



## Tuition Fees Policy

### 1. Tuition Fee Policy – General

#### 1.1 General

All fees will be waived for Further Education (FE) learners aged 16-18 (full and part time) that meet the Funding Body requirements for funding.

The College will charge a tuition fee for learners aged 19+ who do not qualify for tuition fee remission from the Department for Education (DfE) or Devolved Combined Authority. Examination / registration fees will be charged where applicable.

Tuition fees are reviewed annually in line with the DfE and Office for Students (OfS) funding assumptions and guidance from other government departments.

#### 1.2 Employer to Pay

Where the employer is to pay the fees, they will be invoiced for 100% of all fees due as soon as practicable after enrolment has been completed (30-day payment terms). Where employers are paying fees in relation to Apprenticeships, a payment plan may be put in place prior to the commencement of the Apprenticeship.

Learners must provide a letter or purchase order from their employer confirming support is available at enrolment before they are allowed to enrol via this method.

#### 1.3 Unpaid Fees

If outstanding fees are not paid by the due date(s), the College reserves the right to prevent learners attending their programme(s) of study and / or preclude them from participating in relevant examinations / assessments and barring from graduation ceremonies. Where continuing learners have not settled outstanding fees by the end of the academic year in question, they may be prevented from re-enrolling onto the subsequent year of study via a finance block. The finance block can only be subsequently removed by written confirmation from the Head of Finance.

#### 1.4 Financial Support

For those students in financial hardship some support may be available from the various Bursary funds. For further details on support available please visit the Student Finance pages on the College website.

#### 1.5 Staff Development

Some staff may have training and qualifications paid for by the College. In such cases the individual will be expected to sign a Professional Qualification Training Reimbursement Agreement and have to pay back a percentage of costs if they leave within a certain time period. This applies to courses over £250. Further information on this is available from the Human Resources Department. Where staff have to make a contribution towards fees they

shall be required to follow the principles outlined in this policy document. The Professional Qualification Training Reimbursement Agreement Form can be found in the HR section of SharePoint under Learning and Development / Training Planning Process.

**1.6 Liability Forms**

Where learners (including staff) are not required to pay the full fees due at enrolment the learner must complete and sign the appropriate liability form stating that they accept liability for the full amount of fees due. In addition, the liability form limits the College's liability in terms of losses suffered by the learners in the event of the College breaking its agreement with the learner. For all information on payment of tuition fees and instalment plans please speak to Student Finance for further information. Circumstances where liability forms apply include, but are not limited to;

- They have an agreed payment plan with recurring payments agreed
- For HE and Advanced Learner Loan students, they are awaiting their final assessment from Student Finance England.

**1.7 Waived fees**

Where the College has waived tuition fees, examination or registration fees learners will become liable for these fees if they fail to participate in the relevant examinations or assessments without just cause or do not maintain satisfactory attendance.

**1.8 Variations of Policy / fees**

Once established, tuition fees can only be changed with the authority of a Senior Postholder.

**2. Further Education & Apprenticeship Fees**

**2.1 Students intended method of payment will be determined at enrolment, along with associated liability forms. The basis on which fees are to be paid, with the associated liabilities are set out in section 1 and 2 below.**

Confirmation invoices will be sent to all learners and or sponsors, irrespective of payment method by 31<sup>st</sup> October (or no later than 30 days of the agreement of terms for enrolments after 30<sup>th</sup> September).

**2.2 Advanced Learner Loans**

For students intending to pay with an Advanced Learner Loan and where learners' assessments are pending they will not be required to make a payment towards tuition fees when enrolling. Any learner who is not paying where an assessment is pending or provisional are to be made aware of the Fee liability.

A learner's total fee liability to the College is determined by confirmation of attendance at four points during the academic year, except where there is a confirmed change of circumstances, such as suspension of study or withdrawal. For learners withdrawing prior to the course end date their fee liability will be determined by the date of last attendance.

Should a learner, following enrolment, be unsupported for an Advanced Learner Loan they will be able to set up a payment plan see details below.

### 2.3 Fee Payments

All learners pay in full at the time of enrolment by cash or debit or credit card. It is possible to pay by instalment or to set up a monthly recurring payment plan. All payment plans agreed must be paid in full before the first day of the month the programme ends.

Instalment: - The instalment option splits the cost into termly instalments for the duration of the course due at the start of each term.

Monthly payment plan:- It may be possible to agree a monthly payment plan with Student Finance. Payments are set up on online portal and a recurring card payment is taken on a monthly basis.

### 2.4 Late allocation of Learner Support Funds

Should a learner's fee liability change due to an award from Learner Support Funds these will be applied and the payment plan monthly payments recalculated accordingly. If any refund is due this will be applied to any debt owed in the first instance before a repayment is made.

### 2.5 Exam / Registration Fees

Where exam / registration fees are set and form part of the course fees they are due for collection in accordance with the procedure above. Where an employer / sponsor is due to pay these fees they will be invoiced as soon as practicable following enrolment.

### 2.6 Refunds / credits / waiving fees

A reduction or waiver in fees will be applied for learners if;

- The College withdraws the course
- The learner withdraws within the first two weeks of the commencement of the programme of study. Or for learners aged 19+ if the learner withdraws after the first attendance confirmation in accordance with Advanced Learner Loan agreements.
- There are individual exceptional circumstances as approved by a Senior Postholder.
- A complaint is upheld and fees are reduced or waived as a result.

Where a refund of monies is due, this will be refunded to the payee of the original fees, and may be subject to a £20 administration fee.

### 2.7 Bursary Funds

The College operates a Bursary Scheme. Further details on this can be found on the College website.

### 2.8 Fee Amounts

The fee amounts charged for adult learners is based upon the DfE Funding Guidance. Fees are subject to review following the publication of the DfE Funding Guidance for each year in the Summer Term before being approved by the Governing Body.

### 2.9 Advanced Learner Loans

Where a learner is aged 19+ on a Level 3 or above programme they may be entitled to an Advanced Learner Loan with the total fee to be set by DfE published funding matrix.

2.10 19+ Apprenticeship Fees (Employer Contribution)

Fees payable by an employer in relation to training for their Apprentices will be agreed in advance of the commencement of the Apprenticeship. Both the total fees and the fee payment schedule will be provided in writing at the start of the Apprenticeship programme. Fees will take into account the requirements of the Apprenticeship Standard and Framework.

**3. Higher Education Fees**

3.1 Higher Education Students are required to agree to the terms of this policy as part of the enrolment process at the start of each year of study. It is therefore important that students understand what is expected in regard to payment of fees owed and the options available to meet financial obligations.

The fee amounts charged for Higher Education is based upon the OFS detailed in regulations and guidance and approved by the Governing body on an annual basis.

Students are required to check and confirm the fees payable at enrolment and must not complete the enrolment process until they agree with the assessment.

Please note that in all cases a liability form must be completed at enrolment.

Confirmation invoices will be sent to all learner and / or sponsors, irrespective of payment method, by the end of the month following course commencement. Appropriate adjustments will be made subsequently as and when additional information becomes available.

3.2 Student Finance England / Wales / NI

Students who are eligible and intending to pay via a tuition fee loan from Student Finance England/Wales/NI must have funding approved or have made an application at or before enrolment for each academic session. An intention to apply is not sufficient; it is a student's responsibility to apply for a loan for each year of study in a timely manner and for the correct course, course year and fee amount. If students require assistance completing the Student Finance application, then a guidance interview can be arranged.

Students who have applied for a loan will not be required to make a payment towards tuition fees when enrolling as fees will be paid directly to Reaseheath College by the Student Loans Company.

In cases where Student Finance do not provide funding which matches the tuition fee charged, students will be personally liable to pay the difference to Reaseheath College via the Finance Department.

3.3 Sponsored students

If an employer or other organisation agrees to pay all or part of a student's fees then they are referred to as a "sponsor". It is the student's responsibility to provide the Finance Department with written confirmation from the sponsor as follows:

- Student's full name
- Amount of contribution towards the fee
- The academic year for which the sponsorship applies

- The name of the person, organisation and full address of where the invoice should be sent
- Signature of an authorised person

Regardless of sponsorship, a student remains personally liable for the payment of the tuition fee. This includes payment of any fee cancelled by the sponsor where a student is deemed to have not met the requirements of the sponsorship agreement.

### 3.4 Self-funding students

Students paying their own tuition fees directly to Reaseheath College are classified as self-funding. Those who confirm their intention to self-fund are acknowledging liability and commitment to pay.

### 3.5 Fee Payment

Where the student or a third party sponsor is liable for the whole or part of the tuition fee, payment can be made by the following means:

- Instalment: - The instalment option splits the cost into termly instalments for the duration of the course due at the start of each term.
- Monthly payment plan:- It may be possible to agree a monthly payment plan with Student Finance. Payments are set up on online portal and a recurring card payment is taken on a monthly basis.

### 3.6 Fee liabilities

Tuition fee liability determines:

- When the cooling-off period starts
- When student's become liable for tuition fees
- How much money student's can have back if they leave or interrupt their studies.

Liability points are set up in line with the Student Loans Company's principles of three terms. As not all of the University Centre courses operate in terms these points are guided by the start and end date of the course and the amount of teaching weeks and assessment periods. For Home students commencing or continuing their studies, the following liability points will apply:

Liability 1	Start Date + 14 days	25% total tuition fee for the year
Liability 2	Start of Spring term	50% total tuition fee for the year
Liability 3	Start of Summer term	100% total tuition fee for the year

For Overseas/International students the following liability points will apply:

Liability 1	Start date	Deposit £3540
Liability 2	Start of Spring term	100% total tuition fee for the year

### 3.7 Refunds / credits / waiving fees

A reduction or waiver in fees may be applied for students if;

- The College withdraws the course
- The learner withdraws after the first attendance confirmation at which point they will be liable for the fee in accordance with above.
- There are individual exceptional circumstances as approved by a Senior Postholder.
- A complaint is upheld.

Where a refund of monies is due, this will be refunded to the payee of the original fees, and may be subject to a £20 administration fee.

**3.8 Bursaries**

The College operates a bursaries and scholarship scheme for students. Please refer to the College website.

**3.9 Other Fees**

Part-time Higher Education tuition fees may be supplemented by an 'other fee' which comprises the accreditation fee, plus an additional fee where appropriate which could cover residential, student materials etc. If applicable this will be stated in the course information section on the College website.

**4. International Fees FE and HE**

**4.1 Students who have been assessed as requiring a Student Route visa, or who will be charged the Overseas fee, will normally be required to pay a deposit of £3,540, payable before a CAS is issued for student visa students and before the start of the course for those who do not need a visa but deemed eligible to pay the higher fee rate.**

If a student is refused a Student Route study visa the fee paid will be refunded upon receipt of the visa refusal letter and £100 will be kept as an administration fee. The refund will be made to the person who paid the deposit, either the student or student's representative, and will be made using the same payment method as the deposit payment (in all cases it will be non-cash).

For continuing international students, full fees are due at enrolment. Payment options may be available (e.g. invoice instalments) subject to prior approval, on a case by case basis, from the Head of Finance.

**4.2 Fees**

Fees due for courses are set out in the Fees Schedule which is updated annually and available on the College website.

**4.3 Refunds**

Refunds of monies paid will be made to learners if:

- There are individual exceptional circumstances as approved by a Senior Postholder
- A complaint is upheld
- The deposit for overseas students will be refunded in full in the event that the College closes their course
- A visa refusal letter is received

All refunds are subject to a £100 administration fee.

**4.4 Variations of policy / fees**

Once established, tuition fees (on the course file) can only be changed with the authority of a Senior Postholder. International fees may be varied to take into account specific country requirements in relation to deposits/payments in full in advance. Variations are only permitted following advance approval from a Senior Postholder.

## 5. Commercial/Full Cost

5.1 All fees will be due for full cost / commercial provision upon online enrolment.

### 5.2 Learner to Pay

Payments can be made on the online store. An automated receipt will be sent for online payments.

### 5.3 Employer to Pay

Employers / sponsors are expected to pay in full by enrolment, unless paying by the invoice option. Employers have the option of choosing to pay by invoice, subject to the Learners / Employer providing a sponsor letter or a purchase order from the company confirming support is available at enrolment before they are allowed to enrol via the invoice option (on 30 day terms).

### 5.4 Staff Development

Non-job-related commercial courses: Staff accepted on a non-job-related commercial course are expected to pay tuition fees, which may be discounted dependent upon course type. Fees must be paid on enrolment. All fees must be paid in advance on the online store. In all cases staff must not attend courses that run within their normal working hours unless they obtain permission from their line manager.

Job related commercial courses: Staff who attend a job-related commercial course will be expected to sign a Professional Qualification Training Reimbursement Agreement before attending the course.

### 5.5 Refunds / credits / waiving fees

Refunds of monies paid / no fees are due if:

- The Colleges closes the course or
- The learner withdraws 4 weeks prior to the start date of the course
- There are individual exceptional circumstances as approved by a Senior postholder
- A complaint is upheld and fees are reduced or waived as a result.

All refunds are subject to a £20 administration fee (unless the College cancels a course). Note: refunds may take up to 3 weeks to process. Refunds are made to the account which made the payment. If the card or account details have changed the Finance Department should be notified before the refund is processed as this can delay transactions.

### 5.6 Cancellations and Transfers

All cancellations must be made in writing. Where a customer cancels the agreement or requests to transfer to an alternative course or date the full cost of the course will be due, unless notice specified below is given prior to the start date:

More than 4 weeks' notice	no charge
4 weeks' notice	30% of the cost
2-3 weeks' notice	50% of the cost
1-2 weeks' notice	75% of the cost
Less than 1 weeks' notice	100% of the cost

## 5.7 Other

Where the customer is to provide a venue and / or equipment the College reserves the right to verify its suitability.

The College reserves the right to provide a suitable tutor /consultant should the nominated tutor / consultant be unavailable.

The College reserves the right to re-schedule any commercial programme where minimum numbers of candidates are required and not achieved.

## 5.8 16-18-Year-Old Commercial Learners

The College will only charge DfE learners a full cost fee where either of the following apply:

- The study is not related to an DfE funded Study Programme
- It is a commercial provision where they are in work or on an apprenticeship where the employer is paying their fee as part of an agreement for the College to provide delivery of a course to their employees.

## 5.9 Commercial Tuition Fees

Tuition fees for commercial courses are set annually as part of the business planning process, taking into consideration the cost to deliver, the minimum class size and competitor tuition fee rates.

Date of issue	June 2023
Lead for Policy	Vice Principal Finance and Resources
Approved/Reviewed	Executive. Ratified/approved (if applicable): FGP Committee 22.06.23; 04.07.2024; 03.07.25
Review	July 2026