



FE Fees Policy 2024/25

Document title:	FE Fees Policy 2024/25
Audience:	Students, Staff and Employers
Version:	5
Approved by:	F&GP/Q&S Committee and Corporation
Date approved:	October 2024
Date of next review:	October 2025
Document Owner	Vice Principal Curriculum
Equality Impact Assessment	Yes
Student Friendly Version	Yes

Revision history

Version	Type (eg replacement, revision etc)	Date	History (reason for changes)
1.1	Revision	May 2020	Updated guidance
2.0	Revisions	April 2021	Updated guidance and fee eligibility
3.0	Revision	March 2022	Updated guidance
4.0	Revisions	October 2022	Updated purpose linked to devolution of adult funding, updated funding bands, change to job titles
5.0	Revisions	October 2024	Updated Funding Rules link Changes to Adult FE Fees Updated Apprenticeship Fee guidance

Monitoring and review

This policy will be reviewed by the Finance & General Purposes, Quality & Standards Committee and approved by the Corporation every year.

Contents

Page 2-3	FE Fees Policy 2024/25
Page 4	Appendix 1 – Fees Schedule for Adult Learners (19+)
Page 5	Refunds, Withdrawals and Cancellations
Page 6	Appendix 2 – FE Fees Table & Structure

Purpose of the Policy

The purpose of the policy is to set the rules in order to set and collect FE fees (including apprenticeships). This policy sets out the rates for different types of provision and different students identified in Annexes 1-3. This policy applies to the collection of fees for tuition, awarding body costs and sundry items applicable to a course.

The College will ensure that:

- Fees are levied appropriately and consistently
- The policy complies with the national/statutory guidance in relation to education and funding, including that published by the Education and Skills Funding Agency.
- The policy complies with the West Yorkshire Combined Authority AEB funding rules for the 2023 to 2024 funding year
- The policy complies with the fees structure for Further Education Courses
- The policy complies with the statutory remitted tuition fee guidelines (fee concessions)
- The policy complies with the negotiated funding rates for apprenticeships
- The policy only funds learners that outside of the devolved authority areas for undertaking ESFA funded AEB provision
- All fees are available on request
- Any learner aged 16-18 on the 31 August 2023 will be fully fee remitted
- Any learner aged 19-24 with an Educational Health Care Plan will be fully fee remitted

For the purposes of this policy the word ‘fees’ shall be interpreted as:

- “a sum of money due to the College in respect of educational services, that will include tuition (including assessment and examinations), academic supervision, the provision of other academic services and facilities such as library and learning resources, the provision of pastoral and extra-curricular services and the conferment of awards”
- The fees for an individual student are determined with reference to the Fee Schedule, the course of study, mode of attendance and the student’s fee status.
- The payment of any fee must be made in pounds sterling.
- A student is personally liable for the full tuition fee for their course, other than the extent that the Student Loans Company may forward the College payment on their behalf, or other recognised sponsor might pay the fee. Students should be aware that should any loan application be unsuccessful, then the fee remains their responsibility.
- A student is required to pay all outstanding tuition fees relating to previous academic years prior to enrolment. Enrolment on a course will be refused where there are fees outstanding from a previous academic year.
- A student who knowingly withholds, or recklessly tenders false information relating to their liability to pay a fee, either personally or via a sponsor, will have breached the College’s regulations on student conduct and be subject to the College’s disciplinary procedures. This is without prejudice to any rights the College might have in respect of legal proceedings.
- The College will not be held responsible for any charges incurred by the student should they fail to amend or cancel any agreed payment arrangements at least seven days prior to the due date.

Students who are assessed as receiving a benefit will be requested to bring in proof of benefit at enrolment.

Guidance for Adult Learner Fees and Eligibility

The funding allocations, eligibility and fees charges are subject to funding rules issued by either the Education Skills Funding Agency (ESFA) or the relevant combined authority. These are subject to change and regular amendment and the fees or eligibility applied will be in accordance with the latest guidance. Guidance can be found at the in the ***linked information section*** or from the college's Student Recruitment Team.

Linked Policies

- Communications policy
- FE Admissions Policy
- Teaching, Learning and Assessment policy
- Exams Policy
- Exam Contingency policy (JCQ)

Linked Procedures

- FE Admissions Procedures

Linked Information

- <http://data.gov.uk/dataset/learning-aim-reference-service>
- <https://www.gov.uk/guidance/apprenticeship-funding-rules>
- <https://www.gov.uk/government/publications/apprenticeship-funding-bands>
- <https://www.westyorks-ca.gov.uk/>

Appendix 1 – Fees Schedule for Adult Learners (19+)

- Tuition fees are fees for enrolment and tuition and do not include registration and examination costs.
- Where the fees are to be paid via the Student Loans Company (SLC) the student will be required to provide evidence at point of enrolment of having submitted accurately such an application to the Student Loans Company. Students must provide proof of their successful application to the Finance department, within 30 days from the date of enrolment, for the Advanced Learning Loan.
- If evidence is not produced within this 30-day period from the date of enrolment, the student will be invoiced for the first year of their programme and, should they fail to pay, will be withdrawn from their programme. All Advanced Learning Loans must be in place by October Half Term. If a student is unsuccessful in obtaining an Advanced Learning Loan, they will be automatically liable for course fees.
- Where the fees are to be paid by the Student, an assessment at enrolment will take place and an agreement on the payment schedule will be discussed. All fees under £150 will need to be paid in full.
- Tuition fees for the amounts specified in the schedule of fees are payable each academic year, unless undertaking a full year 2 course with a loan.
- Where a student circumstances allow their course to be part remitted the co-funded rate will be charged at 50% of the funding base rate.
- Students experiencing difficulties in paying tuition fees should seek help at the earliest opportunity. Initially contact should be made via the Student Services team or email studentfunding@bradfordcollege.ac.uk.
- All eligibility, remissions and fees are determined within the Education and Skills Funding Agency rules and regulations (ESFA) and in a devolved area (West Yorkshire will be devolved from 1 August 2021) within the West Yorkshire Combined Authority (WYCA) conditions of funding.

Payment Methods

The college accepts the following payment methods:

Cash, cheque, credit and debit card and by direct debit. Payments can be made in person or over the phone, by instalments, for fees over £150 and subject to:

- The student must make an initial payment of 15% or a minimum of £50 (non-refundable)
- If under £400 the remaining fee payable over a maximum of 4 further direct debit payments.
- If over £400 can be spread over a maximum of 8 direct debit payments
- Last payment to be made one month prior to the end of the course. Any initial payment is non-refundable. Direct Debit form must be completed at enrolment.

Sponsors

The Student must provide the college with a letter from their employer or organisation of their willingness to pay the course fees, at the time of enrolment on a letter headed paper. An invoice will be raised which must be paid within 30 days of enrolment.

Refunds, Withdrawals and Cancellations

Fees will only be refunded:

Where the course is cancelled prior to commencement due to low enrolment in which case the College will refund any fees paid in full.

Withdrawing from a course:

- A student has a 21 day grace period to withdraw from the start of the course. After the 21 days the student will **NOT** be entitled to a refund of tuition fees and will remain liable for the full year's tuition fee

Fees will not be charged:

- If a student withdraws within the Grace Period of 21 days from the start date of the course
- An application for no charge has been authorised by the Vice Principal Finance & Corporate Services.
- In exceptional circumstances a fee waiver/ fee reduction will be considered. All requests for a waiver must be submitted in writing to the Vice Principal Finance & Corporate Services. These may include:
 - Death of spouse/partner, parent or child;
 - Serious physical or mental illness that prevents the student from continuing with his or her studies;
 - Serious personal injury that prevents the student from continuing with his or her studies.

Failure to Pay

Where a student fails to pay within 30 days of enrolment a due tuition fee, or who is in default of an agreed tuition fee instalment payment, the College shall reserve the right to suspend the student from their programme of study. In cases where more than two instalments, agreed by direct debit, are missed the College also reserve the right to demand immediate repayment of the remaining tuition fee balance. During the period of suspension, a student shall not be entitled to attend classes or lectures, have access to learning resource facilities, submit an assessment, be examined or qualify for the award.

Debt Recovery

The College reserves the right to take any reasonable steps to recover any outstanding debt including undertaking legal proceedings to recover such debts. The College reserves the right to seek reimbursement of reasonable costs associated with the recovery of outstanding debts, typically the debt collection charges.

Legal Jurisdiction

Disputes under these regulations or any other regulations of Bradford College or any contract between Bradford College and any students shall be governed by English Law and the parties agree to submit to the exclusive jurisdiction of the English Courts.

Fee Concessions

Fee remission is approved subject to household income, benefit caps and prior learning. Evidence will need to be provided when enrolling on any course where the college has remitted all or part of a course fee.

<https://www.gov.uk/benefit-cap>

Appendix 2 – FE Fees Table and Structure

The following fees are applicable to all adult funding (19 and over)

Type of Qualification	Fee 23/24
A Level	£1,156
GCSE*	£450
Award in Reading and Writing ESOL (co-funded rate)	£426
Certificate in ESOL Speaking and Listening (co-funded rate)	£426
Non Accredited ESOL	£3.52ph
Full Cost Courses – <i>including Learning for leisure courses (No CAP available)</i>	POA
SLDD	No Charge
International Fees	Full commercial fee

**There is no charge for a student completing GCSE English or Maths where they have not passed*

Fees Structure for Further Education Courses

Fees are set in line with the national funding rates

Appendix 3 – Apprenticeships

Apprenticeship, conditions of fee setting

The maximum funding available for each Apprenticeship standard is set by the Institute for Apprenticeships and Technical Education (IFATE). These are regularly reviewed in conjunction with providers and employers and are the maximum fee a provider can charge for the delivery of an Apprenticeship.

All apprenticeships when approved fall into one of the funding bands.

The following principals represent the expectations when negotiating an apprenticeship fee with an employer

1. The funding cap is the maximum amount that an employer will pay via the digital payment system or be collected via the ESFA funding contract
2. The maximum an employer will pay as their contribution under the co-investment model (non-levy) is 5% of the band limit (not negotiated price) and this will be collected by invoice.
3. The upper band limits are the maximum charge (funding drawn down rate). The final agreed price can be and is likely to be a negotiated rate dependant on size of company and volume of business. This pricing and discount framework will be in line with the college approved pricing model
4. The college will only charge the employer for the apprenticeship provision under this policy. Any additional work carried out by the college will be charge at a full cost rate and will be in addition to the apprenticeship charges.
5. The pricing will always (no exceptions) be agreed and approved by the college in line with the funding and banding rules.
6. Any discounts will be approved by Vice Principal of Finance & Corporate Services