




education  
training  
collective

# Policy:

## Tuition Fees

Date approved:	July 2022	Review Date:	July 2023		
Approved by:	Finance and Employment Committee				
Relevant to (please ✓):	<input checked="" type="checkbox"/> SRC	<input checked="" type="checkbox"/> Bede	<input checked="" type="checkbox"/> RCC	<input checked="" type="checkbox"/> NETA	<input checked="" type="checkbox"/> Skills Academy & TVC
Signed (Lead Manager):					
Print Name:	Phil Hastie				

This policy applies to all Education Training Collective (Etc.) delivery at all campuses, including:

- Stockton Riverside College
- Redcar & Cleveland College
- Bede Sixth Form
- NETA
- Skills Academy

### **General Principles**

Etc. will charge all learners, or their nominated sponsors, fees unless they qualify for exemptions or fee remission.

Fees for courses will be published on the Etc. college website (for example: [www.stockton.ac.uk](http://www.stockton.ac.uk)) and / or in College/Group printed course guides and publications.

Fees will comply with the Education and Skills Funding Agency (ESFA) and other relevant funding body regulations and guidance. This includes the Tees Valley Combined Authority, or other bodies with devolved responsibility for skills funding. It should be noted, therefore, that learner eligibility, and therefore the fees applicable for their provision, may vary as a result of their home postcode, as required by the relevant funding body.

Fees for courses will, in general, be set in line with market conditions for a particular course.

Fees for courses can include tuition fees and examination costs (including registration), although in some cases learners may be required to apply directly to awarding bodies over and above the fees paid to Etc..

### **Payment**

Fees can either be paid in full at enrolment or, for some courses, learners can sign up for an instalment plan to enable them to spread the cost. Learners can pay for fees by any of the following methods:

- Cash
- Cheque
- Credit or debit card
- Direct bank transfer
- Direct Debit
- Employer funded

*Learners whose employers have agreed to pay their fees are required, at enrolment, to produce a declaration / letter from their employer to confirm their agreement.*

## Fee Remission

Full costs will be applied unless the individual meets remission and residency criteria set out by the ESFA<sup>1</sup> and / or the TVCA. Currently fee remission on ESFA funded courses is given to:

- Learners aged 16-18 on 31 August in the year that they start their course
- Learners aged 16-24<sup>2</sup> studying a traineeship where they have not already achieved a full Level 3 qualification
- Learners on two year courses aged 16-18 on 31 August in the year that they started their course
- Learners studying one of the qualifications described as 'Legal Entitlements' as set out in the Apprenticeships, Skills and Children's Learning Act 2009 and which enables eligible learners to be fully funded for the following qualifications:
  - English and maths, up to and including level 2, for individuals aged 19 and over, who have not previously attained a GCSE grade A\* - C or grade 4, or higher, and/or
  - first full qualification at level 2 for individuals aged 19 to 23<sup>3</sup>, and/or
  - first full qualification at level 3 for individuals aged 19 to 23<sup>4</sup>
  - Essential Digital Skills Qualifications up to and including Level 1 for individuals aged 19 and over who have digital skills assessed at below level 1.
  - Eligible 19 to 23-year-old learners can access all qualifications from the level 3 adult offer. If a learner aged 19 to 23 completes a qualification that is included on both the legal entitlement list and the level 3 adult offer list.
- Learners aged 19-23<sup>5</sup> and studying entry level, level 1<sup>6</sup>.
- Unemployed<sup>7</sup> people in receipt of Jobseeker's Allowance (including those receiving National Insurance Credits only), Employment Support Allowance (ESA) or Universal Credit and who earn either less than £345 (ESFA) a month (where the learner is the sole adult in their benefit claim) or £552 (ESFA) a month (learner has a joint benefit claim with their partner)
- are released on temporary licence, studying outside a prison environment, and not funded by the Ministry of Justice
- The learner receives other state benefits and their earned income (disregarding benefits) is less than £345 (ESFA) a month (learner is sole adult in their benefit claim) or £552 (ESFA) a month (learner has a joint benefit claim with their partner), and

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<sup>1</sup> The information in this section is provided as a guide and may change in line with changes and revisions to ESFA / TVCA funding regulations. Individuals should refer to the most recent funding guidance, which will supersede detail set out above.

<sup>2</sup> On the first day of learning

<sup>3</sup> On the first day of learning

<sup>4</sup> On the first day of learning

<sup>5</sup> On the first day of learning

<sup>6</sup> Through the local flexibility offer

<sup>7</sup> Fee remission for the unemployed is limited to 19-23 at all levels and level 2 and below for those 24 and over.

- wants to be employed, or progress into more sustainable employment, and their earned income (disregarding benefits) is less than £345 (ESFA) a month (learner is sole adult in their benefit claim) or £552 (ESFA) a month (learner has a joint benefit claim with their partner), and the College/Group is satisfied the planned learning is directly relevant to employment prospects and the local labour market needs
- Meets the criteria established by government in relation to learners in receipt of low wages, in that they are both:
  - Eligible for co-funding and
  - Earn less than £18,525 (ESFA) annual gross salary
- Learners who meet the criteria to be eligible for the Level 3 free courses for jobs offer.

Fee remission does not apply to courses described as “full cost”. The eligibility for a particular course for ESFA funding does not guarantee that Etc. will utilise funding for the delivery of that course, meaning that fee remission will not apply.

### **Learning Loans**

Advanced Learner Loans are similar to higher education loans; to qualify learners need to meet all of the following criteria:

- Aged 19 and over (*at the start of the course*)<sup>8</sup>
- A resident in the UK
- Studying at Levels 3 to 6 on qualifications set out in the “Advanced Learner Loans qualifications catalogue”, including:
  - A-levels and AS-levels
  - Quality Assurance Agency (QAA) Access to Higher Education Diplomas
  - General and technical qualifications at levels 3, 4, 5 and 6

The loans are not means tested or credit checked and any individual who meets the criteria will be able to apply for a loan whether employed or unemployed - the loan will then be paid direct to Etc. on the learner’s behalf. A learner who fails to satisfy the requirements of the Student Loans Company for an Advanced Learner Loan will be required to pay any remaining fees for their programme of study.

Learners do not pay anything up front for their course fees and if they are not earning over £27,295, they will not pay anything back either.

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<sup>8</sup> Please refer to Appendix A and detailed guidance published by the ESFA

## **Apprenticeships**

Etc. will charge for the delivery of training and assessment services in line with ESFA guidance and regulations. Charges will be published, agreed with employers and recorded (for Levy paying companies) through the Digital Apprenticeship Service (DAS). Apprenticeships may be subject to a dedicated contractual relationship between Etc. and the employer.

## **Additional Charges**

### Material and Supplementary Charges:

Additional charges may be levied, where appropriate, on a course by course basis, unless the learner is eligible for fee remission and the item is deemed, by Etc., as essential to the delivery of the course. These charges cover items including, but not limited to, uniforms, protective clothing, kits, tools, books, learning materials, consumable materials, work placement fees and Disclosure and Barring checks. Where supplementary charges are due they are payable by all learners on relevant courses including those aged 16-18 at enrolment. Materials and supplementary charges for individual courses will be published by Etc.

### Photocopying and Printing Charges:

Students may be given an initial printer credit to ensure the registration process is successful. Subsequent printing will be paid for by the student. Certain courses have been identified where the initial credit will be topped up by an amount collected via the materials charge.

### Educational Visits:

Some programmes include educational visits. Students may be expected to meet these costs themselves.

## **Refunds**

Refunds for fees may be given where:

- The course is cancelled by Etc. - fees and charges will be refunded in full.
- It is deemed necessary to close a course programme before the planned end date – Etc. will refund the unexpired portion of the fees and charges.

As Etc. relies on the income from a full class group to cover the costs of delivery, it is not in a position to refund fees to individuals who withdraw from a course due to changes in personal circumstances. Senior managers have discretion to award refunds on compassionate grounds or where there are extraordinary circumstances outside the control of the individual which could not have been foreseen.

Where learners take out an Advanced Learner Loan the fees are paid to Etc. by the Student Loans Company on a monthly basis up to the point where the student withdraws from the

course. The loan accumulated for the learner will be for the same amount. Fees will not be refundable for Advanced Learner Loans unless the course is cancelled by the College/Group and any remaining balance of fees owed will be due from the student.

### **Non-payment of Fees**

Learners are required to meet all payments, either at the commencement of their course or in accordance with the instalment dates agreed at enrolment. Should learners default on a repayment plan Etc. will make every effort to contact them by means of letter, telephone calls and emails. Note that these are reminders only and learners remain responsible for paying their fees and charges on time.

Learners finding difficulty in meeting payment deadlines are encouraged to contact Etc. to discuss matters, agree solutions and, where applicable, access additional support services.

Failure to pay may result in:

- Learners being excluded from the course if they owe tuition fees
- Learners may face legal action for non-payment of any fees
- Learners will not be allowed to register for the following academic year
- Learners will not receive their certificates
- Referral to an external debt collection agency

Referral of the debt to an outside debt collecting agency or the instigation of Court action that results in a County Court Judgement (CCJ) may affect a learner's credit rating. Referral to an outside debt collecting agency will incur additional costs for the individual learner.

## Annex A

### Summary of ESFA funding eligibility (Adult Education Budget funding rules)

#### Government contribution table 1: 19 to 23-year-olds (age exception on traineeships 19- to 24-year-olds)

The level of government contribution for ESFA funded AEB is as follows.

Provision	19 to 23-year-olds	Notes
<a href="#">English and maths for those aged 19 and over</a> , up to and including level 2	Fully funded	Must be delivered as part of the legal entitlement qualifications
<a href="#">Essential Digital Skills Qualifications</a> up to and including level 1	Fully funded	Must be delivered as part of the digital legal entitlement qualifications list
First full <a href="#">level 2</a> (excluding English and maths and Digital)	Fully funded	First full level 2 must be delivered as part of the legal entitlement qualifications. Level 2 provision from the local flexibility offer will not be funded for 19 to 23 year olds who do not have a first full Level 2 refer to the <a href="#">‘local flexibility and legal entitlements’</a> section
Learning aims to progress to a full level 2 – up to and including level 1	Fully funded	Must be delivered as entry or level one provision from <a href="#">local flexibility</a>
Level 3 legal entitlement (learners <a href="#">first full level 3</a> )	Fully funded	First full level 3 must be delivered as part of the legal entitlement qualifications
<a href="#">Level 3 free courses for jobs offer</a>	Fully funded	Learners without a full level 3 or above can access a qualification on the level 3 adult offer qualification list. Learners who already hold a level 3 or higher and meet the definition of <a href="#">unemployed</a> or who are <a href="#">in receipt of low wage</a>
Level 3 Advanced Learner Loan	Loan funded	A learner has already achieved a full level 3 <a href="#">Advanced learner loans funding rules</a>
<a href="#">Traineeship</a> (16 to 24-year olds) (section 3)	Fully funded	16- to 18-year-old learners must be eligible under the <a href="#">ESFA’s young people’s residency requirements</a> . Excludes flexible element where funding depends on age and level. Note this offer goes up to 24 years olds
<a href="#">English for speakers of other languages (ESOL)</a> learning up to and including level 2	Fully funded	For those eligible through <a href="#">unemployed</a> or who are <a href="#">in receipt of a low wage</a>
<a href="#">English for speakers of other languages (ESOL)</a> learning up to and including level 2	Co-funded	For those who do not meet the definition of <a href="#">unemployed</a> or do not meet the eligibility criteria for <a href="#">learners in receipt of low wage</a>

Provision	19 to 23-year-olds	Notes
Learning aims up to and including level 2, where the learner has already achieved a first full level 2, or above (see <a href="#">local flexibility and legal entitlements</a> section)	Fully funded	For those eligible through <a href="#">unemployed</a> or who are <a href="#">in receipt of a low wage</a>
Learning aims up to and including level 2, where the learner has already achieved a first full level 2, or above (see <a href="#">local flexibility and legal entitlements</a> section)	Co-funded	For those who do not meet the definition of unemployed or do not meet the eligibility criteria for <a href="#">learners in receipt of low wage</a>

Source:

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## Government contribution table 2: 24+

The level of government contribution for ESFA funded AEB is as follows.

Provision	24+	Notes
<a href="#">English and maths for those aged 19 and over</a> , up to and including level 2	Fully funded	Must be delivered as part of the legal entitlement qualifications list
<a href="#">Essential Digital Skills Qualifications</a> up to and including level 1	Fully funded	Must be delivered as part of the legal entitlement qualifications list
<a href="#">Full level 2</a> (excluding English and maths)	Fully funded	For those eligible through <a href="#">unemployed</a> or <a href="#">in receipt of a low wage</a>
<a href="#">Full level 2</a> (excluding English and maths)	Co-funded	For those who do not meet the definition of unemployed or do not meet the eligibility criteria for <a href="#">learners in receipt of a low wage</a>
Learning to progress to level 2 ( <a href="#">Local flexibility and legal entitlements</a> )	Fully funded	For those eligible for their first full level 2 through unemployed or <a href="#">in receipt of a low wage</a>
Learning to progress to level 2	Co-funded	For those who do not meet the definition of unemployed or do not meet the eligibility criteria for <a href="#">learners in receipt of a low wage</a>
<a href="#">Level 3 free courses for jobs offer</a>	Fully funded	Learners without a full level 3 or above accessing a qualification on the level 3 adult offer qualifications list. Learners who already hold a level 3 or higher and meet the definition of <a href="#">unemployed</a> or <a href="#">in receipt of a low wage</a>
<a href="#">Level 3 free courses for jobs offer</a>	Loan funded	All 24+ learners who are not eligible for the level 3 adult offer must refer to the <a href="#">advanced learner loans funding rules</a>
<a href="#">English for speakers of other languages (ESOL)</a> learning up to and including level 2	Fully funded	For those eligible through unemployed or <a href="#">in receipt of a low wage</a>
<a href="#">English for speakers of other languages (ESOL)</a> learning up to and including level 2	Co-funded	For those who do not meet the definition of <a href="#">unemployed</a> or do not meet the eligibility criteria for <a href="#">learners in receipt of a low wage</a>
Learning aims up to and including level 2, where the learner has already achieved a first full level 2, or above ( <a href="#">local flexibility and legal entitlements</a> )	Fully funded	For those eligible through unemployed or <a href="#">in receipt of a low wage</a>

Provision	24+	Notes
Learning aims up to and including level 2, where the learner has already achieved a first full level 2, or above <a href="#">local flexibility and legal entitlements</a>	Co-funded	For those who do not meet the definition of <a href="#">unemployed</a> or do not meet the eligibility criteria for <a href="#">learners in receipt of a low wage</a>
Learning aims up to and including level 2, where the learner has not achieved a first full level 2, or above <a href="#">local flexibility and legal entitlements</a>	Fully funded	For those eligible through <a href="#">unemployed</a> or <a href="#">in receipt of a low wage</a>
Learning aims up to and including level 2, where the learner has not achieved a first full level 2, or above <a href="#">local flexibility and legal entitlements</a>	Co-funded	For those who do not meet the definition of <a href="#">unemployed</a> or do not meet the eligibility criteria for <a href="#">learners in receipt of a low wage</a>

Source:

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