



# East Coast College Policy & Procedure

## Fees Policy 2018 - 19

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This document can be provided in a larger font, electronically or other accessible requirement, upon request.

## 1. Introduction

### 1.1 Purpose

1.1.1 The purpose of this policy is to give details of the operation of fees for courses offered by East Coast College.

### 2.2 Scope

2.2.1 Following approval by the Corporation, the Fees Policy will be communicated via the Deputy Chief Executive to all relevant staff involved with enrolment and admissions, the policy shall be operated with effect from 1 August each year for all courses starting from that date.

2.2.2 The Fees Policy will be available from the College website, on request from Reception or via the admissions or progression teams.

### 2.3 Responsibility

2.3.1 Responsibility lies with the Senior Leadership Team to ensure the Fees Policy is adhered to. On a day to day basis the Head of Student Wellbeing and Progression will operate the policy.

### 2.4 Definitions

2.4.1 A *Course Fee* is made up of up to three components:

- A *Tuition Fee* that is payable for a student to participate in a course;
- An *Examination Fee* that is payable for a student to register with an Awarding Body and/or be awarded their certificate;
- A *Materials Fee* as a contribution to the cost of materials provided on the course

i.e. *Course Fee = Tuition Fee + Examination Fee + Material Fee*

## 3. Procedure

### 3.1 Applicability

#### Course Fees

3.1.1 A Course Fee will be set for each education and training course offered by the College.

3.1.2 The Course Fee will be recommended by the Curriculum Manager responsible for the course. A separate fee will be recommended for International (non-EU) students. The Principal has ultimate responsibility for setting course fees.

3.1.3 For the Education Skills Funding Agency (ESFA) funded students the Course Fee will normally be set at an appropriate band in accordance with the Fee Band Schedule which forms part of the Fees Policy and is attached as Appendix A. The College will aim to set these fees in accordance with

ESFA guidelines and recommendations.

- 3.1.4** For international students the Course Fee will be set using the International Fees

Schedule also included in Appendix A. Further details of International fees are contained in section 3.

- 3.1.5** For non-funded (full cost) courses the Course Fee will be set using the course costing model to identify the appropriate fee taking into account all direct costs and also a contribution to college overheads. The course costing model is available from Finance and is also available on the intranet. Full cost courses should generate a margin not less than that specified in Appendix A.

- 3.1.6** All Course Fees set will be valid for the period 1 August to 31 July each year. Where students enrol on courses that continue beyond 31 July they should be made aware that any fees due after this date (e.g. for the second year of a course) may be subject to change as a result of external influences.

### **Examination Fees**

- 3.1.7** Where students wish to use the College as an Examination Centre and do not require subject or tutor support, the College will charge for the published examination fee plus an administration fee. All necessary fees must be settled before the student is entered for the examination.

- 3.1.8** Where a student wishes to use the College as an Examination Centre and requires support for the examination the College will charge for the published examination fees plus an administration charge plus tuition fees. These fees will entitle the student to six hours tuition plus assistance with UCAS application or reference writing. All necessary fees must be settled before the student is entered for the examination.

- 3.1.9** Candidates who fail to sit an exam or meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances will be required to reimburse the college for examination costs incurred.

- 3.1.10** Where the College incurs late entry or amendment fees caused by the student, he/she may be required to reimburse the College. Fees for examination resits may also be recharged to the student.

- 3.1.11** Postal result services must be requested and paid for by the student. Proof of payment will be required before the service is requested from the awarding body.

- 3.1.12** Examination fees charges are set by the appropriate awarding body and are payable for both Further Education and Higher Education Courses.

## **3.2 Communication**

- 3.2.1** The Curriculum Managers are responsible for ensuring that the Marketing department is made aware of the Course Fees (including Tuition Fee, Examination Fee and Material Fee breakdown) for brochure purposes and

ensuring that the course masterfile is regularly maintained and updated.

### 3.3 Concessions – Fee Remission

**3.3.1** Full tuition fee remission is available to the following groups of learners for courses approved for funding by the relevant funding Agencies:

- a) All learners aged 16-18 enrolling on a full-time or part-time course,
- b) Learners under 24 studying their first full level 2 qualification that is categorised as funded for this category by the funding agency
- c) Learners under 24 studying for their first full level 3 qualification that is categorised as funded for this category by the funding agency
- d) Learners in receipt of income based benefits which satisfy Funding Agency criteria are also fully funded for level 2 provision
- e) All learners studying English and Maths up to Grade 4 GCSE
- f) We will fund learners who are employed and satisfy both of the following points
  - Is eligible for co-funding
  - Earns less than £15,736.60 annual gross salary

**3.3.2** Learners from EU countries are entitled to come to the college if they comply with the funding agencies current funding guidance.

**3.3.3** For a student to be defined as 18 they must be under 19 on 31<sup>st</sup> August in the year in which the learner begins a programme of study. This programme maybe more than one year, but this must be designated prior to starting.

**3.3.4** Auditable evidence of a learner’s eligibility for fee remission will be required at enrolment and will be kept with the individual learning agreement for the learner.

**3.3.5** Fee remission categories are defined each year by the Funding Agencies. The College will adopt any new entitlements that arise during the year. Student Services and the Advice and Guidance team will have the most up to date Funding Agency criteria.

**3.3.6** No fee remission is available to International learners (non-EU) or full cost provision learners. No learner eligible for an advanced learning loan will be entitled to fee remission.

### 3.4 Concessions – General

**3.4.1** The College reserves the right to verify the funding status of all students and their eligibility for fee remission.

**3.4.2** It is the responsibility of the student to notify the College of any change in status that may affect their eligibility for fee remission. The College, however, reserves the right to make checks to verify continuing eligibility to remission.

**3.4.3** The College will make students aware of any financial support that may be available to them from the College to assist in meeting Course Fees. The

College can also pay fees from the Learner support fund for learners who meet the eligibility criteria. This can only be done within the constraints imposed by the Funding Agencies.

**3.4.4** The College at its discretion may waive fees for any individual or course.

**3.4.5** The staff discount will be 50% of tuition fees on course that are viable to start. Course excludes HE. All HE courses will be referred to the University. When calculating viability of a course staff numbers are excluded.

### **3.5 Means of Payment**

**3.5.1** The College accepts payment of Course Fees by individuals through the following means:

- Cash (sterling)
- Debit Card
- Cheque
- Credit Card (excluding American Express)

**3.5.2** Individual students may pay in instalments, via debit or credit card only in the following circumstances:

- the course(s) must last over 10 weeks and cost at least £250; and
- the first instalment must be paid before the course commences; and
- the balance is to be paid in no more than 3 equal instalments which must be paid by the end of the course;

Instalment plans are NOT available to the following students:

- International students;
- Students who are having fees paid by a third party such as an employer; and
- Students with any outstanding monies owed to the College\*.

**3.5.3** International students will pay 50% deposit on application, with the remaining 50% fee payable prior to the start of their course.

**3.5.4** Instalment plans must be agreed, completed and signed at the time of enrolment.

**3.5.5** Where an employer or other third party has agreed to pay a Course Fee, payment will be by invoice under the condition that a written agreement from the employer or other third party to pay the Course Fee is provided at the time of enrolment.

\*Students with any outstanding fees from previous years will NOT be enrolled onto any new courses until the outstanding debt is cleared.

### **3.6 Methods of Payment**

**3.6.1** Full payment of Course Fees is due at the time of enrolment except where

an instalment plan has been agreed (see section 2.5.2) or payment is made by a third party (see section 2.5.5).

- 3.6.2** For all courses, payment may be made in person at East Coast College, by post or by phone.
- 3.6.3** In the event of non-payment of Course Fees, students may be required to withdraw from the course and/or may have any achievement certificates withheld by the College.

### **3.7 Transfers**

- 3.7.1** In the event of a student transferring between courses, there will be no financial penalty but if the course transferred into has a higher Course Fee the student must pay the difference.

### **3.8 Refunds**

- 3.8.1** In the event of a course being cancelled by the College a full refund will be given.
- 3.8.2** Refunds will not normally be made when a student withdraws from a course for any reason. A partial refund or credit note may be granted if exceptional circumstances prevent a student continuing with a course (i.e. serious illness of a student or the death/serious illness of a close family member). These refunds will be partial refunds calculated pro-rata to elapsed weeks of attendance up to the date of withdrawal. Refunds will only be given in exceptional circumstances at the discretion of the Student Wellbeing and Progression Manager with the approval of the Principal or Deputy Chief Executive.

### **3.9 Advanced Learner Loans**

- 3.9.1** Learners aged 19 or over at the start of their course studying at level 3 or above will not receive any government subsidy towards their course fees. Students in this category will be expected to pay the full fee as published by the ESFA. These fees are not set by the College and are subject to change, details of current fees can be obtained from the admissions and progression teams. Learners 19-23 who are studying for their first full level 3 qualification will have their fees remitted.
- 3.9.2** Students in the category may pay the full fee to the College using the methods outlined in sections 2.5 and 2.6 above. Alternatively the student may apply for a loan from Student Finance England (SFE) their details can be found at the following internet address [www.gov.uk/24\\_advanced\\_learning\\_loans](http://www.gov.uk/24_advanced_learning_loans).
- 3.9.3** Students who fail to arrange their loan or are denied a loan by the SFE will be asked to leave the course. Learner Support Funds are available for students with Advanced learner loans but no support will be provided until the loan has been approved by SFE.

## 4. International and Commercial fees

### 4.1.1 Tuition Fee

East Coast College will charge non-EU nationals the full funding that would be available for those aged 16 to 18 from the Education Funding Agency. This will vary dependent on the course type and duration.

Fees and any additional charges must be paid prior to the commencement of the course. Exam retake fees must be paid prior to that retake. All fees and charges can be paid in cash, cheque, credit card or debit card.

Please note if you are on a two year course the cost of the second year may differ from the cost of the first year. The College does offer students the opportunity to pay for both years at the start of the course using the fee level relevant to the year of start.

### 4.1.2 Additional Charges – Non-EU Nationals and Commercial Courses

Costs associated with materials will be included within the course's tuition fee.

### 4.1.3 Exam Registration fees – students will pay exam board registration fees; the cost is available from the Advice Centre.

### 4.1.4 Exam Retakes – students of any age undertaking commercial courses will pay for the costs associated with retaking exams.

### 4.1.5 Additional Fees – may be charged for optional extras, including trips, visits or equipment.

## DEFINITIONS:

### EU NATIONALS

You are an EU national if you are a national or citizen of Austria, Belgium, Bulgaria, Republic of Cyprus, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden or the UK.

### THE EEA

The EEA is made up of the all the countries in the EU (see above) plus Iceland, Liechtenstein, Switzerland and Norway and each of their overseas territories. Students who are nationals of certain British Overseas Territories and of certain European Overseas Territories may also reside in this category. Detailed advice can be sought from the Advice Centre on 0800 854695.

## 5. Refunds

### 5.1.1 Student Cancellation

Once a student has signed their learning agreement, a place on that course has been filled and a commitment to other students is no longer available to be made

by the College. If the student were to withdraw there would be a significant loss in funding to the College, sometimes resulting in no funding. Courses are planned by filling a number of places in order to cover their cost of delivery. It is for that reason that no refund can be made once a student has committed to their place.

Exceptionally the College will allow refunds but these must be authorised by a member of the College's Senior Management Group (Principal, Deputy Chief Executive or Deputy Principal)

### 5.1.2 College Cancellation

If the College cancels a course full refunds will be given to all students; no administration fee will be charged.

## APPENDIX A

**Fees Band Schedule for 2018/19** The minimum fees recommended by the ESFA are shown below. Course fees should comply with these prices as a minimum unless there are operational reasons for not doing so. The full fee bands will change each year and are based on ESFA rates.

Programming weighting (PW)					
Funding Band - Hours	A - Base (un-weighted)	B - Low	C - Medium	D - High	E or G* (specialist)
up to 2	£14	£16	£18	£22	£24
3 to 4	£21	£24	£27	£34	£36
5 to 6	£35	£39	£46	£56	£60
7 to 12	£50	£56	£65	£80	£86
13 to 20	£100	£112	£130	£160	£172
21 to 44	£150	£168	£195	£240	£258
45 to 68	£300	£336	£390	£480	£516
69 to 92	£450	£504	£585	£720	£774
93 to 100	£600	£672	£780	£960	£1,032
101 to 196	£724	£811	£941	£1,159	£1,246
197 to 292	£1,265	£1,417	£1,645	£2,025	£2,176
293 to 388	£1,987	£2,225	£2,583	£3,179	£3,417
389 to 580	£2,573	£2,882	£3,345	£4,117	£4,425
581 to 1060	£4,170	£4,670	£5,421	£6,671	£7,172
1061 or more	£6,602	£7,395	£8,583	£10,564	£11,356

Programme weighting (PW)					
Qualification Type	A - Base (un-weighted)	B-Low	C-Medium	D-High	E or G* (specialist)
GCE AS	£724	£811	£941	£1,159	£1,246
GCE A-level	£1,987	£2,225	£2,583	£3,179	£3,417
GCSE	£724	£811	£941	£1,159	£1,246
GCSE short course	£300	£336	£390	£480	£516



Functional skills in English or maths	£724	£811	£941	£1,159	£1,246
Functional skills in IT	£300	£336	£390	£480	£516
Access to HE	£3,022	£3,384	£3,928	£4,835	£5,197

East Coast College Full time fee **£2,573 + weighting**

**Overseas students £5,250** full time fee based on 450 guided learning hours per year. Part time courses will be charged at a pro rata rate based on the number of hours.

### Fees for learners aged 19+ studying at level 3 or above

Fees are set by the ESFA and are subject to change. Please refer to the IAG team for the latest fees.

### Full cost provision

Minimum margins required:

Leisure Courses/Community Provision	25%
(Relates to provision for charity, school, local authority etc.)	
Commercial provision	45%

### HE Fees

HE fees are determined by University of Suffolk (UoS).

