



# East Coast College Policy

## Fees Policy 2021/22

Quality Document Number	QD027
Version	June 2021
Document Type	Policy
Accountable Officer	Deputy Chief Executive
Responsible Officer	Deputy Chief Executive
Review Period	Annually
Review Date	June 2022
JCC/ECG approval	N/A
Equality Analysis	
Student Council	N/A
SMG Approval	
Recommended by Finance and General Purposes Committee	June 2021
Approved by Corporation	
Informed	

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

## **Fees Policy**

### **1. Purpose**

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

### **2. Scope**

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 immediately for all courses that start after 1<sup>st</sup> August for the year of the policy.

The Fees Policy will be available from the College website, on request from Reception or via the Student Services team.

### **3. Responsibility**

Responsibility lies with the Senior Leadership Team to ensure the Fees Policy is adhered to. On a day to day basis the MIS Manager and Finance Manager (responsible for funding, enrolment and financial processes) will operate the policy.

### **4. Definitions**

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*

### **5. Procedure**

#### **5.1 Applicability**

##### **5.1.1 Course Fees**

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

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.

For the Education Skills Funding Agency (ESFA) funded students, the College will aim to set these fees in accordance with ESFA guidelines and recommendations.

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 14.

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.

All Course Fees set will be valid for the period of the course as displayed on the enrolment form (all additional course to this initial course are charged separately at the point of enrolment for such a course).

### **5.1.2 Examination Fees**

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.

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.

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.

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.

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.

Examination fees charges are set by the appropriate awarding body and are payable for all types of provision where the aim is for the learner to receive an awarding body certificate.

## **6. Communication**

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.

## **7. Concessions – Fee Remission**

Full tuition fee remission is available to the following groups of learners for

courses approved for funding by the relevant funding Agencies: Learners will need to provide evidence of being in the categories below as directed by the college and failure to do this within 14 days of their start date will be withdrawn:

- a) All learners aged 16-18 enrolling on a full-time or part-time course
- b) Learners under 24 studying towards their first full level 2 undertaking learning at entry and/or level 1 categorised as local flexibility by the funding agency
- c) Learners under 24 studying their first full level 2 qualification that is categorised as funded for this category by the funding agency
- d) Learners under 24 studying for their first full level 3 qualification that is categorised as funded for this category by the funding agency
- e) Learners aged 24+ without a full level 3 accessing a qualification on the level 3 adult offer qualification list
- f) Learners in receipt of income based benefits which satisfy Funding Agency criteria are also fully funded for level 2 provision
- g) All learners studying English and Maths up to Grade 4/D GCSE
- h) 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

Learners who are EEA nationals, are entitled to come to the College if they comply with the funding agencies current funding guidance.

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.

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.

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.

No fee remission is available to International learners (non-UK and non-EEA nationals) or full cost provision learners. No learner eligible for an advanced learning loan will be entitled to fee remission.

## **8. Concessions – General**

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

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.

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. Students that meet the eligibility criteria can also apply for support with their course fees from the Learning Support Fund. This can only be done within the constraints imposed by the Funding Agencies

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

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.

## **9. Means of Payment**

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

- Debit Card
- Credit Card (excluding American Express)
- Bank Transfer

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 £400; 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\*.

International (non EEA) students will pay 50% deposit on application, with the remaining 50% fee payable prior to the start of their course.

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

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 and may be liable for fees from the College's nominated debt collecting agency.

## **10. Methods of Payment**

Full payment of Course Fees is due at the time of enrolment except where an instalment plan has been agreed or payment is made by a third party.

For all courses, payment may be made in person at East Coast College or by phone.

In the event of non-payment of Course Fees, students may be required to withdraw from the course if it is not received within 14 days of their start date.

## **11. Transfers**

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.

## **12. Refunds**

In the event of a course being cancelled by the College, a full refund will be given.

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 (last day that the student attended). Refunds will only be given in exceptional circumstances at the discretion of the Head of Finance, with the approval of the Principal or Deputy Chief Executive.

## **13. Advanced Learner Loans**

Learners aged 19 or over at the start of their course studying at level 3 or above, who do not meet the conditions of section 7 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.

Students in the category may pay the full fee to the College using the methods outlined in sections means of payment. 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).

Students who fail to arrange their loan or are denied a loan must pay their fees within 14 days of the start date or they will be withdrawn from the programme. Students are able to apply for an Advance Learner Loan Bursary through the College once their loan has been approved by the SFE.

## **14. International and Commercial fees**

### **14.1 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 by credit card or debit card or bank transfer.

If a student is 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.

### **14.2 Additional Charges – Non-EU Nationals and Commercial Courses**

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

### **14.3 Exam Registration fees**

Students will pay exam board registration fees; the cost is available from the Admissions teams for the required course.

### **14.4 Exam Retakes**

Students of any age undertaking commercial courses will pay for the costs associated with retaking exams.

### **14.5 Additional Fees**

These 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.

## **15. Refunds**

### **15.1 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)

## **15.2 College Cancellation**

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



## **APPENDIX A**

**Overseas students £5,500** 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.

Adult (19+) fees are based on the full weighted funding amount as prescribed by the learning aim search.

### **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 Admissions team for the latest fees.

### **Full cost provision**

Minimum margins required:

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

### **HE Fees**

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