis by the Assistant Principal (Learner Services).

Employees of the College: Employees who wish to follow an ACT course at the College will have their tuition fee remitted in full if their line manager approves the course and there are spare places available.

PAYMENT OF FEES

ACT Courses: Payment should be made at or before enrolment by cash, cheque or credit card. Instalment payments are not usually permitted but will be allowed exceptionally at the discretion of the ACT Manager. In cases where the tuition fee is to be paid by the learner's employer, the learner must provide a letter from the employer at enrolment and the College will issue an invoice as soon as is practicable after enrolment.

Fees for Foreign Full Time Students: Payment will be made by cash, cheque or credit card in 3 equal instalments– one per term at the start of each term. Fees must be paid within 14 days of the issue of an invoice.

REFUND OF FEES

ACT Courses: A full refund of fees is available for any student withdrawing from the course after the first session. After that point a refund is only available in exceptional circumstances at the discretion of the ACT Manager. A full refund policy is made available to ACT students on request.

Fees for Foreign Full Time Students: No refunds are available for the termly payments.

EXAMINATION FEES

A full Examination Entry Policy is available from the College which covers all aspects of fee payment for full time and part time students.