



Fees Policy 2011/12

Policy Statement

Students aged between 16-18 years of age have a legal entitlement to free education. All students within this age range attending Longley Park Sixth Form College must be full-time¹.

An adult student – who is not entitled to free education and to whom course and other additional fees apply – is defined as someone who is over 19 on 1st September of the calendar year they begin their course. Adult students may have to pay a fee for their programme of study as they do not have a legal entitlement to free education. Please note that the section on Examination Fees (below) will apply to adult learners as well as students aged between 16 and 18.

Fees are set to ensure that when public funding is taken into account the College is able to (a) at least cover the full costs of each programme of study, and/or (b) offer programmes that will not be fully funded in order to pursue its Mission.

Reasons for the Policy

To ensure that fees are set consistently, fairly and with transparency across the College.

Policy Objectives

Applicants to learning programmes at the College and College staff involved in the learner admissions process will understand:

- The different elements which constitute College fees.
- When and how College fees are payable.
- The regulations, imposed either by external bodies or by the College itself, with regard to concessionary fees.
- The College's refund policy.
- The appropriate channel through which matters of financial hardship may be raised.

Policy

General

- No element of the policy is to change more than once a year except where significant changes in Government policy will impact on the delivery of a programme of study.
- All elements of the policy are to be reviewed at least annually.
- No change to the policy is to disadvantage any individual learner part way through an agreed programme of study (e.g. where a Learner is Under 19 at the start of a funded programme of study, they

¹ For the purposes of funding, "full-time" is taken to mean following a programme of not less than 450 guided learning hours per academic year. There may be exceptional circumstances where a student in the age range 16-18 is unable, due to serious health problems or other very unusual difficulties, to undertake a full-time course. The College will make a judgement in such a case as to whether or not it is able to accommodate the student. The judgement will be made by the Principal or Vice Principal, and any student admitted in this way to part-time study will have their attendance and progress monitored for the purposes of additional support.

will benefit from the free tuition/exam fee policy all through their programme of study, even if in a subsequent academic year of study they are Over 19).

- College fees are to comply with Government funding initiatives and, in conjunction with public funding, be designed to cover – in full or in part - costs to the College of delivering education and training to all learners.

Fees

Fees should be paid either in advance or in agreed instalments (usually termly and at the start of each term). The fee due for each programme of study/course/examination entry will be recorded on the Learner Agreement and/or on the student record system. Fees for visits/trips/resources will be paid as agreed with the visit organiser/Director of Teaching and Learning, and a record of fees due will be kept.

If fees have not been paid within 10 working days of the amount falling due, the student will be removed from the programme of study/course/examination/visit. In some circumstances, the student may have recourse to the Bursary Fund: in such cases, the College will be mindful of the decision making/payment process before removing a student for late payment.

The College will accept the following means of payment: Cash (pounds Sterling only); Cheque NB – check this, but I don't think banks are issuing these anymore so it is unfair to ask; we could decide to no longer receive cheques, but this seems unfair.

- College fees are made up of several elements: tuition fees, awarding body registration fees, College administration fees, examination or certification fees and other course related costs.
- In addition, certain courses may require learners to purchase special equipment, materials, uniforms, etc., or to pay for educational trips.
- College fees are payable in advance and, for programmes of study which last for more than one year, are payable separately for each year of study. College fees and examination fees are normally collected at enrolment, although they can be spread over no more than three instalments (one at the start of each term per year) with the prior agreement of the College
- Certification fees must be paid before the learner is awarded any certificate.
- All fees due must be paid before the learner can be entered for any examination or awarded any qualification.
- The College sets specific fees for non 'Home-based' learners on funded further and higher education courses which are higher due to the lack of government funding.
- The College sets specific fees for all learners on non-government funded courses within the general aims of this policy.

Concessionary Fees

The College will grant the following concessions against fees (these do not apply to learners under the age of 16 nor to learners undertaking work-based learning programmes):

- Home-based full-time learners aged 16 to 18 (on 1 September of the year in which they begin their programme of study on an agreed programme of further education), who are eligible for fee remission will not be charged for their tuition, awarding body registration, or examination fees but will be expected to pay for other specific third party costs such as educational visits/trips and for the re-sit costs of any examinations.

- Home-based full-time learners aged between 19 and 25 (on 1 September of the year in which they begin their programme of study on an agreed programme of further education), who are eligible for fee remission² (e.g. following Skills for Life, or their first full level 2 or 3 programmes in certain subject areas) will not be charged for their tuition, awarding body registration, or examination fees but will be expected to pay for other specific third party costs such as educational visits/trips and for the re-sit costs of any examinations.

Refunds/Transfer

- The College operates a **no refund policy** for cancellations by an employer or applicant, but will consider a partial refund in exceptional circumstances. Fees paid in advance for books, equipment, trips, etc will only be refunded if the college is able to recover its costs.
- Where an individual or employer wishes to claim a refund on the grounds of quality they must follow the Complaints Procedure for any such consideration.
- Where the course is cancelled by the College, after payment has been made and prior to the start date, a full refund will be made.
- The above will apply for any requests for refunds unless alternative terms are agreed in writing at the time of negotiation or where the College identifies this in its offer to the public.

Examination Fees

- All course fees include exam costs. Where a student wishes to resit an externally examined/assessed module or unit (or more than one module or unit) whilst a full-time or approved part-time student of the College, a charge will be made per module or unit. In the case of Functional Skills the College will meet the costs (in full) of module resits in cases where a resit is required by the College for completion of the qualification or progression to the final year³.
- Where a student wishes to resit an **internally** examined/assessed module or unit (or more than one module or unit) **after they have ceased to attend College**, a written request should in the first instance be made to the Principal. A decision will then be made whether or not work can be submitted. On gaining consent to submit work for assessment/examination, the student will be notified of the fee that will be charged.
- Where a student wishes to resit an **externally** examined/assessed module or unit (or more than one module or unit) **after they have ceased to attend College**, then consideration will be given to allowing them to do so as a private candidate. A written request should in the first instance be made to the Principal. On gaining consent to enter as a private candidate, they will be liable for an additional charge, made up of the entry cost to the College plus an administration fee. Details of the scale of charges are given in Fees Procedures (below).
- The College will not undertake the entry and sitting of examinations that are **not normally administered for current full- and part-time students** as part of the examined curriculum.
- Where a student has not met the College requirement of a minimum 90% attendance at classes (and cannot validate adequate exceptional and/or extenuating circumstances) then they may be required to

² Students aged over 19 on 1st September in the year that their programme begins and who have not achieved a full level 2 qualification (the equivalent of 5 A*-C GCSE passes or a G/NVQ Level 2) or a full level 3 qualification may be entitled to full remission from fees. Guidance on this will be given on an individual basis at enrolment and based on current Government criteria and advice.

³ This cost will **not** be met in the case of modules entered by student choice or for modules missed without satisfactory reason.

make a contribution towards the cost of their assessment and/or external examinations of £50.00. The decision whether or not such a contribution will be charged will be made by the Principal, and communicated to the student in writing.

Overseas students

- An overseas student is defined as someone who is not eligible for funding because of his or her previous or current residence. A guide on residence qualification is contained in Annex A. Any individual deemed not to be eligible for funding will be liable to an annual tuition and administration fee of between £3,800 and £5,000 per annum (depending on the programme of study being followed)⁴. Fees applied in the first year will stay at the same rate in the second year. AS/A level and BTEC Level 3 Certificate/Diploma/Extended Diploma will normally require two years full-time study. GCSE, BTEC Level 2, BTEC Introductory and entry-level courses will usually require one year's full-time study.
- Fees will be either paid in full at the start of the programme of study or in termly instalments payable at the start of each term. If the full fee or fee instalment has not been paid within 10 working days of the due date, the student will be withdrawn from their programme of study.
- Students aged 16-18 on full-time programmes of study who are the dependents of those who have been granted leave to enter the UK (for whatever reason) are eligible for funding and fee remission. This will last long as the person on whom they are dependent is entitled to remain in the UK. The Home Office has advised that "public funds" do not include education facilities and so those 16-18 year olds whose passports/entry documents have been qualified as "not dependent on public funds" are eligible for fee remission for as long as they have the right to remain in the UK and remain qualified under criteria for full fee remission.
- Student accommodation costs, living expenses and the insurance of personal possessions are the full responsibility of the individual students. The College does not provide accommodation, nor does it have its own accommodation or lettings agency.

Books & Equipment

Books and necessary equipment will be provided free or on loan to daytime students aged between 16 and 18. All other students are responsible for providing their own. Where the College has books/equipment available, they may be loaned to part-time students aged 19 and above, but this will be at the discretion of the College and under the conditions specified at the time. If it is appropriate for the College to sell books and equipment to students, any cash and/or cheques collected from students should be paid into the Finance Office as soon as is after they have been collected. The Finance Office will keep a cash record. Staff should **not** retain cash and/or cheques.

Visits and Trips

All College visits (for students and/or staff) require the consent and authorisation of the Principal (or her designated deputy) and in certain cases the Chair of Corporation **before** they can proceed. Any fees/charges that are to be levied on students and/or staff must be stated in advance when consent is sought. Fees must be reasonable and clearly stated to staff and students involved the trip/visit at the time that they are invited to participate (e.g. in the letter sent to parents/guardians seeking consent). All and any fees from students and staff should be paid-in to the Finance Office as soon as is practically possible after they have been collected. The Finance Office will keep a cash record. Staff should **not** retain cash and/or cheques.

⁴ The exact fee liable will depend on the programme of study on to which the student has enrolled, including tutorial and enrichment.

Bursary Fund

All learners may be eligible for the **Bursary Fund**. These are grants provided by the Young People's Learning Agency and administered by the College to meet some of the additional cost incurred as a result of study. They are available to 16-18 year old students and those who are 19+.

Students may be eligible for such an award if

- They are registered and attending a course at the college
- They are normally resident in this country
- They meet the College's eligibility criteria for support from the Bursary Fund.

Annex A

For funding purposes the eligibility of the learner must be established at the start of his or her programme. To be personally eligible for funding a student must have the legal right to be resident in the United Kingdom at the start of their programme. Where a student has not been resident in the UK for the three years prior to the start of their programme, the College will ask for sight of documents to establish residency status and eligibility for funding.

The YPLA funding guidance describes the following persons as eligible for funding:

The following persons will be eligible for funding (these groups correspond to the groups listed in the Education (Fees and Awards) (England) Regulations 2007), namely:

- a A person on the 'relevant date' who is 'settled' in the UK, and who has been ordinarily resident in the UK and Islands (that is including the Channel Islands and the Isle of Man) for the three years preceding the 'relevant date' (see paragraph 15 above), and whose main purpose for such residence was not to receive full-time education during any part of the three-year period. 'Settled' means having either indefinite leave to enter or remain (ILE/R) or having the right of abode in the UK. British citizens and certain other people have the right of abode in the UK:
 - those with European Community–United Kingdom of Great Britain and Northern Ireland passports;
 - British Dependent Territory Citizens (now known as British Overseas Territory Citizens);
 - those whose passports have been endorsed to show they have right of abode in the UK;
 - those who have a certificate of naturalisation or registration as a British Citizen.
- b A national of any European Union (EU) country or the spouse, civil partner or child or grandchild or dependant parent or grandparent of an EU national, or of the EU national's spouse or civil partner, where the learner has been ordinarily resident in the European Economic Area (EEA) for the three years preceding the 'relevant date'.
- c An EEA migrant worker or the spouse, civil partner or child or dependant parent or grandparent of an EEA migrant worker, or of the EEA migrant worker's spouse or civil partner, where the learner has been ordinarily resident in the EEA for the three years preceding the 'relevant date'.
- d Anyone who is recognised as a refugee by the UK Government (granted refugee status) who has remained ordinarily resident in the UK and Islands since being so recognised, or the spouse or civil partner or child of such a refugee.
- e Anyone refused refugee status but who has been granted leave to stay by the Secretary of State, granted humanitarian protection (HP) or discretionary leave (DL), or was granted exceptional leave to enter or remain (ELE/ELR) by the UK Government, and who has remained ordinarily resident in the UK and Islands since being so recognised, or the spouse, civil partner or child of such a person.
- f Learners studying under reciprocal exchange agreements.
- g Learners who are children of Swiss nationals where the learner has been resident in the EEA for the full three-year period prior to the commencement of their programme.
- h Learners who are children of Turkish workers where the Turkish worker has been lawfully employed and resident in the UK at any time in the past and where the learner has been resident in the EEA and Turkey for the full three-year period prior to the commencement of their programme.

The Agency will also treat a non-EEA national who is in the UK with work-related immigration permission as eligible for funding after completing three years of residence in the UK with any work-related permission, or the spouse, civil partner or child of such a person.

In addition to considering the groups outlined above, the Agency will also consider the following groups of learners to be eligible for funding:

- a People with humanitarian protection (HP) or discretionary leave (DL) or exceptional leave to enter or remain (ELE/ELR), their spouses, civil partners and children.
- b People with recently settled status (this means those having been granted indefinite leave to enter or remain, right of abode or British citizenship within the three years immediately preceding the start of the course).
- c The spouse or civil partner of a person with settled status, who has been both married (or has undertaken a recognised civil partnership ceremony) and resident in the UK for one year.
- d The spouse or civil partner of an EEA national living within the UK, who has been both married (or has undertaken a recognised civil partnership ceremony) and resident in the UK for one year.

The Agency will also consider the following groups of learners to be eligible for funding:

- a Asylum seekers who have legally been in the UK pending consideration of their claim by the Home Office for longer than six months.
- b Asylum seekers refused asylum but eligible and granted support under Section 4 of the Immigration and Asylum Act 1999. All learners accepted as eligible under this paragraph must be reassessed for eligibility at the start of each and every programme they undertake. The concession available to learners under paragraph 6 is not available to this group of learners as their circumstances are expected to be confirmed before they undertake subsequent programmes.

In addition to the groups above, the Agency will also consider the following groups of 16–18 year-old learners as eligible for funding:

- a 16-18 year-olds who are accompanying or joining parents who have the right of abode or leave to enter or remain in the UK (or accompanying or joining parents who are EEA nationals), or those who are children of diplomats.
- b 16-18 year-olds who are dependants of teachers coming to the UK on a teacher-exchange scheme.
- c 16-18 year-olds entering the UK (where not accompanied by their parents) who are British (or EEA) citizens, or 16-18 year olds whose passports have been endorsed to show they have the right of abode in this country.
- d All 16–18-year-olds asylum seekers.
- e All 16-18 year-old learners (including unaccompanied asylum seekers) who are placed in the care of social services.