



**Croydon  
College**

<b>FEES POLICY: 2018/19</b>
Approved by: Finance & Resources Committee
<b>Date approved: 03 July 2018</b>
Strategy/Policy Responsibility: VP Finance & Resources
<b>Review date: March 2019</b>

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## **Fees Policy**

### **1 SCOPE**

1.1 This policy statement details how Croydon College will apply fees for courses funded by the Education and Skills Funding Agency (ESFA), the Office for Students (OfS, formerly the Higher Education Funding Council) and those courses that receive no grant funding (often referred to as 'Full Cost' courses).

1.2 This document outlines the College's Tuition and Examination Fee Policy for the 2018/19 academic year.

1.3 In exceptional circumstances Heads of School or the Dean of the University Centre may seek approval from the VP Finance & Resources, to set fees outside the guidance of this policy prior to commencement of the course, or to waive or amend the requirements for individual learner circumstances.

### **2 DISCLAIMER**

2.1 The College reserves the right to change or amend, at any time, any of the course details including content, dates, times, venues, fees payable, concessions available, terms or conditions. The College also reserves the right to close or not to start any published course.

### **3 NATIONAL FEE GUIDELINES**

3.1 The ESFA funding approach assumes that all students (including those funded by Advanced Learning loans but excluding fully funded learners) are charged a tuition fee as a contribution towards the costs of their learning. The ESFA also recommends that accreditation costs are paid by all co funded adult students. For 2018/19 the ESFA's assumed fee income remains at 50% of the funding for the learning aim.

### **4 ESFA FEE REMISSION**

4.1 For 2018/19 the ESFA will consider the following groups of students to be eligible for full fee remission (those students returning for the second year of a two year course will continue to receive fee remission on the same basis as for their first year):

- i. those aged 16-18;
- ii. adults taking specific English and Maths qualifications;
- iii. unemployed adults in receipt of specific income related benefits (see Appendix A);

- iv. eligible adults aged 19-23 taking their first full level 2 qualification or first full level 3 qualification;
- v. eligible adults aged 19 -23 taking Entry or Level 1 qualifications excluding English, Maths and ESOL
- vi. Adults aged 19-24 who have a learning Difficulty Assessment (LDA or an Education, Health and Care Plan).
- vii. employed adults previously assessed as co-funded who earn less than £15,736.50

## **5 FURTHER EDUCATION PROVISION**

### **5.1 ESFA Funded Provision**

5.1.1 Tuition fees will apply for those students not eligible for fee remission. See Appendix A for a summary of fee rates and remission applicable to FE provision.

5.1.2 All Co Funded students over the age of 19 will also be charged the college registration and (if appropriate) certification/examination/assessment fee.

5.1.3 Full-time Adult FE students wishing to take additional part-time courses to those agreed as part of the full-time “programme of study” will be charged the tuition and other fees as quoted in the fee tables.

5.1.4 Where a home student is not eligible for funding on an ESFA course they will be charged tuition costs at the Overseas Rate.

### **5.2 Students Aged 16-18**

5.2.1 In accordance with ESFA regulations tuition, registration or examination fees will not normally be charged to home students aged 16-18 taking full or part-time courses funded by the ESFA.

5.2.2 However the College may charge students aged 16-18 for ‘Full Cost’ courses (for non-ESFA funded provision) and for exam and re-sit charges if they do not achieve the required attendance levels or progress.

5.2.3 Materials or personal equipment fees, reflecting actual costs, may also be charged.

### **5.3 Adult Students**

5.3.1 Adult Co Funded students (those aged 19 and above) taking full-time courses funded by the ESFA will be charged a fee.

5.3.2 As a general principle, the default fee level will be the broadly 50% of the Funding value

5.3.3 Learners whose fees are being paid by their employer must supply written confirmation of sponsorship at enrolment. The confirmation must be on company headed paper, be unconditional, name the learner & course, and signed by an authorised signatory (not the learner).

5.3.4 Materials or personal equipment fees, reflecting actual costs, may also be charged.

## **5.4 Advanced Learning Loans**

5.4.1 For learners aged 19 – 23 with a level 3 qualification and all those aged 24 or over, ESFA funding for provision at level 3 and 4 (non-Apprenticeships) is funded by Loans administered by the Student Loans Company.

5.4.2 The fees for 'home' learners aged over 19 and not eligible for fee remission for provision at level 3 will be the LARS funding rate.

5.4.3 Materials or personal equipment fees, reflecting actual costs, may also be charged where learners are taking out a loan to fund their learning.

5.4.4 Learners leaving a course prior to completion will be invoiced for any outstanding fees relative to the academic year. This will be at the discretion of the VP Finance & Resources.

## **5.5 Apprenticeships**

5.1 Employer Levy accounts will be charged equivalent to the Funding Band Maximum set by the ESFA for Apprentices. Non Levy paying Employers will be charged equivalent of 10% of the Funding Band maximum.

## **6 MANAGING AGENTS AND PARTNER PROVISION**

6.1 Where fees are paid to the College by other organisations in receipt of ESFA funding, for education provided by the College, the Head of Apprenticeships is responsible for negotiating these with the recipient organisations in accordance with agreed College protocols. Fees are to be approved by the VP Finance & Resources and are to be reviewed annually.

6.2 Where courses are delivered by partners on behalf of the College, the College will agree with the partner whether the College or the partner will collect fees and the two parties will account between each other for the fees collected.

## **7 SCHOOL PUPILS AND 14-16 PROVISION**

7.1 ESFA Funding is generally not available for under 16 year olds. The following therefore generally applies to those aged 14-16 who are enrolled at school.

7.2 School pupils, whatever their age, taking evening courses funded by the ESFA will be charged the fees quoted in the prospectus. The enrolment of school pupils under 16 requires the prior approval of the school, the parent/guardian and the College.

7.3 When school pupils, whatever their age, wish to follow part of their programme at College during school hours, the College will require the agreement of the school and will charge the school for the costs of this provision.

7.4 Specific School Provision - Responsibility for negotiating the fee to be charged to the School and/or LEA rests with the VP Finance & Resources.

## **8 STAFF**

8.1 Fees, including examination and materials fees, for ESFA funded courses attended by College staff may be funded by their home cost centre or the staff development budget with the prior approval of the relevant budget holder.

8.2 The College will only fund staff attending Full Cost courses where it is part of the individuals CPD plan and there is a place available on the course not required by a full fee paying learner.

8.3 Staff attending Full Cost courses not as part of a CPD activity will pay a reduced fee only if a place is available not required by a full fee paying learner.

## **9 INTERNATIONAL STUDENTS**

9.1 International students (those from outside the EU/EEA or EU/EEA students who do not meet the habitually residence test) will be charged a fee as shown in Appendix B. There are 2 classifications of International Students. These are;

- 9.1.1 students who do not require a visa to reside in the UK but do not qualify for funding and
- 9.1.2 students who do require a visa to study in the UK Tier 4 (general). The fees charged will include the cost of the first attempt of any approved examination cost.

9.2 All full-time Tier 4 international students must pay at least 50% of the fees (minimum £3,000) before a CAS (confirmation of acceptance for studies) can be assigned with the balance being payable on enrolment.

9.3 All international students who do not require a Tier 4 visa must pay at least 50% of the fees on enrolment.

9.4 In exceptional circumstances (such as existing students part-way through a programme of study) payment by instalments is permitted. All such cases require the approval of the Financial Controller, for which a track record of making payments (existing students) or evidence of ability to pay will be needed. In such cases, payments by instalments for overseas students are:

- i. one payment of 50% upon offer of a place on the course;
- ii. appropriate arrangements for payment of the balance by up to four fixed instalments by bank standing order.

## **10 'FULL COST RECOVERY' COURSES**

10.1 Fees for commercial courses or Full Cost recovery courses are negotiated between the VP Finance & Resources and the Head of School.

10.2 Fees are to be based on market rates and must at least recover full costs including overheads and therefore will differ between courses. All commercial courses need to achieve the target financial contribution as agreed by the VP Finance & Resources.

10.3 There is a standard costing pro forma and standard terms and conditions, which are to be used for all commercial courses. There is no fee remission or concessionary fee for commercial courses.

10.4 Students who, through their own volition, have failed to complete their learning programme within the agreed contract period will be required to pay any additional costs associated with an extension. Charges will be on a 'Full Cost' basis. However, this may be amended at the discretion of the Head of School with the agreement of the VP Finance & Resources.

## **11 EXAMINATION AND ASSESSMENT FEES**

11.1 All Co Funded adult students and those not eligible for ESFA funding are normally charged a contribution towards the cost of any examination/registration fees at the time of enrolment.

11.2 Awarding body fees are not charged to 16 to 18 year old and adult students whose tuition fees are remitted, provided the following criteria are met:

- i. it is the student's first attempt at the examination at this Centre;
- ii. the examination entry is supported by the relevant subject lecturer.

11.3 Students retaking examinations will be charged the examination retake fee; which is payable prior to the examination entry.

11.4 Students in receipt of a free first attempt for an examination who do not take the examination without good reason will be charged the fee.

## 12 MATERIALS AND OTHER FEES

12.1 Where a course has significantly increased costs for special or expensive items such as uniforms, equipment or consumables, these costs may be passed on to students. Any materials costs, which must be agreed with the VP Finance & Resources, should reflect the actual costs and be published in all appropriate literature.

## 13 PAYMENT TERMS AND INSTALMENTS

13.1 All fees are normally payable at enrolment prior to the start of the course.

13.2 Students (with the exception of international Tier 4 students) with total fees of over £100 may elect to pay in three instalments and for fees over £400 in 4 instalments via bank standing order providing a 'credit agreement' is completed at the time of enrolment. However, the following will apply:

- i. the course(s) must run for a minimum of two terms;
- ii. A deposit will be payable at enrolment prior to the start of the course, and subsequent instalments will be payable monthly thereafter.
- iii. all instalment agreements must be settled two months prior to the planned end of the course

13.3 Adult Learners aged 19 – 23 who already have a level 3 qualification or all those aged over 24 studying L3 and L4 courses are not funded by the ESFA. UK and EU Learners will be able to apply for Advanced Learning Loans (ALLs) for approved ESFA courses from the Student Loans Company(SLC). Loans may be used to fund the following types of provision regardless of the mode of study:

- A-levels (including A2- and AS-levels)
- Quality Assurance Agency (QAA) Access to HE Diploma
- Qualifications and Credit Framework (QCF) Level 3 Certificate
- QCF Level 3 Diploma
- QCF Level 4 Certificate
- QCF Level 4 Diploma

13.4 ALLs will be paid directly to the College by the Student Loans Company. Liability will be incurred after the student has attended their course for more than 2 weeks.

13.5 If the learner decides to apply for a loan, the College must supply information through a Learning and Funding application letter to assist the learner in making the

loans application. A specification and template for the Learning and Funding information letter is supplied by SLC and contains the following:

- UK Provider Reference Number (UKPRN)
- Learning aim reference number
- Learning aim title
- Learning aim start /end date
- Fee charged to the learner
- Maximum amount of loan available for the learning aim as published on LARS(where the fee exceeds this)

13.6 If an FE student is loan funded, the student must sign an agreement at the time of their enrolment to confirm that if they withdraw from their course of study for any reason after the initial two weeks liability period, they will be liable to pay the balance of the fees for the academic year that is no longer covered by their student loan. The VP Finance & Resources may waive any outstanding fees if it is felt that this is in the best interests of the College.

## **14 HIGHER EDUCATION (HE) PROVISION**

14.1 The funding methodology changed for 2012/13 and there will be different fees & bursaries for students who enrolled prior to and post September 2012.

14.2 For full-time HE courses, the fee level shall be as shown in Appendix B.

14.3 For part-time courses, including re-sits, the tuition fee will be as shown in Appendix B

14.4 The fee for full-time undergraduate learners is deemed to be payable by the learner unless they have full or part sponsorship from Student Finance England (SFE), evidenced by a financial assessment letter showing the contribution to be paid by the SFE. For EU learners from outside the UK, SFE will supply a letter as evidence of sponsorship (if applicable).

14.5 In certain circumstances SFE evidence may not be available at enrolment in which case written evidence of an application being made to the SFE is accepted, as an interim measure. All Learners that do not have a financial assessment letter will be required to sign a disclaimer stating that should SFE funding not be approved the learner will be liable for all fees due.

14.6 If no SFE application evidence is provided at enrolment, the learner may be requested to pay a deposit which would be refunded once SFE funding is confirmed.

14.7 Students who are self funded will be required to sign a credit agreement at the point of enrolment and pay a deposit.

14.7 Learners whose fees are being paid by their employer must supply written confirmation of sponsorship at enrolment. The confirmation must be on Company headed paper, be unconditional, state the name of the learner & course, and signed by an authorised signatory (not the learner).

14.8 Liability Dates – for OfS funded programmes only. This section is based on the OfS funding regulations. Learners will be deemed to have passed a liability date if they have attended the first week of each of the 3 terms.

Liability Date	% of Fee Due
two weeks after the first attendance of the academic year	25%
first week after the Christmas break	50%
first week after the Easter break	100%

## 15 HE BURSARIES

15.1 Croydon College will be offering bursaries to some continuing learners who successfully applied for the ABB bursary.

## 16 HE DEFERRALS AND INTERMITTING LEARNERS

16.1 If a Learner has attended for less than 3 weeks and wishes to intermit their studies, there will be no charge for the academic year. Where a learner has attended the third week of their study, the initial 25% liability will have been incurred. Learners who wish to intermit their studies in accordance with the College regulations and have been approved by the Academic/ Programme Leader and the Dean of HE will have their fee reduced when they resume their studies, by the fee that has been paid in the academic year in which they intermitted.

## 17 HE RE-TAKES, RE-SITS AND RE-SUBMISSIONS

17.1 If a Learner has to re-sit or re-submit work to complete their year of study, the cost is included within the original fee structure and there is no additional charge. Where a Learner has used their re-submission and has to re-take any of their programme modules, there is a charge of £750 per module.

## 18 REFUNDS – excluding Higher Education

## 18.1 Home Students

Refunds may be approved in the following circumstances:

18.1.1 If the College cancels a course, or the course does not start due to lack of support, every effort will be made to offer an alternative. If no suitable alternative is available, a full refund will be given.

18.1.2 If Learners withdraw from their programme within two weeks of the course start date, they may apply for a full refund, less the Registration Fee.

18.1.3 A full refund will be given if a learner's complaint regarding the quality of the delivery of a course or about the advice/guidance provided is upheld by the Head of School following an investigation in accordance with the College's Course complaint procedure.

18.2 Once a Learner attends the third week of their course, refunds will not normally be given and all amounts outstanding (e.g. outstanding instalments) remain payable. The VP Finance & Resources may waive any outstanding fees if it is felt that this is in the best interests of the College.

18.3 Written requests for refunds relating to exceptional personal factors will be considered by the Financial Controller.

Below are some examples of circumstance that would, or would not, be considered for a refund. The list is neither exhaustive nor exclusive and each circumstance is considered on an individual basis.

Circumstances that may be considered exceptional:

- Severe illness or injury that necessitates the learner being away from college and unable to complete their studies, and is supported by medical certificate and the Head of School.

Circumstances that would not be considered exceptional:

- Difficulties with childcare arrangements.
- Changing jobs and/or moving away.
- Loss of employment.
- Emigrating.

In some circumstances a refund will be offered, in others a credit note which can be used to offset future fees at Croydon College.

18.4 Excluded students - No refunds or credit notes will be made where a learner has been excluded from the College due to a breach of the Student Code of Conduct or they are withdrawn under the Academic Performance Procedure and all amounts outstanding (e.g. outstanding instalments) remain payable.

## **18.5 International Students**

18.5.1 International (Tier 4) Students, who have paid fees and are subsequently refused permission to enter the United Kingdom before commencing their course or, can evidence that this refusal was not due to negligence, omission, error or fraudulence on their part, will be entitled to a full refund less a £300 administration charge. Written evidence from the Home Office, Embassy or High Commission confirming refusal of the visa application, or late permission, will be required (original documents only – no photocopies).

18.5.2 Students who have commenced their course are not eligible to a refund. However, in the case of non Tier 4 students, if the UK Visas and Immigration (UKVI) withdraws permission to stay in the UK, fees may be deferred to the following academic year based on the number of full terms remaining, less a £100 administration charge. Fees can only be deferred if permission has not been withdrawn for any breach in visa conditions or false information being provided to either the College or the UKVI.

18.5.3 Students who have withdrawn from the course due to medical/personal/family issues will be assessed on a case by case basis. Evidence of extenuating circumstances may be requested.

**CHARGES FOR FE STUDENTS**

<b>Type/Age</b>	<b>Tuition Fee</b>	<b>Registration/ Exam</b>
Over 16 and under 19 years at 31.08.18 on any ESFA funded course, -	x	x
Students aged 19-24 with a LDA or EHC plan	x	x
Over 19 years and under 23 at the start of the course with prior attainment at or below L1 studying Entry or level 1 qualifications (not English or Maths)	x	x
Over 19 years and under 23 years at the start of the course studying a full level 2 & no prior full level 2 qualification	x	x
Over 19 years and under 23 at the start of the course studying a full level 3 and no prior full level 3 qualification	x	x
Over 19 years at 31.08.18 on other part-time ESFA funded course	✓	✓
Over 19 years at 31.08.18 undertaking other ESFA qualifications, including additional qualifications not part of a full-time FE programme.	✓	✓
Students studying the new suite of English and Maths qualifications	x	x
Students over 19 years at 31.08.18 undertaking a programme where they are not eligible for ESFA funding.	✓	✓
Students over 19 in receipt of an 'eligible benefit (see below)	x	x
Students aged 19 or over at the start of the course taking out a loan to fund their learning for provision at level 3 and 4.	✓	x
Students aged 24+ on loans fundable programmes	✓	x

**BENEFITS ELIGIBLE FOR EFA/SFA FEE REMISSION**

FE learners studying funded courses at level 2 and below who are unemployed and wishing to enter employment and needing skills training will be eligible for full fee remission - where the learning is directly relevant to both the individual's employment prospects and the needs of the local labour market. – correct as at June 2018

For fee remission purposes a learner is defined as unemployed if one or more of the following apply:

- They receive Jobseeker's Allowance (JSA), including those receiving National Insurance credits only.
- They receive Employment and Support Allowance (ESA) and are in the work-related activity group (WRAG).
- They receive Universal Credit, earn less than 16 times the National Minimum hourly rate per week or £330 a month and are determined by Jobcentre Plus (JCP) as being in one of the following groups.
  - All Work Related Requirements Group.
  - Work Preparation Group.
  - Work Focused Interview Group

Providers may also use their discretion to fund other learners if all of the following apply.

- The learner receives other state benefits and earn less than 16 times the National Minimum hourly rate a week or £330 a month.
- The learner wants to be employed and the College is satisfied that the learning is directly relevant to their employment prospects and the local labour market needs.

**FE PROGRAMMES (excluding students over 24 years of age for level 3/4 courses)**

	2018/19	2017/18
Registration Fee	£40	£40

	2018/19	2017/18
Full-time courses level 2 and below– year 1 (540 hours)	* £1,570	* £1,570
Full-time courses level 2 and below – year 2	* £1,570	* £1,570
Full-time Access courses 432 hours	Various	Various
Full Time UAL Dip Art & Design Foundation Studies	Various	Various
* Part-time courses	Various	Various

excludes registration fee, exams fees and other charges

**HE PROGRAMMES (Home students starting in Sept 2016 onwards )**

HE PROGRAMMES	2018/19		2017/18	
	Fee	Bursary	Fee	Bursary
Full-time undergraduate courses	£6,000	n/a	£6,000	n/a
Full-time foundation degree	£6,000	n/a	£6,000	n/a
Full Time HNC	£5,500	n/a	£5,500	n/a
Part-time undergraduate course	£3,000	n/a	£3,000	n/a
Part-time HNC	£2,400	n/a	£2,400	n/a
Full-time BA 2 year intensive	£6,000	n/a	£6,000	n/a
Part-time intensive HNC	£3,600	n/a	£3,600	n/a
Part-time intensive BA	£4,000	n/a	£4,000	n/a
			£	
HNC Built Environment	£2,000	n/a	£2,000	n/a
Pg Dip HRM	£2,950	n/a	£2,950	n/a
-L5 Diploma in Education & Training (DET)	£1,800	n/a	£1,800	n/a

No HE bursary is payable to students who enrolled in September 2016 onwards.

**Appendix B continued**
**HE PROGRAMMES (Home students))**

HE PROGRAMME	2018/19		2017/18	
	Fee	Bursary	Fee	Bursary
Full-time undergraduate courses	£6,000	n/a	£6,000	£1,500*
Full-time foundation degree	£6,000	n/a	£6,000	£1,500*
Full Time HNC	£5,500	n/a	£5,500	n/a
Part-time undergraduate course	£3,000	n/a	£3,000	n/a
Part-time HNC	£2,400	n/a	£2,400	n/a
Full-time BA 2 year intensive	£6,000	n/a	£6,000	n/a
Part-time intensive HNC	£3,600	n/a	£3,600	n/a
Part-time intensive BA	£4,000	n/a	£4,000	n/a
Part-time L5 Diploma in Education & Training (DET)	£1,800	n/a	£1,800	n/a

**Overseas students**
**Full Time Fees**

	2018/19	2017/18
FE Programmes	£5,000	£5,000
HE Programmes	£6,995	£6,995
International Foundation Year	£6,995	£6,995

**Part Time Fees**

	2018/19	2017/18
Part-time undergraduate course	£4,000	£4,000
Part-time HNC	£3,400	£3,400
Full-time BA 2 year intensive	£7,000	£7,000
Part-time intensive HNC	£4,600	£4,600
Part-time intensive BA	£5,000	£5,000
Part-time level 5 Diploma	£2,795	£2,795
HNC Built Environment	£3,000	£3,000
Pg Dip HRM	£3,950	£3,950
DTLLS	£2,800	£2,800

## Appendix B continued

### International Student Bursaries & Scholarships

One of the following awards will be made available to all privately funded international students applying for full time courses offered at the College:

	Bursary Award	Eligibility
Entry Bursary	£1,000	All International students from countries classified as 'low/medium' income by the World Bank
Dean's Achievement Award	£1,500	International students with a high academic standard (equivalent to ABB at a level)
Principal's Excellence	£2,000	International students with an excellent academic standard (equivalent to AAA at A level)

The Bursary & Dean's Achievement Award will be automatically retained by the student for each year of study provided the student proceeds normally to the next level. Students who fail to progress to the next level of study with unsatisfactory academic achievement will not be entitled to retain the bursary. To retain the Principals' Excellence Scholarship, students must continue to perform at first class level – i.e. they must achieve an average mark of at least 70% at the end of each year.

In addition to the above, the Dean of UCC may award a 'Specific Course Bursary' of up to £1,000 to deserving students from countries classified as 'low/medium' income by the World Bank.