



Harlow College

Fee Policy 2017/18

Authors: Executive Team Member with responsibility for Higher Education and
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Review date - June 2018

1.0 Scope

The Policy has been produced for the benefit of stakeholders such as potential applicants, current students, college staff and higher education agencies. The tuition fee policy and any student related information will be publicised on the College website for the 2018/19 academic year (and to this pattern annually). In order to maintain this public information the College's HE fee policy will be agreed by the Governing Body at the Resources Committee in June annually.

2.0 Purpose

The policy sets out the method for:

- Determining the fee policy for all Further Education courses offered by the college where government funding is not available
- Determining the fee for publicly-funded Higher Education courses offered by Harlow College.
- It incorporates the policy for instalments, refunds and additional course related charges for higher education provision.
- Students and sponsors will be notified, wherever possible, of fee levels as soon as possible and no later than by the offer stage.
- Tuition fees charges are reviewed on an annual basis.

3.0 Definitions and Terminology:

ESFA - Education Skills Funding Agency

HEFEC – Higher Education funding Council for England

SFE – Student Finance England

FE – Further Education

HE – Higher Education

LLDD - Learners with Learning Difficulties and/or Disabilities

4.0 Tuition Fee Policy - General

4.1 General

- All tuition fees will be waived for FE learners aged 16-18 (full and part time).
- In 2017/18 the College will charge a tuition fee for learners aged 19+ who do not qualify for tuition fee remission from the Education Skills Funding Agency (ESFA). Examination / registration fees will be charged where applicable.
- Some identified Learners with Learning Difficulties and/or Disabilities (LLDD) will have fees waived to the age of 25. Eligibility is as determined by the Executive Director of Information, Data & Support.
- Tuition Fees are reviewed annually in line with the ESFA and HEFCE funding assumptions and guidance from other government departments.
- Learner Support Funds are available to support student's financial circumstances where applicable.

4.2 **Unpaid fees**

If outstanding fees/instalments are not paid by the due date(s), the college reserves the right to prevent learners from attending their programme(s) of study and / or preclude them from participating in relevant examinations / assessments and / or barring from graduation ceremonies. Where continuing learners haven't settled outstanding fees by the end of the academic year in question, they may be prevented from re-enrolling onto the subsequent year of study via a finance block. The finance block can only be subsequently removed by written confirmation from the Finance Department.

4.3 **Early Leavers/Completions**

For learners completing or leaving their learning early they will be liable for all the fees. These fees may be waived at the discretion of the College

4.4 **Financial support**

In cases of hardship, financial support may be available from the Learner Support Funds. Details are available from Student Services.

4.5 **Liability forms**

- Where learners (including staff) aren't required to pay the full fees due at enrolment because, for example:
 - they take the instalment option
 - they are paying via direct debit
 - Learners taking a Tuition Fee Loan or Advanced Learning Loan awaiting their final assessment.
- The learner must complete and sign the appropriate liability form stating that they accept liability for the full amount of fees due.

4.6 **Waived fees**

Where the College has waived tuition fees / examination / registration fees, learners will become liable for these fees if they fail to participate in the relevant examinations / assessments without just cause or do not maintain satisfactory attendance.

4.7 **Variations of policy / fees**

Once established, tuition fees (on the course file) can only be changed with the authority of Senior Post Holders.

4.8 **Instalments**

Instalment payment plans will be considered, at the discretion of the Executive Director of Information, Data & Support.

5.0 **Further Education**

Learner's eligibility for funding will be based on the most current version of the Education Skills Funding Agencies Funding Rules

5.1 **Learner Eligible for Full Funding**

Learners eligible for full funding will not be charged for any part of their learning programme. The only exception to this will be for the cost of any re-sits, which may be passed on to the learner.

5.2 **Learner Eligible for Co Funding**

For courses part funded by the government the fee will be 50% of the listed un-weighted funding value, except where market conditions dictate otherwise. Additional costs may be applied for exams, materials or other fees. To view the latest rates please follow this link:

<https://hub.imservices.org.uk/Learning%20Aims/Pages/default.aspx>

5.3 **Learner Not Eligible Funding**

For learners not eligible for any funding, the charges will be in line with the full weighted funding rate, except where market conditions dictate otherwise. Additional costs may be applied for exams, materials or other fees.

5.4 **Employer and Commercial Fees**

Employer rates will be negotiated to take into account the requirements of their needs. Fees will be created based on market demand.

5.5 **Advanced Learning Loans**

For learners undertaking an eligible course and using the Advanced Learning Loan facility the learner is liable for all fees at the commencement of the course as agreed at the start. Should the loan be adjusted, not approved or cancelled the learner will be liable for the fees associated with their learning. If the learner leaves early they are liable for the payment of the month in which they leave.

6.0 **Apprenticeships**

Learner's eligibility for funding will be based on the most current version of the Education Skills Funding Agencies Funding Rules

6.1 **Non-Levy Paying Employers**

For eligible Apprentices, employers will not be charged for any part of their framework or standard that is funded through the Education Skills Funding Agency. The only exception to this will be for the cost of any re-sits, which may be passed on to the Employer. Additional elements to an apprenticeship programmes that are not funded will need to be agreed and detailed in the Training Services Agreement. For Apprentices of non-levy paying employers that are co funded by the government will be 10% of the negotiated price. Employers cannot contribute to the apprentices programme through non-monetary support. Agreed payments must be made on or prior to agreed dates as detailed in the Apprenticeship Training Services Agreement.

6.2 **Levy Paying Employers**

All levy paying employers will need to agree a negotiated price for Apprentices on new standards. Monies will be drawn down from the employer levy account in line with apprenticeship technical funding guidance. Additional elements to an apprenticeship programme that are not funded will need to be agreed and detailed in the Training Services Agreement.

7.0 **Higher Education**

7.1 **Foundation Degrees, BA, BSc Programmes**

Fees are in line with Anglia Ruskin University fees for Associate College Partners at £7,750 per year for first year full time Undergraduates. Fees are subject to inflationary increases in subsequent years. For further information

please refer to 2017/18 Finance Information for Full-time Undergraduates. Fees are subject to inflationary increases in subsequent years.

7.2 **Higher National Certificate/Diploma**

Higher National Certificate/Diploma fees are £5,500 per year for first year full time study. Fees are subject to inflationary increases in subsequent years.

7.3 **Fee structure in commencing years of study**

Fees set at the point of entry will remain over the duration of the course, if the course is more than one academic year in duration, except for an inflationary rise. Where a student completes one course and is certificated and then applies to top-up to a higher level of qualification, the fees will be set at the rate for that year's point of entry.

7.4 **Student Finance England**

There are two main types of finance available to HE learners, Tuition fee loan and Maintenance loan. Please visit the following website for up to date information:

www.gov.uk/student-finance

7.5 **Self-funding, payment plans/instalments**

Instalment payment plans will be considered, at the discretion of the Executive Director of Information, Data & Support.

7.6 **Unpaid fees**

If outstanding fees/instalments are not paid by the due date(s), the college reserves the right to prevent learners from attending their programme(s) of study and / or preclude them from participating in relevant examinations / assessments and / or barring from graduation ceremonies. Where continuing learners haven't settled outstanding fees by the end of the academic year in question, they may be prevented from re-enrolling onto the subsequent year of study via a finance block. The finance block can only be subsequently removed by written confirmation from the Finance Department.

7.7 **Early Leavers/Completions**

For learners completing or leaving their learning early they will be liable for all the fees for the semester/trimester where the student has been in receipt of learning at any point in the semester/trimester in question. For students wishing to leave before the planned end date (whether claiming an award or not) they must inform the College and SFE (if applicable) prior to the start of that semester/trimester. These fees may be waived at the discretion of the College

7.8 **HE Refunds**

Refunds will not be given for any Higher Education course. If a student wishes to request a refund for any reason the student should follow the College's complaint procedure. Cases will only be heard where the student has tried to resolve the issues informally in the first instance.

8.0 **Refunds**

8.1 With the exception of Higher Education refunds (see 7.8), employers/learners will receive refunds for fees paid directly to the College in line with the length of time that a learner has been on programme. Once a learner has started learning the college will only refund a maximum of 80% of the agreed fees. The

80% of the fee that remains will be refunded based on the number of months remaining on programme divided by the number of months the apprenticeship is planned over. The end date would be the last date that the learner engages in learning (not the date they leave the organisation or college). This approach will only take into consideration full months in its calculations.

8.2 Example

A learner starts their programme on 15th May 2017 with a planned end date of 20th July 2018. This equates to 14.4 months. The fee for this programme is £600. The learner leaves the programme and their last date of learning is 17th August 2017 meaning they were in learning for 3.1 months.

Agreed Fee	£600.00
20% retained by the College for start	£120.00
Remaining fee in scope for refund	£480.00
Refund based on 14 planned months less 3 months in learning	£377.14

The College will seek to collect any outstanding fees in line with this policy to cover incurred costs.

9.0 Policy Review date – June 2018

TRACKING and REFERENCE INFORMATION
Date Approved: 30 November 2017
Review Date: June 2018
Author/Responsibility: Executive Team Member with responsibility for Higher Education and Executive Team Member with responsibility for Admissions
Equality Impact Assessment: December 2012
List of related policies, procedures and other documents: N/A
Complaints: If you wish to submit a complaint about the application of this policy or the procedure of it, please send your request in accordance with the provisions of the Grievance Procedure.
Monitoring: The application of this policy and associated procedure will be monitored by Executive Team Member with responsibility for Admissions.
Easy reading: To receive this policy/procedure in a different format, please contact Executive Team Member with responsibility for Admissions.