



**Name of Policy**

**TUITION FEES POLICY 2018-19**

**Purposes**

- To set out the tuition fee structure for 2018-19
- To set out policy with regard to the payment and / or remission of all course fees

**Author / Job Title**

Finance Manager

**Equality Assessment By Whom**

Director of Quality & Staff Development

**Date**

09/2018

**Version**

1

**Date of next review (month & year)**

07/2019

**Approved by**

	<b>Date</b>
SMT	27.09.2018
ELT	
Corporation	

**Related policies or procedures or parent policy if applicable**

Higher Education Fee Payment Policy  
 Refund and Compensation Policy  
 Discretionary Learner Support Fund – Students Aged 16-18  
 Discretionary Learner Support Fund – Students Aged 19+

**Groups/bodies consulted in the development of the policy**

SMT  
 Best practice in Sector

**To be published on College website**

Yes

## **MACCLESFIELD COLLEGE – TUITION FEES POLICY 2018-19**

### **1. INTRODUCTION**

- 1.1. The purpose of the Macclesfield College Tuition Fee Policy is to set out the tuition fee structure and policy with regard to the payment and / or remission of all course fees for the 2018-19 year.
- 1.2. The College will work within the guidelines determined by the Education and Skills Funding Agency (ESFA), Office for Students (OfS) and Cheshire East Council, to provide an annual schedule of course fees for both Further Education and Higher Education, including details of fee remission and associated funding.
- 1.3. The Tuition Fee Policy covers all types of fees, including:
  - Tuition fees
  - Examination and awarding body registration fees
  - Additional fees including, the cost of materials and equipment
- 1.4. All published course fees include tuition fees and examination fees, where the examination fee will incorporate both the examination entry fee and awarding body registration fee. The fees will be illustrated within the Individual Learning Agreement.
- 1.5. Certain courses may also include a requirement for additional materials and equipment as a direct cost of learning that are chargeable direct to the learner.

### **2. STUDENTS AGED 16-18**

- 2.1. Funding guidance and eligibility criteria for students aged 16 to 18 is provided in the ESFA Funding Guidance for Young People 2018 to 2019.
- 2.2. The funding guidance and regulations are written on behalf of the Secretary of State for Education, who funds education provision through the ESFA using powers under Section 14 of the Education Act 2002.
- 2.3. A student may be considered 16 to 18 in the 2018-19 academic year where they are age 16, 17 or 18 years old on 31 August 2018.
- 2.4. Students aged 16 to 18 and meeting eligibility criteria within the national funding guidance for full or part-time learning programmes shall receive fee remission and not be charged fees, including all those associated with tuition and initial examinations.
- 2.5. Where a 16 to 18 year old student undertakes a full cost course (Section 3.5) or a Higher Education course (Section 4), the fees associated with these courses shall apply.

2.6. A 16 to 18 year old student on a fully funded course may be required to purchase additional materials or contribute in full or part towards Educational Visits. A student may be eligible for financial support with additional fees through the Discretionary Learner Support Fund.

2.7. A student aged 18 when commencing a qualification with a duration of 2 years is treated for fee purposes as 16 to 18 for the duration of the qualification in accordance with ESFA funding guidelines, and as such will not be liable for fees during the second year when turning 19. Fees will be payable should the student in these circumstances move to a different qualification.

### 3. STUDENTS AGED 19 YEARS AND ABOVE ('HOME' / EU STUDENTS)

#### 3.1. Fully Funded Students – Legal Entitlements

- The Adult Education Budget Funding Rules 2018-19 provide criteria for students aged 19 years and above to exercise a legal entitlement to full funding. An extract of this is outlined in **Appendix 1** of the Tuition Fee Policy.
- Legal entitlements to full funding include:
  - **Maths and English** – Students aged 19 years old or above have a legal entitlement to fully funded English language and maths qualifications and / or units for learners to progress towards and achieve a GCSE grade A\* to C (or Grade 4) qualification or Functional Skill Level 2.
  - **First Full Level 2** – Students aged 19 to 23 on the day that their course commences, without a prior full Level 2 qualification will be entitled to a fully funded Level 2 qualification as part of their legal entitlement.
  - **First Full Level 3** – Students aged 19 to 23 on the day that their course commences, without a prior full Level 3 qualification will be entitled to a fully funded Level 3 qualification as part of their legal entitlement.

#### 3.2. Fully Funded Students - Other

##### Unemployed / Students on Low Income

- All individuals who meet the definition of unemployed are fully funded up to and including Level 2 qualifications and / or learning aims eligible for AEB funding.
- A learner is defined as unemployed for funding purposes 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, and earn less than 16 times the appropriate age-related rate of the national minimum wage / national living wage a week, or £338 a month (individual claims) or £541 a month (household claims) and Jobcentre Plus determine as being in one of the following groups:
  - All Work-Related Requirements Group
  - Work Preparation Group
  - Work-Focused Interview Group
- They are released on a temporary licence, studying outside a prison environment, and not funded by the Ministry of Justice.

#### Students on Low Income

- The College may also use discretion to fully fund students who meet both of the following criteria:
  - The learner receives other state benefits and earns less than 16 times the appropriate age-related rate of the national minimum wage / national living wage a week, or £338 a month (individual claims) or £541 a month (household claims), and
  - The learner wants to be employed, or progress into more sustainable employment, they earn less than 16 times the appropriate age-related rate of the national minimum wage / national living wage a week, or £338 a month (individual claims) or £541 a month (household claims), and the College is satisfied that learning is directly relevant to their employment prospects and the local market needs.
- The College will fully fund students who meet the following criteria:
  - The learner is employed and earns less than £15,737 annual gross salary.
  - Evidence must be available in the form of a wage slip within 3 months of the learner's learning start date, or a current employment contract, which states gross monthly / annual wages.

#### Students with Learning Difficulties or Disabilities

- Students aged 19 to 24 on 31 August 2018 with an Education, Health and Care Plan (EHC Plan) will be fully funded.

### **3.3. Co-funded**

- In accordance with the most recent ESFA fee presumption guidance and funding methodology, the College will seek to generate a level of tuition fee income that, across the College, relates to 50% of the assumed fee level.

- This is in line with expectations from the Funding Guidelines that learners (or their employers) will make an increasing contribution to the costs of delivering their programme, except where fee remission applies.
- A Curriculum area may submit a business case for approval by Senior Management Team to lower or align fees in line with market forces.
- The Directors of Curriculum, in consultation with the Director of MIS and Exams, and the Director of Employer and Commercial Services reserve the right to negotiate variations from these rates to respond to market forces for particular courses.

### **3.4. Advanced Learner Loans**

#### Eligibility

- Students aged 19 years old or above, studying an eligible course of Level 3 to Level 6 may apply for funding of course fees and direct costs of learning through an Advanced Learner Loan. Further information is available at [www.gov.uk/advanced-learner-loan](http://www.gov.uk/advanced-learner-loan).
- The following qualifications are designated by the ESFA as eligible for Advanced Learner Loan support:
  - General and technical qualifications at Levels 3, 4, 5 and 6.
  - AS / A Levels up to a maximum of 4 full A Levels
  - QAA Access to HE Diplomas
- Full details of course fees, course codes and maximum loan entitlements will be provided to learners in advance of enrolment through a Learning and Funding Information (LAFI) letter.
- The maximum entitlement to an Advanced Learner Loan for a designated qualification is listed in the Learning Aim Reference Service (LARS), and is based on programme weighting and size of qualification in guided learning hours. Additional fees over and above the maximum loan value in the LARS will be payable on enrolment.

#### Repayment

- All learners intending to fund their course fees through an Advanced Learner Loan will be required to complete and sign an Advanced Learner Loan Agreement outlining their responsibilities and financial liabilities in the event of withdrawal from a course or an unsuccessful loan application.
- Loan repayments commence in the April following course completion or withdrawal, where earnings are in excess of £25,000 p.a. (April 2018).
- Where an Advanced Learner Loan is received in respect of an Access to Higher Education Programme, and the student progresses to a Higher Education course, the loan will not have to be repaid.

#### Advanced Learner Loan Bursary

- Students may apply for financial support from the Advanced Learner Loans Bursary where they have successfully applied for an Advanced Learner Loan.
- The Bursary is in place to provide financial assistance for associated costs such as accommodation and travel, materials, childcare and classroom assistance.
- A means tested Application for Financial Assistance form should be completed and submitted to Student Services for consideration.
- Students fully funding the course themselves without a full or partial Advanced Learner Loan are not eligible for Advanced Learner Loan Bursary funding.

### **3.5. Full-cost courses**

Full-cost part-time courses (not funded by the ESFA or through loans provision) offered by the College will be at fee levels aligned to market forces, the costs of delivery and numbers of students enrolled on the course. Fees will be determined on an individual programme basis.

- Fees for full-cost courses will be payable by all students regardless of age and circumstances.

### **3.6. European Union (EU) Students**

- Students from European Union countries are regarded as home students, and will be subject to the same criteria.

### **3.7. Non-EU Students (International Students)**

- The College does not currently accept applications from non-EU learners.

## **4. HIGHER EDUCATION**

4.1. Higher Education is defined as a programme of study leading to the whole or part of an award falling within the remit of the Office for Students, and is outlined in the Higher Education Fee Payment Policy.

4.2. The fees for a full-time course have been set at £5,800 for the 2018-19 year (£5,700 2017/18). A pro-rata fee shall apply for part-time courses.

4.3. Students funding their course fees through a student loan will be required to sign a Higher Education Loan Agreement on enrolment. The Agreement confirms the student understands they are responsible for successfully applying for the loan. It confirms that where an application

is unsuccessful or not completed within the required timescales that the student remains liable for the fees in full.

## **5. APPRENTICESHIPS**

- 5.1. Since May 2017, all UK employers with an annual payroll of over £3 million (levy payers) are charged an apprenticeship levy of 0.5% (less a £15,000 per year allowance) to fund new apprenticeships.
- 5.2. The ESFA Apprenticeship funding rules (for training providers) apply and constitute funding conditions made under section 101 of the Apprenticeships, Skills, Children and Learning Act 2009.
- 5.3. The delivery of apprenticeships is subject to individually negotiated prices for the agreed package, and is not covered in this Policy. The Directors of Curriculum and Director of Employer and Commercial Services must approve the price for each contract in advance.
- 5.4. An Apprenticeship Training Agreement will form the basis of the contractual arrangement between the College (as provider) and the Employer, and will state the agreed contract value and schedule of payments split between levy, Government funding and co-investment.
- 5.5. Where an apprentice does not have a Level 2 qualification in English and Maths, the Government will fully fund this as part of the commitment to the Apprenticeship qualification.
- 5.6. The methods of payment in respect of Apprenticeships are covered in Section 10.

## **6. BESPOKE AND CUSTOMISED TRAINING FOR EMPLOYERS**

- 6.1. This type of delivery is subject to individually negotiated prices for the agreed package.
- 6.2. The price for each contract must be approved in advance by the Directors of Curriculum and Director of Employer and Commercial Services.

## **7. STAFF DEVELOPMENT**

- 7.1. The College will assess the eligibility for fee remission for staff on funded courses on completion of the relevant staff development paperwork.
- 7.2. Applications for fee remission in respect of funded courses should be made to the Director of Quality and Staff Development.

## 8. STUDENT SUPPORT

- 8.1. Financial support and assistance may be available for eligible students, on an ESFA fully funded or co-funded course through the Discretionary Learner Support Fund.
- 8.2. Students studying a course fully funded or partially funded by Advanced Learner Loan may be eligible, subject to means testing, for an Advanced Learner Loan Bursary.
- 8.3. The Director of Pastoral and Academic Progress and the Student Services team are responsible for assessing all applications for support from the Discretionary Learner Support Fund and the Advanced Learner Loan Bursary against eligibility criteria within the Discretionary Learner Support Fund Policy.

## 9. REFUNDS

- 9.1. The College Refund and Compensation Policy is available on request and on the College website at [www.macclesfield.ac.uk](http://www.macclesfield.ac.uk).

## 10. METHODS OF PAYMENT

### 10.1. Payment by Instalments

- The College shall consider an application for payment of fees through an instalment arrangement, where the following conditions both apply:

Course Type	Minimum Cost (£)	Minimum Course Duration
Full-Cost Course	£500.00	10 weeks or more
All Other Courses	£100.00	10 weeks or more

- Where the above criteria is not met, all fees are payable in full on enrolment.
- An application for payment of fees by instalment form should be completed and submitted to a member of College staff.
- A Bank standing order mandate should be completed, that will correspond with the instalments approved in the instalment application, and will include the bank name, account number, sort code and address.
- An initial payment equivalent to 25% of the total fees outstanding (after deducting amounts covered by Advanced Learner Loan and / or employer / sponsor payment will be payable on enrolment, in addition to a £25 administration charge to establish the arrangement.
- The remaining fees will be payable through a further two or three equal instalments, which will become payable on the first day of the following month or on a date agreed with the student that is within one month of the date of enrolment.

- The instalment arrangement should conclude prior to the planned course end date and all instalment payments must be received by that time. This may restrict the number of subsequent instalments to a maximum of two equal payments.
- Where an instalment payment is not received on the agreed date, all fees will become immediately payable and will be subject to the College debt recovery procedures. A late payment charge of £25 will be applied in these instances.

## **10.2. Employer / sponsor payments**

- A student may enrol without the payment of fees in accordance with the College enrolment procedures, where evidence of employer / sponsor commitment to funding course fees is presented on enrolment.
- The evidence required may be in the form of a letter or purchase order from the employer / sponsor on an official headed document confirming that fees will be paid, and with the contact name and address for invoicing purposes.
- An invoice will be raised to the employer / sponsor for any outstanding fees on enrolment subject to any maximum fees set by the employer / sponsor, and will be payable within 30 days. Should the fees not be settled by the employer / sponsor, the student remains liable for outstanding course fees and will be subject to College debt recovery procedures.

## **10.3. Apprenticeship Payments**

### Levy-Paying Employers

- Fee payments in respect of apprentices employed by a levy-paying employer are collected on a regular basis through the Digital Apprenticeship Service (DAS) account.
- Where there are insufficient funds in the DAS, the co-investment model will apply, where the Government will make a 90% contribution to fees and the employer will co-invest the remaining 10%. An invoice will be raised to the employer in these instances.

### Non-Levy Paying Employer

- A non-levy employer with an annual pay bill of less than £3m will be required to share the costs of training and assessment with the Government through a co-investment model.
- The employer pays 10% of the total agreed fees and the Government pays the remaining 90% (80% of this proportion over the duration of the training and 20% following successful completion).

- The amount co-invested by the employer will be invoiced, and may be payable in up to four equal instalments. This payment schedule is to be agreed as part of the Apprenticeship Training Agreement between employer and provider (Macclesfield College).
- An initial co-invested instalment payment is payable prior to the commencement of the apprenticeship, with balancing payments to be invoiced and paid in accordance with the agreed schedule.

## **11. INVOICING**

- 11.1. The College will issue an official invoice following enrolment to all students where full or partial fees remain payable.
- 11.2. An invoice will be issued electronically where possible, and for the full amount of fees owed.
- 11.3. Where a partial payment is made on enrolment, this will be applied against the customer account and will be reflected on a monthly statement of account.
- 11.4. Where fees are paid direct to the College from the Student Loan Company, the invoice will be for information purposes only for the student or to request payment of any balance not covered by loan.
- 11.5. A monthly statement of account will be provided to all students by email to confirm their account balance, where fees remain outstanding.
- 11.6. All invoices are payable within 14 days for tuition fees, or 30 days for commercial transactions unless covered by loan payment, where invoice due dates are set to reflect the timing of instalments from the Student Loan Company.

## **12. DEBT RECOVERY**

- 12.1. The College acts as data controller and will retain, manage and secure all personal information provided in accordance with the College Data Protection Policy and the General Data Protection Regulation (GDPR).
- 12.2. Information may be shared with a third-party collection agency in accordance with GDPR Article 6(b) should it become necessary to recover fees owed to the College.
- 12.3. The costs of collection of outstanding fees will be passed on to the student. This includes debt collection agency costs (12.5% of total fees owed), plus costs of judgment and enforcement should this become necessary.

## **13. POLICY IMPLEMENTATION AND MONITORING**

The College Tuition Fee Policy will be reviewed, on an annual basis, by the Senior Management Team and approved by the Corporation.



Provision	19 to 23 year-olds	24+ unemployed	24+ other
English and maths (must be delivered as part of the legal entitlement)	Fully funded* (up to and including Level 2)	Fully funded*	Fully funded*
<u>Level 2</u> (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+
<u>Level 3</u> (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 English and maths, and / or first full Level 2 or first fully Level 3 qualifications required in the legal entitlement			
^ Must be delivered as entry or Level 1 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 ESFA's young people's residency requirements			
** 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			
+ Low wage flexibility may apply			



Provision	19 to 23 year-olds	24+ unemployed	24+ other
English and maths (must be delivered as part of the legal entitlement)	Fully funded* (up to and including Level 2)	Fully funded*	Fully funded*
<u>Level 2</u> (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+
<u>Level 3</u> (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+
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