



## **Further Education Tuition Fees Policy and Procedure**

It is the policy and intention of Myerscough College to determine fee levels, waivers and refunds that encourage access to courses whilst ensuring financial viability. This policy follows the guidelines set by the Education and Skills Funding Agency for the charging of fees.

The aim of the policy is to detail the various fees charged to Further Education (FE) students across College, including the processes for waivers and refunds.

The policy applies to all Further Education students at all centres of Myerscough College.

## Procedure

### 1. Tuition Fees

The Education and Skills Funding Agency (“ESFA”) instruction to colleges is that no tuition fee should be charged to 16 to 18 year-old home and/or EU students in full-time and part time education studying on a fundable study programme as defined by Department for Education Section 96. Such students must be 18 years and under on 31 August in the teaching year in which they enrol. Students who enrol on a two or three year programme when aged 18 years or under on 31 August in the first year of their programme will not pay tuition fees for the duration of their course.

The Education and Skills Funding Agency (“ESFA”) may not fund students from Scotland, Wales and Northern Ireland please seek clarification from the ILR team.

The Education and Skills Funding Agency (“ESFA”) will not fund students from the Isle of Man or Channel Islands as the countries are not part of the EU, overseas fees will be charged.

From 2016/17, Advanced Learner Loans were extended to cover learners aged 19+ who are studying Level 3 and higher qualifications. The availability of loans at Level 3 does not replace an individual aged 19 to 23’s legal entitlement to full funding for a first full Level 3. It is important to check a learner’s entitlement before providing information on loans. Students aged 24 and over at the start of their study for an advanced qualification of Level 3 or higher will continue to be able to apply for an Advanced Learning Loan to cover the cost of the course from the Student Loan Company.

Part-time students / students over 19 years may, in certain circumstances, be eligible for remission of fees. More information is provided in Section 1.4 ‘Remission of Tuition Fees’.

Tuition fees are payable for each year of the course and are subject to an annual increase.

An annual contribution is payable by or on behalf of each student at the start of each year to access a range of facilities and resources (see Section 2).

#### 1.1 Further Education Tuition Fees

- a) **Students aged 19+ years, excluding 19+ Level 3 students** (resident in England and EU, see exclusion under Section 1.4)
  - i. **Full-time FE Tuition Fees:** £1,335 plus £95 Facilities and Resources Contribution
  - ii. **Part-time FE Tuition Fees:** as per published details

b) **19+ Level 3 students (if not first full Level 3 for 19-23's)**

To apply for a loan, courses must be eligible as detailed in the Advanced Learner Loans qualifications catalogue, any fee not eligible for a loan must be funded by the student or sponsor. Fees are for the whole course, including registration / exam fees and facilities and resources fee, additional qualifications are not part of the course fee.

**Advanced Learner Loan Fees 2018/19**

Course	Course	Course	Course	Course	Course
BTEC	BTEC	BTEC	City & Guilds	BTEC	City & Guilds
<b>Sub Diploma / Advanced Technical Certificate (360 ) 6 units</b>					
Sport	Public Services	Motorsport	Animal Studies Equine Arboriculture Horticulture Landscape Sportsturf Agriculture Land and Wildlife Management	Agriculture Engineering	
<b>£2,882</b>	<b>£2,573</b>	<b>£3,345</b>	<b>£3,417</b>	<b>£4,425</b>	
<b>90 Credit / Technical Diploma (540) 9 units</b>					
Sport	Public Services	Photography Motorsport	Animal Studies Equine Floristry Agriculture Countryside Land and Wildlife Management		
<b>£4,670</b>	<b>£4,170</b>	-	<b>£4,425</b>		

Advanced Technical Extended Diploma (720) 12 units (2 yr or 1 yr top up from Sub Dip)					
Sport	Public Services	Photography Motorsport	Animal Studies Equine Arboriculture Horticulture Landscape  Sportsturf Agriculture Countryside Land and Wildlife Management	Agriculture Engineering	VN
-	£4,170	£5,421	£7,172	£7,172	£9,785
Ext Diploma (1080) 18 units (2yr or 1yr top up from 90 credit)					
Sport	Public Services	Motorsport	Animal Studies Equine Agriculture Countryside Land and Wildlife Management	Agriculture Engineering	
£7,395	£6,602	£8,583	£11,120	£11,120	

## 1.2 Overseas Student Tuition Fees (Outside Europe)

(Students from non-European Union countries, including Isle of Man and Channel Islands)

**Full-time overseas FE Tuition Fees:** £ 6,285 including £95 Facilities and Resources Fee contribution.

For Module Fees for overseas FE students, please contact the Deputy Principal - Finance and Corporate Services.

**Payment in Advance:** Overseas and EU students must pay all their fees (tuition, residence, facilities & resources or any other fees) pre-enrolment each academic year.

## 1.3 Payment of Fees and Refunds

All fees are payable at the point of or prior to enrolment, instalment arrangements may be available, see Section 1.5.

The Deputy Principal - Finance and Corporate Services must agree any refunds to individual students.

The standard policy is:

- FE – a full refund if student withdraws during first 10% or 3 weeks of course (less administration fee), after that full fees due, irrespective of any change in circumstances
- Advanced Learning Loans – fees due as received from SLC

Continuation on to further programmes of study is dependent upon the payment of all fees due. The student is ultimately responsible for ensuring that their fees are paid, even when a third party (e.g. an employer) intends to pay the invoice on their behalf.

#### 1.4 Remission of Tuition Fees

All students will be charged a tuition fee, unless evidence is provided to claim 100% tuition fee remission in accordance with the ESFA regulations as detailed below:

- i) The categories of learners who are entitled to fee remission are:
  - Tuition fees cannot be charged to students aged 16 to 18 (subject to course and student eligibility as per ESFA funding guidance for young people 2018 to 2019) in full time or part time education by either ESFA-funded institutions or their sub-contractors. For the purposes of the funding agreement and this document, '18', means 'under 19 on 31 August in the teaching year when the student commences a study programme'.
  - It is intended that such students must continue to receive free tuition in any consecutive subsequent year of study on the same study programme as recorded in their learning agreement.
  - No tuition fees can be charged for provision funded by the ESFA for students with learning difficulties or disabilities aged 19 to 24 who have an EHC Plan).
  - For funding purposes, an 'overseas' student will be defined as one who does not meet the criteria defining a 'home' student as set out in the ESFA funding regulations. Overseas students are not eligible for funding and these students can be charged full-cost tuition fees.
  - All students whilst living in the Channel Islands and Isle of Man remain ineligible for ESFA funding as the funding responsibility for their programmes remain with their own independent governments.
  - Wales, Scotland and Northern Ireland have their own funding arrangements. There may be exceptional circumstances where, on occasion, individual Scottish or Welsh students may wish to travel to or

reside in England to study when specialist provision is not offered locally. For institutions close to the borders some local areas within Wales and Scotland are expected to form part of their normal recruitment area as agreed by their ESFA territorial office

### ESFA Funding Criteria

The level of government contribution we will fund is as follows.

Provision	19- to 23-year-olds	24+ unemployed	24+ other
English and maths, up to and including level 2 (Must be delivered as part of the legal entitlement)	Fully funded*	Fully funded*	Fully funded*
Level 2 (First full level 2 must be delivered as part of the legal entitlement)	Fully funded* (first and full)	Fully Funded	Co-funded
Learning to progress to level 2	Fully funded* (up to and including level 1)	Fully funded	Co-funded
Level 3 (First full level 3 must be delivered as part of the legal entitlement)	Fully funded* (first and full)	Loan-funded	Loan-funded
	Loan-funded** (previously achieved full level 3 or above)		
Traineeship#	Fully funded (including 16- to 24-year-olds**)	N/A	N/A
English for Speakers of Other Languages (ESOL) learning up to and including level 2	Co-funded	Fully funded	Co-funded
	Fully funded – unemployed		
Learning aims up to and including level 2, where the learner has already achieved a first full level 2 or above	Co-funded	Fully funded	Co-funded
	Fully funded – unemployed		
*Must be delivered as one of the English and maths, and/or first full level 2 or first full level 3 qualifications required as part of the legal entitlements. *Must be delivered as entry or level one provision from local flexibility. # Excludes flexible element where funding depends on age and level. ** 16- to 18-year-old learners must be eligible under the <a href="#">ESFA's young people's residency requirements</a> . ** Availability of loans at level 3 does not replace the legal entitlement to full funding for learners aged 19 to 23, undertaking their first full Level 3.			

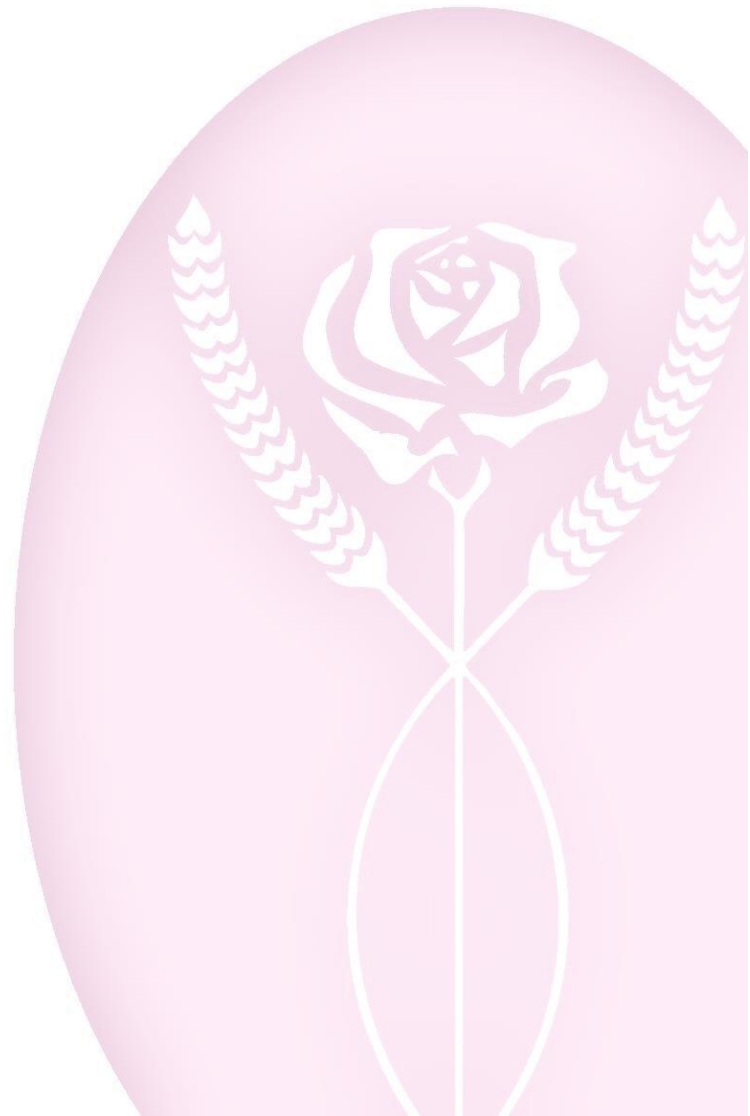
### Unemployed

For funding purposes, a learner is defined as unemployed if one or more of the following apply.

- They receive Jobseeker's Allowance (JSA), including those receiving National Insurance credits only.
- They receive Employment and Support Allowance (ESA) and are in the work-related activity group (WRAG).
- They receive Universal Credit, earn either less than 16 times the national minimum wage / national living wage a week or £330 a month (this is subject to

change) and are determined by Jobcentre Plus as being in one of the following groups:

- All Work-Related Requirements Group
- Work Preparation Group
- Work-Focused Interview Group



They are released on temporary licence and studying outside a prison environment and not funded through the Offenders' Learning and Skills Service (OLASS).

- Providers may also use their discretion to fully fund other learners if both of the following apply. The learner:
  - receives other state benefits (not listed above) and earns either less than 16 times the national minimum wage a week or £330 a month (this is subject to change).
  - wants to be employed, or progress into more sustainable employment, if they earn less than 16 times the national minimum wage a week or £330 a month (this is subject to change), and you are satisfied the learning is directly relevant to their employment prospects and the local labour market needs.

## **Full Level 2**

Level 2 is the level of attainment, which is demonstrated by:

- a General Certificate of Secondary Education in five subjects, each at grade C or above, or grade 4 or above, or
- Technical Certificate at Level 2 which meets the requirements for the 2018 and 2019 16 to 19 performance tables

If a learner aged 19 to 23 has achieved a Level 2 qualification that was, at the time they started, or still is, classed as a full Level 2, then any subsequent Level 2 qualifications will be co-funded and they will be liable to pay tuition fees.

If the National Academic Recognition Information Centre have confirmed the authenticity of a qualification gained overseas and confirmed it is comparable/compatible with a regulated qualification in England, currently part of the Level 2 and Level 3 19 to 23 legal entitlement, the individual will be deemed to have achieved their first Level 2 and/or Level 3 qualification.

## **Full Level 3**

Level 3 is the level of attainment which is demonstrated by a:

- General Certificate of Education at the advanced level in two subjects, or
- General Certificate of Education at the AS level in four subjects, or
- QAA Access to Higher Education (HE) Diploma at Level 3, or
- Tech Level; or Applied General Qualification at Level 3, which meets the requirements for the 2018 and 2019 16 to 19 performance tables

If a learner aged 19 to 23 has achieved a Level 3 qualification that was, at the time they started, or still is, classed as a full Level 3, and wants to enrol on any subsequent Level 3 qualification, of any size, they will have to either apply for an advanced learner loan or pay for their own learning.



## Eligible Qualifications

Regulated qualifications and/or their components must be eligible for AEB funding.

### 1.5 Payment of Tuition Fees and Residential Fees by Instalments

If this is agreed, an administration fee of £20 for both full-time and part-time students will be charged. Please contact the Finance Office for further details. Arrangements will vary according to type of fee.

### 1.6 Unit / Module Re-take Policy - FE Students

When a student has failed an assessment, there is an entitlement to one free re-sit. There may be provision for a second re-sit of an assessment and this is at the discretion of the Course Tutor, to be decided at the Module Boards. This applies to examinations, practical tests, written assignments and verbal presentations.

At the point of acceptance to re-sit:

- All programme re-assessment fees are £25, up to a maximum fee of £50

The failure of a re-sit will normally lead to the failure of the module as a whole and, as a result, the student will normally have to retake the entire module including all the learning support time.

- Module cost: Full Unit /Module = £ 355 Half Unit / Module= £180

Those students who are required to take a module for the first-time, or re-take a module by a route that is not the normal procedure:

- The charge will be calculated individually and will be based on the route requested by the student.

Please contact the Deputy Principal - Finance and Corporate Services.

#### **Note:**

All re-sits and re-assessments are only permitted in line with the awarding body regulations.

Re-sits and re-assessments relate to examinations, assignments, classroom assessments or practical assessments, which each student must achieve in order to pass the course.

## 2. Facilities and Resources Fees

At Myerscough College, an annual contribution is payable by, or on behalf of, each student at the start of each academic year to access a range of facilities, which include:

### **Blackburn Centre: all students - £30 per year**

- Informal computer facilities, including access to social media
- Wi-Fi hotspots
- A printer credit allowance for black and white and colour college printers
- Black and white photocopying (subject to fair use policy)
- IT /Learning Resource / Library facilities during College hours

### **Liverpool Centre: all students - £30 per year**

- Informal computer facilities, including access to social media
- Wi-Fi hotspots
- A printer credit allowance for black and white and colour college printers
- Black and white photocopying (subject to fair use policy)
- IT /Learning Resource / Library facilities during College hours

### **Old Trafford Centre: all students - £30 per year**

- Informal computer facilities, including access to social media
- A printer credit allowance for black and white and colour college printers
- Black and white photocopying (subject to fair use policy)
- IT /Learning Resource / Library facilities during College hours

### **Preston Centre: FE Full time - £95 per year**

- Informal computer facilities, including access to social media
- Wi-Fi hotspots
- A printer credit allowance for black and white and colour college printers
- Access to evening IT advice sessions (Monday, Tuesday, Thursday 5 – 8pm) for course and non-course related advice
- IT / Learning Resource / Library facilities available in the evenings and at weekends
- Access to daily newspapers and a fiction collection in the College Library
- The availability of stationery equipment to be used in the College Library
- Black and white photocopying (subject to fair use policy)
- Car parking facilities (first come availability)

**All students have access to the following:**

- Electronic library services 24 hours a day, 7 days a week

In addition, as part of the student network, **all** students have access to the following resources:

- access to Office 365, which entitles users to 1TB of online storage
- Internet access (filtered)
- Student Intranet
- Use of pre-installed software, ie Microsoft Office 365 and other specialised software
- Email account

The contribution is non-refundable.

### **3. Examinations**

The College may charge for examinations and re-sits as follows.

- Where the required attendance or completion of work has not been achieved.
- Where the student fails without good reason to sit the examination for which the institution has paid.
- Where a student re-sits an examination resulting from an initial examination failure.
- Where a student re-sits an exam with the aim of achieving marginal improvements in grades.

#### **3.1 Examination Re-sits (subject to awarding body regulations)**

Students who wish to re-sit an examination without undertaking a further period of tuition will not incur a fee on the first occasion, provided that they re-sit the exam at the first available opportunity following the examination that they failed. If this is not the case, a fee of £25 per examination will be charged.

#### **3.2 Functional Skills / GCSE / BTEC / City & Guilds Examination: Non Attendance**

A charge of £10 will be made for each Functional Skills / GCSE / BTEC / City & Guilds examination not attended (unless authorised or accepted for a reason covered by the Extenuating Circumstances Policy and Procedure).

#### **3.3 Fees for External Candidates**

The following charges will apply to external candidates who seek to undertake an examination at Myerscough and who have not received “guided learning” through the College:

If internal examinations are already taking place, external candidates will be charged a fee of £30 per examination plus exam entry costs. If separate arrangements have to be made for external candidate(s), then the total charge will be £30 per hour (per 5 students or less) (i.e. Room £15.00 per hour and Invigilator £15.00 per hour) plus exam entry costs if applicable.

### **3.4 Additional Qualification Assessment, Non-Attendance and Re-Assessment (subject to awarding body regulations)**

Non-attendance of pre-determined assessments for additional qualifications where External Examiners are required will carry a fee of £50. Re-assessment will also carry a £50 fee, to be paid prior to the second assessment for those that failed to attend (unless authorised or accepted for a reason covered by the Extenuating Circumstances Policy and Procedure) in the first instance plus entry / reassessment fees.

## **4. Notes to Fee Policy**

The College will take steps to ensure the payments of fees are met and the following sanctions may be applied to those who default:

- withdrawal of College library and computing facilities
- termination of enrolment and exclusion from the College
- withholding certified transcript
- refusal to re-enrol
- delays in releasing certificates whilst accounts are finalised
- denial of attendance at awards ceremonies

In addition to those steps referred to above, the College reserves the right to refer students' unpaid accounts to external agencies to pursue payment and, in addition, the College may also exclude students from the College and/or seek recovery through the courts.

If a sponsor or third party fails to pay all or part of the tuition fee on behalf of a student, the student will become personally liable for payment of the outstanding amount on the date which it was due from their sponsor or the third party.

The College reserves the right to amend the FE Tuition Fees Policy and Procedure at any time, and, to the extent, which it may from time to time decide.

The College will amend the Fee Remission Policy in line with ESFA guidelines.

Document History			
<b>Author:</b>	Deputy Principal Finance and Corporate Services	<b>Ref and Document Version:</b>	FE Tuition Fee Policy and Procedure 2018-19
<b>Approval:</b>	College Executive	<b>Approval Date:</b>	January 2019
<b>Review Date:</b>	January 2020		
<b>Publication:</b>	Staff Intranet College Website		
Quality Assurance			
This Policy and Procedure maps to the following external quality assurance frameworks			
Framework		Framework Section Reference(s)	
<b>Common Inspection Framework</b>			
<b>MATRIX</b>			
<b>QAA</b>			
<b>QIA</b>			
<b>SFA</b>			

**All Myerscough College Policies are subject to screening for Equality Impact Assessment**

Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a negative impact on grounds of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, marriage or civil partnership, sex or sexual orientation.

Myerscough College not only fulfils its legal position in relation to current and future equality legislation, but additionally goes beyond compliance in providing and promoting “Opportunities for all to succeed”, free from any aspect of discrimination, harassment or victimisation.

All staff have a duty of care to look after the interests of and support their colleagues. *This policy takes account of* our commitment to eliminating discrimination, identifying and removing barriers and providing equal opportunities for our learners, staff and visitors to ensure that no one feels excluded or disadvantaged.

**Safeguarding, Child Protection, Prevent and Missing from Education**

All staff have a responsibility to support and promote the College’s commitment to providing a safe environment for students, staff and visitors. Additionally, all staff have a responsibility to report any safeguarding or Prevent issues to the Designated Senior Lead for Safeguarding and Prevent.