



Warrington Collegiate

QUALITY ASSURANCE

TUITION AND EXAMINATION FEE 2011/2012

Policy Ref: FM/10/1

This procedure relates to above policy.

1 General Principles

- i) The College will charge those learners not eligible for tuition fee remission a minimum of 50% of the NBR for any learning aim funded by the Skills Funding Agency or the YPLA. Fees for learning aims funded via the Employer Responsive funding stream will be charged the Apprenticeship Employer rate listed on the Learning Aims Database where specified.
- ii) Curriculum Directors (CDs) are responsible for agreeing fees for Skills Funding Agency provision in their areas of the curriculum. CDs wishing to charge fees below 50% of the NBR for any of their courses must obtain the prior approval of the appropriate ELT member. Fees below 50% of the NBR may be charged to ensure tuition costs are comparable to those of local competitors. Any fees charged above 50% of the NBR must be justified by market conditions and will be approved by the Director for Information Services.
- iii) Full cost (self-financing) provision which will/cannot be funded by the Skills Funding Agency or the YPLA will be calculated on the basis of the costs of delivery plus overheads in accordance with the guidelines attached.
- iv) Full-time FE students wishing to take additional part-time courses will be charged the fees quoted in the prospectus.
- v) Unless otherwise stated, tuition fees relate to a single academic year only. Learners undertaking courses of more than one year duration will be required to pay further fees at the start of each academic year. Tuition fees for further years will not normally increase by more than 5% of the previous year's fee.

2 Young People 16-18

- i) In accordance with YPLA regulations no compulsory tuition, registration or examination fees will normally be charged to learners aged 18 years of age or

under on 31st August in the year they start their programme of study. This applies to full and part time learners on courses funded by the YPLA.

- ii) The College may charge learners aged 16-18 for exam and re-sit charges if they do not achieve the required attendance levels or progress.

3 Adult Learners

- i) Adult learners (those aged 19 and above at 31 August 2011) taking courses funded by the Skills Funding Agency will be charged a tuition fee and an awarding organisation fee for any qualification(s) taken. The College will reclaim tuition fee remission for adult learners from the Skills Funding Agency wherever possible.

3.1 Classroom Based Provision

- i) Tuition fee remission is available for learners taking Skills Funding Agency funded courses who are in receipt of

- Job Seekers Allowance (JSA)
- Employment Support Allowance (ESA) in a work related activity group.

Suitable evidence must be supplied at the time of enrolment else the full tuition fee will apply.

- ii) Full tuition fee funding for classroom based delivery will only be available for:

- Adults without a level 2 qualification undertaking a level 1 qualification as a progression route to a level 2
- Adults aged 19-24 undertaking their first full level 2
- Adults aged 19-24 undertaking their first full level 3
- Adults aged 25+ undertaking their first full level 2, 3 or 4 who do not already hold a full level 2 qualification
- Adult basic skills

Learners must complete and sign a declaration form at the time of enrolment to receive level 1, full level 2 or full level 3 fee remission.

- iii) No tuition fees will be paid by learners aged 19 on the second year of a two year for components of the course that commenced when the learner was 18 or under.

3.2 Workplace Based Provision

3.2.1 Small and Medium Enterprises (SME) – less than 250 employees

- i) Full tuition fee funding for workplace provision will only be available for :

- Adults without a level 2 qualification undertaking a level 1 qualification as a progression route to a level 2

- Adults undertaking their first full level 2
- Adults aged 19-24 undertaking their first full level 3 or 4 who do not already hold a full level 3 qualification
- Adults aged 25+ undertaking their first full level 2, 3 or 4 who do not already hold a full level 2 qualification
- Adult basic skills

ii) Co-funding for workplace provision for employees of SMEs will be available for:

- Adults undertaking a vocational level 1
- Adults undertaking a full level 2 who already hold a level 2 qualification
- Apprenticeships at all levels

A tuition fee is payable by the employer for learners who are eligible for co-funding.

ii) SMEs will be required to pay the full cost of the course for workplace provision for employees who are not eligible for either full tuition fee funding or co-funding.

3.2.2 Large Employers – 250 employees or more

i) Full tuition fee funding for workplace provision will only be available for :

- Adults undertaking their first full level 2
- Adults aged 19-24 undertaking their first full level 3 or 4 who do not already hold a full level 3 qualification
- Adults aged 25+ undertaking their first full level 2, 3 or 4 who do not already hold a full level 2 qualification
- Adult basic skills

iii) Co-funding for workplace provision for employees of large employers will be available for:

- Adults undertaking a vocational level 1
- Apprenticeships at all levels

A tuition fee is payable by the employer for learners who are eligible for co-funding.

iv) Large employers will be required to pay the full cost of the course for workplace provision for employees who are not eligible for either full tuition fee funding or co-funding.

4 School Pupils

i) School pupils whatever their age taking evening courses funded by the Skills Funding Agency /YPLA will be charged the fees quoted in the prospectus.

The enrolment of school pupils under 16 requires the prior approval of the school, the parent/guardian and the Curriculum Director for 14-19 Provision.

- ii) When school pupils, whatever their age, wish to follow part of their programme at College during school hours, the College will charge the school for the costs of this provision. Fees charged for this provision within the College will be charged in accordance with the relevant Partnership Agreement.

5 Staff

- i) Fees for Skills Funding Agency funded courses attended by College staff may be waived in accordance with the Staff Development Policy. College staff will be charged an awarding organisation fee only, although this fee can also be waived if the course is considered as essential staff development. College staff will pay any awarding organisation fees for courses that are not considered as essential staff development.
- ii) Fees for the Certificate in Education course may not be waived since a mandatory tuition fees grant is available from the relevant Local Authority.
- iii) College staff wishing to enrol for PCDL provision may have their fees waived on condition their attendance does not prevent the attendance of an external student. There must be a minimum of 12 external learners enrolled on the course before staff fees are waived.
- iii) In exceptional circumstances staff may gain approval to attend full cost provision not funded by the Skills Funding Agency. In these cases the fees will be charged to the relevant Staff Development budget.

6 Staff from Designated Voluntary/Community Organisations

- i) It is College policy to remit tuition fees for the staff of designated local voluntary and community organisations who enrol on Skills Funding Agency funded courses at level 3 or below. Full fees are payable for courses at levels 4 and 5. Examination and other courses fees are not remitted.

7 College Policy (PCDL, International and HE Provision)

7.1 Personal, Community Developmental Learning (PCDL) Provision

- i) PCDL courses will be charged a tuition fee of £3 per hour. A materials fee of £10 will be charged in addition to the tuition fee on relevant courses. All learners are entitled to one free PCDL course excluding materials.

Where PCDL provision is managed by the Local Authority their policy will apply.

7.2 International Students

- i) International learners (those from outside the EU/EEA) enrolled on full time courses will be charged a tuition fee of £5,400 per annum for FE (funded) programmes in 2011/12 plus awarding organisation costs.
- ii) International learners enrolled on part time FE (funded) courses will be charged £9.50 per hour for tuition fees (to a maximum of £5,400 per annum) plus awarding organisation costs.
- iii) Agreed additional learning support will be charged in excess of course fees.
- iv) International learners taking any other course will be charged the full cost for that course calculated in accordance with the guidelines for full cost provision and taking into account any Licence costs where appropriate.

7.3 Higher Education (Associated College -University of Chester)

- i) Fees for full time students are set by Chester University and collected by the College
- ii) Tuition fees for part-time foundation degree courses and part time ITT are set by the UoC Liaison Group and collected by the College
- iii) Fees for other part-time courses are set by the College following discussion with the University. Fees for PT courses are collected by the College.
- iv) Some part time learners are eligible to apply for financial support towards the costs of tuition fees from their Local Authority. PT learners not eligible for Local Authority support may have their fees waived in accordance with University policy.
- v) Full-time learners wishing to enrol for any additional part-time courses will normally be charged the fees quoted. Tuition fees may be funded from the income received by the Curriculum Area at the request of the Curriculum Director in agreement with the Director of Information. All awarding body fees are still payable.
- vi) Students associated with other HEIs will be charged a fee in accordance with local agreements.

8 Examination/Award Organisation Fees

- i) Students aged 19 and over on Skills Funding Agency funded courses, will be expected to pay awarding organisation (examination/registration/certification) fees.
- ii) All students on full cost courses leading to external accreditation will be expected to pay awarding organisation fees.

- iii) All **essential** exam/awarding organisation fees are included in the fees payable at enrolment.
- iv) Where a Professional Body Requires direct payment of membership fees from the student, eg: AAT, they will not be collected at enrolment or paid for by the College.
- v) Students wishing to follow a programme of study without undertaking the assessment will be liable for tuition fees at the international rate.
- vi) Examination **resit** fees will be charged **prior** to entry. All students taking a resit examination must pay the resit fees and a centre fee. The only exception to this rule applies to Skills for Life tests at level 1 and below.
- vii) All learners in receipt of a free first attempt for an examination who do not take the examination without good reason will be charged the fee.
- viii) If a learner's examination entry is not supported by his/her lecturer as a result of poor attendance or lack of progress the examination fee is charged.

9 College Enrolment/Registration Fees

- i) Fees paid at enrolment include a £5 non refundable administration charge.

10 Refunds

10.1 All Learners

- i) Refunds of fees may be approved in the following circumstances:
 - a. If a course is cancelled by the College;
 - b. If a learner's complaint regarding the quality of the delivery of a course or about the advice/guidance provided is upheld by the Director of Quality, Standards & Marketing following an investigation in accordance with the College's complaints procedure;
 - c. If a learner notifies the College to cancel his/her place on a course 2 working days before the commencement of the course;

No administration charge will be made for category a and b. An administration fee of £5 is charged for category c.

- ii) Once a course has started refunds will not normally be given. However written requests for refunds relating to personal factors will be considered by the Director of Quality, Standards & Marketing and a credit note may be issued in exceptional circumstances. Any credit note issued will be calculated on the basis of the number of actual attendances less a 10% administrative charge.
- iii) Refunds for HE students will be in accordance with UoC policy

- iv) Learners have the right to appeal against decisions made regarding the refund of fees. The appeal can be submitted in accordance with the policy attached

10.2 International Learners

Where fees have been paid, and a visa is refused, fees will be refunded less a £250 administration charge, providing that:

- the original offer letter is returned to the college;
- the College receipt (if applicable) is returned to the college;
- the original UK Entry Visa refusal letter is provided and a copy is taken

11 Methods of Payment

- i) Payment in full can be made by cash, cheque or debit/credit card
- ii) Learners can pay in instalments via a standing order providing an agreement is completed at the time of application/enrolment. The charge for a standing order is:
- £15 for fees up to £399
 - £25 for fees of £400 or more
- iii) The duration of the course will determine maximum number of instalments over which fees can be paid. The full fee must be paid before the course is completed.
- iv) Where an employer is paying the fee the full fee must be paid at the start of the course.

12 Debtors

- i) In accordance with College Financial Regulations for any learner who has not paid their tuition or exam fees in full at the end of the academic year:
- a) Exam certificates will be withheld
 - b) Assessed work will not be marked
 - c) References for employment will not be issued
 - d) The learner will not be permitted to progress to the next year of study or enrol on another course at the College

13 Reporting Performance

- ii) The College will report performance in relation to the collection of fee income against targets to ELT/CMT and the Corporation in the monthly Management Accounts.