



Further Education Tuition Fee Policy and Procedure 2016-17

It is the policy and intention of the College to determine fee levels, waivers and refunds that encourage access to courses whilst ensuring financial viability. This policy follows the guidelines set by the Education Funding Agency and the Skills Funding Agency for the charging of fees.

The purpose of the policy is to detail the various fees charged to Further Education (FE) students across College, including the processes for waivers and refunds.

The policy applies to all FE students at all centres of Myerscough College

Procedure

1. Tuition Fees

The Education Funding Agency / Skills Funding Agency instruction to colleges is that no tuition fee should be charged to 16 to 18 year-old home and/or EU students in full-time and part time education studying on a fundable study programme, as defined by Department for Education Section 96. Such students must be 18 years and under on 31 August in the teaching year in which they enrol. Students who enrol on a two or three year programme when aged 18 years or under on 31 August in the first year of their programme, will not pay tuition fees for the duration of their course.

The Education Funding Agency / Skills Funding Agency may not fund students from Scotland, Wales and Northern Ireland. Clarification on this should be sought from the Data Manager.

The Education Funding Agency / Skills Funding Agency will not fund students from the Isle of Man or Channel Islands as the countries are not part of the EU, overseas fees will be charged.

From 2016/17, Advanced Learner Loans are being extended to cover learners aged 19+ who are studying Level 3 and higher qualifications. The availability of loans at Level 3 does not replace an individual aged 19 to 23's legal entitlement to full funding for a first full Level 3. It is important to check a learner's entitlement before providing information on loans.

Students aged 24 and over at the start of their study, for an advanced qualification of Level 3 or higher, will continue to be able to apply for an Advanced Learning Loan to cover the cost of the course from the Student Loan Company.

Part-time students / students over 19 years of age may, in certain circumstances, be eligible for remission of fees. More information is provided in section 5, 'Remission of Tuition Fees'.

Tuition fees are payable for each year of the course and are subject to an annual increase.

An annual contribution is payable by, or on behalf of each student, at the start of each year to access a range of facilities and resources (see section 5).

2. Further Education Tuition Fees

a) **Students aged 19+ years (excluding 19+ Level 3 students)** resident in England and EU, see exclusion under section 4).

- i. Full-time FE Tuition Fees: £1,260plus £95 Facilities and Resources Contribution
- ii. Part-time FE Tuition Fees as per published details

iii. Individual Unit /Modules: - this applies to students over the age of 19 only

Single Unit /Module	Half Unit / Module
£ 345	£175

(whether single module or 'full qualification aim')

b) 19+ Level 3 students (if not first full Level 3 for 19-23's)

Fees are for the whole course, including registration / exam fees and facilities and resources fee.

(Credits)	Course	Course	Course
Diploma (49-72)	Subsidiary Diploma : Sport	Subsidiary Diploma: Photography Motorsports	Subsidiary Diploma: Animals Equine Arboriculture / Horticulture / Landscape / Floristry /Sportsturf Agriculture / Countryside / Fish Management and Mechanisation
Total Fee	£2,882	£3,345	£4,425
Diploma (73-132)	90 Credit or Diploma: Sport	Diploma : Photography Motorsports	Diploma: Animals Equine Arboriculture / Horticulture / Landscape /Floristry /Sportsturf Agriculture / Countryside / Fish Management / Mechanisation
Total Fee	£4,670	£5,421	£7,172
Diploma (133+)	Extended Diploma: Sport	Extended Diploma: Photography Motor Sports	Extended Diploma: Animals Equine Arboriculture / Horticulture / Landscape / Floristry /Sportsturf Agriculture / Countryside / Fish Management / Mechanisation / Vet Nursing
Total Fee	£7,395	£8,544	Vet Nursing £8,755 Rest £10,000

3. **Overseas FE Student Tuition Fees (Outside of Europe)**

(Students from non-European Union countries including Isle of Man and Channel Islands)

Full-time overseas FE Tuition Fees: £ 5,925 including £95 Facilities and Resources Contribution

For Module Fees for overseas FE students, please contact Deputy Principal - Finance and Corporate Services.

Payment in Advance: Overseas and EU students must pay all their fees (tuition, residence, facilities and resources or any other fees) pre-enrolment each academic year.

4. **Payment of Fees and Refunds**

All fees are payable at the point of or prior to enrolment, instalment arrangements may be available, see section 6.

The Deputy Principal - Finance and Corporate Services must agree any refunds to individual students.

The standard policy is:

- FE – a full refund if the student withdraws during the first 10% or 3 weeks of a course (less an administration fee); after that time full fees are due, irrespective of any change in circumstances
- Advanced Learning Loans – fees due as received from SLC

Continuation on to further programmes of study is dependent upon the payment of all fees due. The student is ultimately responsible for ensuring that their fees are paid, even when a third party (e.g. an employer) intends to pay the invoice on their behalf.

5. **Remission of Tuition Fees**

All students will be charged a tuition fee, unless evidence is provided to claim 100% tuition fee remission in accordance with the Education Funding Agency / Skills Funding Agency regulations, as detailed below:

i) The categories of learners who are entitled to fee remission are:

- 16 to 18 year-old home and EU students (the Secretary of State does not expect tuition fees to be charged to full-time or part-time 16- to 18-year olds).
- Learners aged 19 or older for all learning aims up to and including Level 2, including units.
- Learners studying English and Maths learning aims as part of the new suite of English and Maths qualifications.

- Learners who need help to move into work, progress in work or remove a barrier to getting into work and who are:
 - receiving Jobseeker's Allowance (JSA) (Including those receiving National Insurance credits only);
 - receiving Employment and Support Allowance (ESA) and are in the work-related activity group (WRAG);
 - receiving Universal Credit because they are unemployed, and who are mandated (required) to undertake skills training; or
 - in custody who are released on temporary licence (RoTL) following learning outside a prison environment and not funded through The Offenders' Learning and Skills Service (OLASS).

- Individuals who are unemployed and receiving any state benefits not listed above but who want to enter employment and believe skills training will help them to do so. This includes individuals receiving Universal Credit who are not mandated (required) to undertake skills training. Full funding is at the College's discretion. (This relates to the learner and not the type of benefit they are receiving.)

- **Learners aged 19 or older for learning aims up to and including Level 2**
 - Trade union representatives studying Trade Union Congress (TUC) learning aims.
 - An individual who is studying their first full level-2 qualification and has:
 - left the British Armed Forces in the past 10 years after completing four or more years of service;
 - or been medically discharged from the British Armed Forces due to an injury in active service, after completing basic training. This does not apply to Apprenticeship frameworks. This includes those learners aged 24 and over

- **Learners aged 19 or older for learning aims at level 3**
 An individual studying their first full level-3 qualification who has:
 - left the British armed forces (up to 10 years ago) after completing four or more years of service or
 - who has been medically discharged, due to an injury in active service, after completing basic training. This does not apply to Apprenticeship frameworks. This includes those learners aged 24 and over.
 - Trade union representatives studying Trade Union Congress (TUC) learning aims.

- **Learners aged 19 to 23**
 Entry or level-1 aims (not English, maths or ESOL) if a learner is entitled to a full level-2 qualification, in that they must have prior learning accreditation of level 1 or below, but need a step up from basic skills to progress to a full level 2. If this relates to workplace learning, this learning aim must be vocational.
 An individual studying their first full level-2 qualification.
 An individual studying their first full level-3 qualification.

A level-4 'jumper' studying their first level 4 Diploma or above without having achieved a first full level-3 qualification.

All learning aims approved for funding at level 3 or above for the following:

- Learners who need help to move into work, progress in work or remove a barrier to getting into work and who are:
- receiving Jobseeker's Allowance (JSA)
- receiving Employment and Support Allowance (ESA) and are in the work-related activity group (WRAG), or receiving Universal Credit because they are unemployed, and who are mandated (required) to undertake skills training.
- in custody who are released on temporary licence (RoTL) following learning outside a prison environment and not funded through OLASS.

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Individuals who are unemployed and receiving any state benefits not listed above but who want to enter employment and believe skills training will help them to do so. This includes individuals receiving Universal Credit who are not mandated (required) to undertake skills training. Full funding is at the College's discretion. (This relates to the learner and not the type of benefit they are receiving.)

- ii) Learners continuing an aim or aims from previous years will continue to receive the fee remission as established at that time. This only applies to continuing aims or programmes. For example, a Learner progressing from a Subsidiary Diploma to an Extended Diploma is 'continued' learning and not 'continuing' and, therefore, the changes would apply to the new programme.

Students claiming fee remission will need to complete the relevant tuition fee remittance form which should be authorised appropriately and accompanied by documentary evidence as required by the Finance Department. Please contact the Finance Office for further information.

- **Learners with an Education, Health and Care plan (EHC plan)**

Learners with learning difficulties or disabilities who have an Education, Health and Care plan (EHC plan) will receive full funding in all of the following circumstances.

- If the learner is over 25 (the EDUCATION FUNDING AGENCY will fund learners who reach 25 during the 2014/2015 funding year) at the start of the 2014/2015 funding year and has not completed the learning programme set out in their EHC plan as meeting their needs.
- If the learner is placed with an independent specialist provider (ISP) and they have an EHC plan which confirmed that the learner's needs could only be met by the ISP.
- If the learner is following a programme of learning which is identified in their EHC plan as meeting their needs and they could not complete before reaching their 25th birthday because of an unavoidable delay in the learner beginning the programme.
- If the learner will continue to make progress on the programme.

Remission is not available for 24+ Level 3 students.

6. Payment of Tuition and Residential Fees by Instalments

If this is agreed, an administration fee of £20 for both full-time and part-time students will be charged. Contact the Finance Office for further details. Arrangements will vary according to type of fee.

7. Unit/Module Retake Policy - FE Students

When a student has failed an assessment there is an entitlement to one free re-sit. There may be provision for a second re-sit of an assessment and this is at the discretion of the Course Tutor, to be decided at the module boards. This applies to examinations, practical tests, written assignments and verbal presentations. AT POINT OF ACCEPTANCE TO RESIT

- * All programme re-assessment fees are £25, up to a maximum fee of £50

The failure of a re-sit will normally lead to the failure of the module as a whole and as a result the student will normally have to retake the entire module including all the learning support time.

- * Module cost = full unit /module = £ 320 half unit / module= £165

Those students who require to take a module for the first-time, or re-take module **by a route that is not the normal procedure:**

The charge will be calculated individually and will be based on the route requested by the student.

Please contact the Deputy Principal - Finance and Funding.

Note:

All resists and reassessments are only permitted in line with the awarding body regulations.

Re-sits and re-assessments relate to examinations, assignments, classroom assessments or practical assessments which each student must achieve in order to pass the course.

8. Facilities and Resources Fee

At Myerscough College an annual contribution is payable by, or on behalf of, each student at the start of each year to access a range of facilities which include:

- Informal computer facilities, including access to social media
- Wi-Fi hotspots
- A printer credit allowance for black and white and colour college printers
- Access to evening IT advice sessions (Monday, Tuesday, Thursday 5 – 8pm) for course and non-course related advice
- IT / Learning Resource / Library facilities available in the evenings and at weekends
- Laptop loan scheme to be used in the College Library
- Access to daily newspapers and a fiction collection in the College Library
- The availability of stationery equipment to be used in the College Library
- Black and White photocopying (subject to fair use policy / copyright compliance)
- Car parking facilities (first come availability)
- Transport between sites for course related activity

In addition, as part of the student network all students have access to the following resources:

- 'My Work' area (30mb) on the network which is backed up each night for safety
- Internet access (filtered)
- Student Intranet
- Use of pre-installed software, i.e. MS Office and other specialised software
- E-mail account

The contribution is **non-refundable**.

Further Education:

Full-time	=	£95 per year
Full Time – Other centres	=	£30 per year
16 hr per week programme	=	£95 per year

9. Examinations

The College may charge for examinations and re-sits as follows:

- Where the required attendance or completion of work has not been achieved.
- Where the student fails without good reason to sit the examination for which the institution has paid.
- Where a student re-sits an examination resulting from an initial examination failure.
- Where a student re-sits an exam with the aim of achieving marginal improvements in grades.

9.1 Examination Resits (subject to awarding body regulations)

Students who wish to resit an examination **without** undertaking a further period of tuition will not incur a fee on the first occasion provided that they resit the exam at the first available opportunity following the examination that they failed. If this is not the case a fee of £25 per examination will be charged.

9.2 Functional Skills / GCSE / BTEC – Non Attendance

A charge of £10 will be made for each Functional Skills / GCSE / BTEC exam not attended (unless authorised or accepted for a reason covered by the extenuating circumstances procedure)

Fees for External Candidates

The following charges will apply to external candidates who seek to undertake an examination at Myerscough and who have not received “guided learning” through the college:

If internal examinations are already taking place, external candidates will be charged a fee of £30 per examination plus exam entry costs. If separate arrangements have to be made for external candidate(s) then the **total charge will be £30 per hour (per 5 students or less)** (i.e. Room £15.00 per hour and Invigilator £15.00 per hour) plus exam entry costs if applicable.

9.3 Additional Qualification Assessment - Non Attendance and Reassessment (subject to awarding body regulations)

None attendance of pre-determined assessments for additional qualifications where External Examiners are required will carry a fee of £50. Reassessment will also carry a £50 fee to be paid prior to the second assessment for those that failed to attend (unless authorised or accepted for a reason covered by the extenuating circumstances procedure) in the first instance plus entry / reassessment fees.

10. Notes to Fee Policy

The College will take steps to ensure the payments of fees are met and the following sanctions may be applied to those who default:

- withdrawal of College library and computing facilities
- termination of enrolment and exclusion from the College
- withholding certified transcript
- refusal to re-enrol
- delays in releasing certificates whilst accounts are finalised
- denial of attendance at awards ceremonies

In addition to those steps referred to above, the College reserves the right to refer students' unpaid accounts to external agencies to pursue payment and, in addition, the College may also exclude students from the College and/or seek recovery through the courts.

If a sponsor or third party fails to pay all or part of the tuition fee on behalf of a student, the student will become personally liable for payment of the outstanding amount on the date which it was due from their sponsor or the third party.

The College reserves the right to amend the Tuition Fees Policy at any time and to the extent which it may from time to time decide.

The College will amend the fee remission policy in line with Education Funding Agency (EFA) / Skills Funding Agency (SFA) guidelines.



Document History			
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Approval:	College Executive	Approval Date:	August 2016
Review Date:	August 2017		
Publication:	Staff Intranet		
Quality Assurance			
This Policy and Procedure maps to the following external quality assurance frameworks			
Framework		Framework Section Reference(s)	
Common Inspection Framework			
MATRIX			
QAA			
QIA			
SFA			

All Myerscough College Policies are subject to screening for Equality Impact Assessment

Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a negative impact on grounds of: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, marriage or civil partnership, sex or sexual orientation

Myerscough College not only fulfils its legal position in relation to current and future equality legislation, but additionally goes beyond compliance in providing and promoting “Opportunities for all to succeed”, free from any aspect of discrimination, harassment or victimisation.

All staff have a duty of care to look after the interests of and support their colleagues. *This policy takes account of* our commitment to eliminating discrimination, identifying and removing barriers and providing equal opportunities for our learners, staff and visitors to ensure that no one feels excluded or disadvantaged.

Safeguarding, Learner Protection and Prevent

All staff have a responsibility to support and promote the College’s commitment to providing a safe environment for students, staff and visitors. Additionally, all staff have a responsibility to report any safeguarding or Prevent issues to the Designated Senior Lead for Safeguarding and Prevent.