




education
training
collective

Policy:

Tuition Fees

Date approved:	June 2023	Review Date:			July 2024
Approved by:	Finance and Employment Committee				
Relevant to (please ✓):	<input checked="" type="checkbox"/> Vocational	<input checked="" type="checkbox"/> A Level	<input checked="" type="checkbox"/> HE	<input checked="" type="checkbox"/> NETA	<input checked="" type="checkbox"/> WBL
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) 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 ESFA¹, TVCA or other appropriate funding agency. Currently fee remission on ESFA funded courses is given to:

14-16 year old learners

- Learners who classify as Electively Home Educated and are enrolled on 'part time' courses

16-18 year old learners:

- Learners aged 16-18 on 31 August in the year that they start their course
- Learners on two year courses aged 16-18 on 31 August in the year that they started their course

19- to 23-year-olds

- English and maths for those aged 19 and over, up to and including level 2; delivered as part of the legal entitlement qualifications; Fully funded
- Essential digital skills and digital functional skills qualifications up to and including level 1; delivered as part of the digital legal entitlement qualifications; Fully funded
- First full level 2 (excluding English & maths and Digital); First full level 2 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; Fully funded
- Level 3 legal entitlement (learners first full Level 3); First full level 3 delivered as part of the legal entitlement qualifications; Fully funded
- Level 3 free courses for jobs offer; Learners without a full level 3 or above can access a qualification on the free courses for jobs offer qualification list; Fully funded. Learners who already hold a level 3 or above and meet the definition of unemployed or who are in receipt of low wage (less than £20,319 annually for ESFA funded provision, although higher for TVCA at c.£27k); Fully funded
- Level 3 advanced learner loans; A learner has already achieved a full level 3 and exhausted their eligibility for the free courses for jobs offer; Loan funded
- Learning aims to progress to a full level 2 – up to and including level 1; delivered as entry or level 1 provision from local flexibility; Fully funded
- Learning aims up to and including level 2, where the learner has already achieved a first full level 2, or above (see local flexibility and legal entitlements section); For those who meet the unemployed criteria or who are in receipt of a low wage; Fully funded.

¹ 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 – or that relevant to the funder in question - which will supersede detail set out above.

For those who do not meet the definition of unemployed or do not meet the eligibility criteria for learners in receipt of low wage: Co-funded

- English for speakers of other languages (ESOL) learning up to and including level 2; For those who meet the unemployed criteria or who are in receipt of a low wage; Fully funded. For those who do not meet the definition of unemployed or do not meet the eligibility criteria for learners in receipt of low wage: Co-funded
- Continuing traineeship Learners (16 to 24-year-olds); 16- to 18-year-old continuing learners must be eligible under the ESFA's young people's residency requirements; Excluding the flexible element where funding depends on age and level; Fully funded

Learners 24+

- English and maths for those aged 19 and over, up to and including level 2; delivered as part of the legal entitlement qualifications; Fully funded
- Essential digital skills and digital functional skills qualifications up to and including level 1; delivered as part of the legal entitlement qualifications; Fully funded
- Full level 2 (excluding English and maths); For those eligible through unemployed or in receipt of a low wage; Fully funded. For those who do not meet the definition of unemployed or do not meet the eligibility criteria for learners in receipt of low wage: Co-funded
- Level 3 free courses for jobs offer; Learners without a full level 3 or above accessing a qualification on the free courses for jobs offer qualifications list; Fully funded. Learners who already hold a level 3 or above and meet the definition of unemployed or in receipt of low wage; Fully funded. Where 24+ learners are not eligible for the free courses for jobs offer, providers must refer to advanced learner loans rules; Loan funded
- Learning to progress to level 2 (local flexibility and legal entitlements); For those eligible for their first full level 2 as they meet the unemployed criteria or who are in receipt of low wage; Fully funded. For those who do not meet the definition of unemployed or do not meet the eligibility criteria for learners in receipt of low wage: Co-funded
- Learning aims up to and including level 2, where the learner has already achieved a first full level 2, or above (local flexibility and legal entitlements); For those eligible for their first level 2 as they meet the unemployed criteria or who are in receipt of a low wage; Fully funded. For those who do not meet the definition of unemployed or do not meet the eligibility criteria for learners in receipt of low wage: Co-funded
- Learning aims up to and including level 2, where the learner has not achieved a first full level 2, or above (local flexibility and legal entitlements); For those eligible for their first level 2 as they meet the unemployed criteria or who are in receipt of a low wage; Fully funded. For those who do not meet the definition of unemployed or do not meet the eligibility criteria for learners in receipt of low wage: Co-funded

- English for speakers of other languages (ESOL) learning up to and including level 2; For those who meet the unemployed criteria or who are in receipt of a low wage; Fully funded. For those who do not meet the definition of unemployed or do not meet the eligibility criteria for learners in receipt of low wage: Co-funded

For funding purposes, the ESFA define a learner as unemployed if one or more of the following apply, they:

- receive Jobseeker's Allowance (JSA), including those receiving National Insurance credits only
- receive Employment and Support Allowance (ESA)
- receive Universal Credit (UC), and their take-home pay as recorded on their UC statement (disregarding UC payments and other benefits) is less than £617 a month (learner is sole adult in their benefit claim) or £988 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

Or the learner:

- receives other state benefits (not included in the list above) and their take-home pay (disregarding UC payments and other benefits) is less than £617 a month (learner is sole adult in their benefit claim) or £988 a month (learner has a joint benefit claim with their partner), and
- wants to be employed, or progress into more sustainable employment, and their take-home pay (disregarding UC payments and other benefits) is less than £617 a month (learner is sole adult in their benefit claim) or £988 a month (learner has a joint benefit claim with their partner), and you are satisfied identified learning is directly relevant to their employment prospects and the local labour market needs

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*)²
- A resident in the UK
- Studying at Levels 3 to 6 on qualifications set out in the "Advanced Learner Loans qualifications catalogue", including:

² Please refer to Appendix A and detailed guidance published by the ESFA

- 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.

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.

Other Programmes

Individuals and Employers may also be required to contribute to the cost of other programmes, as required by the funder. This may include, but not be limited to:

- Bootcamps, where employers will be required to contribute at a rate of either 10% (for SMEs) or 30% (larger companies).

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	Notes and Eligibility	Funding
English and maths up to and including level 2	Must be delivered as part of the legal entitlement qualifications	Fully funded
Essential digital skills and digital functional skills qualifications up to and including level 1	Must be delivered as part of the digital legal entitlement qualifications	Fully funded
First full level 2 (excluding English and maths)	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. See local flexibility and legal entitlement section.	Fully funded
Level 3 legal entitlement (learner's first full level 3)	First full level 3 must be delivered as part of the legal entitlement qualifications	Fully funded
Level 3 free courses for jobs offer	Learners without a full level 3 or above can access a qualification on the free courses for jobs offer qualifications list	Fully funded
	Learners who already hold a level 3 or above and meet the definition of unemployed or who are in receipt of low wage	Fully funded
NOTE: Once a learner has been funded by free courses for jobs (FCFJ) in line with the funding rules, they will have exhausted their eligibility for the FCFJ offer.		
Level 3 advanced learner loans	A learner who has already achieved a full level 3 and exhausted their eligibility for the free courses for jobs offer	Loan funded
Learning aims to progress to a full level 2 - up to and including level 1	Must be delivered as entry or level 1 provision from local flexibility	Fully funded
Learning aims up to and including level 2, where the learner has already achieved a first full level 2 or above (local flexibility and legal entitlements)	For those who meet the unemployed criteria or who are in receipt of a low wage	Fully funded
	For those who do not meet the definition of unemployed or do not meet the eligibility criteria for learners in receipt of low wage	Co-funded
English for speakers of other languages (ESOL) learning up to and including level 2	For those who meet the unemployed criteria or who are in receipt of a low wage	Fully funded
	For those who do not meet the definition of unemployed or do not meet the eligibility criteria for learners in receipt of low wage	Co-funded
Continuing traineeship learners (16- to 24-year-olds)	16- to 18-year-old continuing learners must be eligible under the ESFA's young people's residency requirements. Excluding the flexible elements where funding depends on age and level	Fully funded

Source:

[ESFA funded adult education budget: funding rules 2023 to 2024 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/esfa-funded-adult-education-budget-funding-rules-2023-to-2024)

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Government contribution table 2: 24+

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

Provision	Notes and Eligibility	Funding
English and maths up to and including level 2	Must be delivered as part of the legal entitlement qualifications	Fully Funded
Essential Digital Skills Qualifications up to and including level 1	Must be delivered as part of the Digital legal entitlement qualifications	Fully Funded
First full level 2 (excluding English and maths)	For those who meet the unemployed criteria or who are in receipt of a low wage	Fully Funded
	For those who do not meet the definition of unemployed or do not meet the eligibility criteria for learners in receipt of low wage	Co-Funded
Level 3 Free Courses for Jobs offer	Learners without a full level 3 or above accessing a qualification on the level 3 Free Courses for Jobs offer qualification list	Fully Funded
	Learners who already hold a level 3 or above and meet the definition of unemployed or who are in receipt of a low wage	Fully Funded
	Where 24+ learners are not eligible for the level 3 Free Courses for Jobs offer, providers must refer to the Advanced Learner Loans rules	Loan Funded
NOTE: Once a learner has been funded by Free Courses for Jobs (FCFJ) in line with the funding rules, they will have exhausted their eligibility for the FCFJ offer.		
Learning to progress to level 2 (Local flexibility and legal entitlements)	For those eligible for their first level 2 as they meet the unemployed criteria or who are in receipt of a low wage	Fully Funded
	For those who do not meet the definition of unemployed or do not meet the eligibility criteria for learners in receipt of low wage	Co-Funded
Learning aims up to and including level 2 where the learner has already achieved a first full level 2 or above (Local flexibility and legal entitlements)	For those eligible for their first level 2 as they meet the unemployed criteria or who are in receipt of a low wage	Fully Funded
	For those who do not meet the definition of unemployed or do not meet the eligibility criteria for learners in receipt of low wage	Co-Funded
Learning aims up to and including level 2 where the learner has not achieved a first full level 2 or above (Local flexibility and legal entitlements)	For those eligible for their first level 2 as they meet the unemployed criteria or who are in receipt of a low wage	Fully Funded
	For those who do not meet the definition of unemployed or do not meet the eligibility criteria for learners in receipt of low wage	Co-Funded
English for speakers of other languages (ESOL) learning up to and including level 2	For those who meet the unemployed criteria or who are in receipt of a low wage	Fully Funded
	For those who do not meet the definition of unemployed or do not meet the eligibility criteria for learners in receipt of low wage	Co-Funded

Source:

[ESFA funded adult education budget: funding rules 2023 to 2024 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/esfa-funded-adult-education-budget-funding-rules-2023-to-2024)

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