

Buxton and Leek College

Fees & Charges Policy 2019-2020

1. Introduction

This document sets out the College's policy for charging tuition and other fees. Different rules apply for different categories of provision and apprenticeship provision. The document has been approved by the College's Further Education Governance Committee and the University of Derby's Fees Committee.

2. College-based 'Study Programme' funded provision

This section of the policy refers to the College based provision funded by the Education and Skills Funding Agency (ESFA). The ESFA provides tuition fee remission for the following categories of students:

Learners aged 16-18yrs

- Aged 16-18yrs on the 31st August 2019 studying full or part-time.

Learners with an Education Health and Care Plan

- Aged 19-24yrs on the 31st August 2019 with an Education Health and Care Plan (EHCP).

Students in receipt of government funds must satisfy the residency criteria (Section 2.1).

In general, no fees will be charged to students who fall into either of the above cohorts for

- Tuition,
- Examination, registration and certification costs,
- Careers advice,
- Welfare advice,
- Library and Learning Resource Centre facilities,
- Access to the internet that is relevant to their programme of study,
- Computer facilities, although they may have to make a contribution to consumable and printing costs,
- Specialist clothing and equipment where this is on loan to them.

Students are normally expected to pay for

- Personal specialist clothing and equipment,
- Retained materials,
- Car parking,
- Travel to and from the College,

- Meals and refreshments while at College (Unless in receipt of free College meals),
- Personal photocopying,
- Supplementary Educational trips, visits and residential programmes,
- Childcare while at College,
- Examination resits,
- Late registration fees, (unless the late entry is due to an action of the College).

2.1 Residency Eligibility Criteria

A person on the 'relevant date' who is 'settled' in the UK and who has been ordinary resident in the UK and Islands (that is including the Channel Islands and the Isle of Man) for 3 years preceding the relevant date'). 'Settled' means having either indefinite leave to enter or remain or having the right of abode in the UK. British Citizens and certain other people have the right of abode in the UK

- European Community-United Kingdom of Great Britain and Northern Ireland passports.
- British Overseas Territory Citizens.
- Those whose passports have been endorsed to show they have the right of abode in the UK.
- Those who have a certificate of naturalisation or registration as a British Citizen.

The term 'relevant date' refers to the 'first day of the first academic (or teaching) year of the course' and this is defined as

- 1st September if the academic year starts between 1st August and 31st December.
- 1st January if the academic year starts between 1st January and 31st March.
- 1st April if the academic year starts between 1st April and 30th June.
- 1st July if the academic year starts between 1st July and 31st July.

The following other groups of learners will also be considered

- Learners studying under a reciprocal exchange agreement,
- Learners who are children of Turkish workers where the Turkish worker has been lawfully employed and resident in the UK at any time in the past and where the student has been resident in the EEA and Turkey for the full 3 year period prior to the commencement of their programme,
- Learners with refugee status, humanitarian protection, or discretionary leave or exceptional leave to enter or remain, their spouses, civil partners and children,
- Learners with recently settled status (this means those having been granted indefinite leave to enter or remain, right of abode or British citizenship within the 3 years immediately preceding the start of a course,

- Learners who have not lived in the UK for the last 3 years and are accompanying or joining parents or spouses or civil partners who have the right of abode or leave to enter or remain in the UK, or accompanying or joining relevant family members, usually parents, who are EEA nationals or those who are children of diplomats. Those who are dependents of teachers coming into the UK on a teacher exchange scheme, asylum seekers and those who are (including unaccompanied asylum seekers) placed in care of social services or those in receipt of Section 4 support.
- The learner's immigration permission in the UK may have a 'No recourse to public funds' condition. Public funds do not include education or education funding. Therefore this does not affect a learner's eligibility.

3. College based 'Adult Education Budget' funded provision for students aged 19yrs and over

This section of the policy refers to College based provision funded by the Education and Skills Funding Agency (ESFA) for adults.

Students in receipt of government funds must satisfy the residency criteria (Section 2.1).

The government (via the ESFA) will fund adults studying approved qualifications. Depending on the individual's personal circumstances or educational background, the government will cover some or all of the tuition and examination fees associated with these courses.

Students aged 19yrs and over who are liable for co-funding are expected to pay part of the tuition fee and all of any examination/assessment fee for their chosen programme of study. Students aged 19yrs and over studying approved qualifications at level 3 and above will be expected to pay the full fee, but may be eligible for a government backed *Advanced Learner Loan*. Students aged 19yrs to 23yrs studying their first full level 3 would be eligible for a co-funded fee (see the fee contribution table). The full fee will be the maximum funding value specified by the Education and Skills Funding Agency (ESFA) and listed on the Learning Aims Reference System (LARS) website for the particular qualification, except where the College's Senior Leadership Team approve an alternative fee based on market or commercial parity.

Fees are usually made up of three components; however, these are combined and should always be communicated as a single consolidated fee.

- the tuition element,
- the examination (and/or registration, certification) element,
- the materials (or consumables) element.

Some programmes of study may also include a residential or visit element which may be stated separately.

In addition to the fees, students will be expected to pay for

- Personal specialist clothing and equipment,
- Retained materials,
- Supplementary Educational trips, visits and residential programmes,
- Car parking,
- Travel to and from the College,
- Meals and refreshments while at College,
- Personal Photocopying,
- Childcare while at College,
- Examination resits,
- Late registration fees, (unless the late entry is due to an action of the College).

3.1 Students funded by Advanced Learning Loans

This section of the policy refers to provision funded via Student Finance England as an Advanced Learner Loan.

The level of fees charged to students funded via an Advanced Learner Loan will be determined by the maximum funding value specified by the Education and Skills Funding Agency (ESFA) and listed on the Learning Aims Reference System (LARS) website, except where the College's Senior Leadership Team approve an alternative fee based on market or commercial parity. The funding provided by the loan will cover the following.

- Tuition,
- Examination, registration and certification costs,
- Careers advice,
- Welfare advice,
- Library and Learning Resource Centre facilities,
- Access to the internet that is relevant to their programme of study,
- Computer facilities, although they may have to make a contribution to consumable and printing costs,
- Specialist clothing and equipment on loan.

Students are normally expected to pay for

- Personal specialist clothing and equipment,
- Retained materials,
- Car parking,
- Travel to and from the College,

- Meals and refreshments while at College,
- Personal Photocopying,
- Supplementary Educational trips, visits and residential programmes,
- Childcare while at College,
- Examination resits,
- Late registration fees, unless the late entry is due to an action of the College).

3.2 Fee waiver (Fully Funded) eligibility for adults aged 19yrs and over.

The ESFA has determined categories of students who are required to pay fees for 2019-2020 see table 3.2.1

Fully-funded/no fee

Individuals who meet the criteria for full funding will be eligible for a full fee waiver.

Co-funded/partial fee

For those who do not qualify for a full fee waiver the ESFA has determined that certain categories of students should be required to pay an element of their tuition fees, with the government co-funding the remainder. For 2019-20 categories see table 3.2.1

Loan-funded/self-funded

Level 3 and above qualifications are to be funded via an Advanced Learner Loan or self-funded, with the exception of 19yrs to 23yrs studying their first full level 3 qualification.

3.2.1 Fee Contribution Table

Provision	19- to 23-year-olds	24+ unemployed	24+ other
Eligible 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 (excluding English and maths) (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+
Eligible Level 3 (First full level 3 must be delivered as part of the legal entitlement)	Fully funded* (first and full) Loan-funded** (previously achieved full level 3 or above)	Loan-funded / Self-funded	Loan-funded / Self-funded
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 No Fee – unemployed	Fully funded	Co-funded+
Learning aims up to and including level 2, where the learner has already achieved a first full level 2 or above	Co-funded No Fee – unemployed	Fully funded	Co-funded+
Learning aims up to and including level 2, where the learner has not achieved a first full level 2 or above	N/A	Fully funded	Co-funded+
<p>*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 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, refer to 3.2.2c</p>			

3.2.2 Unemployed

Students who need help to move into work, progress in work or remove a barrier to getting into work and who are:

- receiving Jobseeker's Allowance (JSA), including those receiving National Insurance credits only.
- receiving Employment and Support Allowance (ESA)
- receiving Universal Credit, and earned income from employment (disregarding benefits) is less than £338 a month (learner is sole adult in their benefit claim) or £541 a month (learner has a joint benefit claim with their partner) and Jobcentre Plus determine as being in one of the following groups.
 - All Work-Related Requirements Group.
 - Work Preparation Group.
 - Work-Focused Interview Group.
- released on temporary licence, studying outside a prison environment, and not funded by the Ministry of Justice.

3.2.2b Individuals who are unemployed and receiving any state benefits not listed above but who want to enter employment and believe skills training will help them to do so and meet the following criteria

- earn either 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).
- wants to be employed, or progress into more sustainable employment, they earn either 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 you are satisfied the learning is directly relevant to their employment prospects and the local labour market needs.

3.2.2c Learners in receipt of low wages

- If you are employed and cannot contribute towards the cost of co-funding fees and satisfy both of the following

Are eligible for co-funding and earn less than £16,009.50 annual gross salary, based on the Social Mobility Commission's low pay threshold of £8.21 (hourly rate) and on the assumption of a 37.5hr contract with statutory holiday entitlement, and provide supporting evidence of either a wage slip within 3 months of the learner's learning start date

or a current employment contract which states gross monthly / annual wages

3.2.2d Legal entitlements

ESFA funded AEB supports 3 legal entitlements to full funding for eligible adult learners. These are set out in the Apprenticeships, Skills and Children's Learning Act 2009, and enable eligible learners to be fully funded for the following qualifications:

- English and maths, up to and including level 2, for individuals aged 19 and over, who have not previously attained a GCSE grade A* - C or grade 4, or higher, and/or
- first full qualification at level 2 for individuals aged 19 to 23, and/or first full qualification at level 3 for individuals aged 19 to 23

If an individual meets the legal entitlement eligibility criteria, you must not charge them any course fees.

Eligible learner's exercising their legal entitlement, must be enrolled on qualifications from the:

2018 to 2019 [list of qualifications in the level 2 and level 3 legal entitlement](#)

and/or

2018 to 2019 [list of qualifications in the English and maths legal entitlement](#)

3.2.2e Local flexibility and legal entitlements

ESFA funded Adult Education Budget also supports delivery of flexible tailored provision for adults, including qualifications and components of these and/or non-regulated learning, up to level 2 – we call this 'local flexibility'. Local flexibility provision either is fully or co-funded, depending

on the learner's age, prior attainment and circumstances. Please refer to the Fee Contribution Table 3.2.1 for learner eligibility.

Where appropriate to the individual, students can study programmes through the local flexibility provision alongside a legal entitlement qualification.

Learners aged 19 to 23 progressing towards their first full level 2, must undertake learning at entry and/or level 1 only from local flexibility.

Learners aged 19 to 23 who progress to their first full level 2, must only enrol on a qualification from the legal entitlement list, which can be found on the .

Learners aged 19 to 23 and aged 24 and over, who have already achieved at level 2, or above can undertake learning up to and including level 2 qualifications from the local flexibility offer or qualifications in the level 2 legal entitlement list available on the Hub.

Learners aged 24 and over who have not achieved a level 2 qualification can undertake learning up to and including level 2 qualifications from the local flexibility offer or qualifications in the level 2 legal entitlement list available on the Hub.

3.3 Learners in the armed forces

We will fund armed forces personnel, Ministry of Defence (MoD) personnel or civil and crown servants where the learning takes place in England. We will class members of the British armed forces on postings outside of the European Union (EU), including their family members, as ordinarily resident in the United Kingdom.

Members of other nations' armed forces stationed in England, and their family members, aged 19 and over, are eligible for funding if the armed forces individual has been ordinarily resident in England for three years. We will not fund family members that remain outside of England.

3.4 Determining the level of co-funded fees

The level of co-funded fees charged will be guided by the Education and Skills Funding Agency (ESFA)'s assumptions on fees, i.e. that the tuition fee element will be 50% of the LARS' un-weighted funding fee rate for each qualification. Any variation to this, proposed having regard to local market conditions, must be approved by the College's Senior Leadership Team (SLT) and reported to the University's funding committee.

Teachers or other staff are not permitted to make special arrangements for individual courses, or for individual students.

The element of each fee associated with the costs of examination registration and administration should be added at the rate of 9% of the base tuition fee element. Where a particular qualification's awarding body examination or registration charge cannot be covered by this levy, this element of the fee can be increased with approval of the SLT.

The level of materials, or consumables, element, if any, will be determined by the relevant Curriculum Leader.

Total consolidated fees will be rounded up to the nearest £5.

In all cases, the single consolidated fee for any given qualification should be set and fixed for the duration of the qualification studied.

Level 3 and above qualifications that, for an individual student, are to be funded via an Advanced Learner Loan are not eligible for a co-funded fee (see section 3.1).

4 Adult and Community Learning

This section of the policy refers to provision delivered for Community or Leisure purposes and does not include the achievement of a formal, externally accredited qualification; some courses are supported by a contract with Staffordshire County Council, others are supported by funding from the Education and Skills Funding Agency (ESFA).

For courses supported by Staffordshire County Council, the tuition fee will be set at a rate of £5.00 per planned hour of teaching. Additional charges may be levied within the fee to cover the costs of any materials, etc., provided by the College. With the exception of those on any courses in Basic English and Maths, or those designed to engage with reluctant learners, no fee waivers would be permitted.

For other Community courses, the tuition fee will be set at a rate of £10.00 per planned hour of teaching. No fee waivers will be permitted.

5. Apprenticeship Fees

5.1 Background

For employers who are levy payers, fees will be initially funded by the ESFA via the Apprenticeship Service. Where insufficient funds are held in this account, the College will be notified in arrears of all top ups that need to be claimed directly from an employer.

For non-levy paying employers, there is a requirement for employers to pay 5% of the total agreed fee directly to the college.

- 5.2** Apprenticeship fees will be based on the ESFA maximum rate (adjusted for any prior learning). The apprenticeship team will have discretion to reduce the fees where competition requires lower fees, however this should not be below the delivery costs of the apprenticeship.
- 5.3** Fees charged to a non-levy employer will be based on an agreed payment schedule.

6 Higher education courses

This section of the policy refers to Higher Education courses validated by The University of Derby.

Fees for higher education courses both full-time and part-time are set as per the appendix to this document.

These rates are for the whole qualification. For durations of more than one academic year, the fee rate will be apportioned appropriately with future fees being known and set at the start of the programme. To assist decision making, the proportion of the fee payable, either directly or via a student loan in the academic year 2019/20 is also shown.

7 Full cost recovery / commercial courses

This section of the policy refers to those courses where the College receives no funding other than the fees paid by, or on behalf of, the students attending the course. Such courses may be open to enrolment from individuals or be designed to be delivered to a group of individuals from a single organisation.

Responsibility for setting fees for full cost courses lies with the relevant Curriculum Leader in consultation with an appropriate member of the Senior Leadership Team of the College. Fees must be set at such a level that there is reasonable expectation that the course will cover all its direct costs and make a contribution to College overheads of a minimum of 40% of income.

This would typically be in the order of £110 per delivery hour, with the individual rate determined by the anticipated cohort size.

8 Schools

This section of the policy refers to school students attending College as an integral part of their learning programme.

The rate to be charged for each student attending the 14-16 Extended Opportunities Programme will be set by agreement between the College and their school for the 2019/20 academic year.

9 Miscellaneous

9.1 Financial support

The College has a Student Support fund that, within certain guidelines, may be able to assist students with costs associated with attending College, and in exceptional cases of hardship, an application can be made to the Principal for support.

9.2 Overseas students

Fees for students from EU member states are the same as for UK students. For students from outside the EU, the fee will be £65 per QCF credit (or equivalent) per annum for a full time course, except on programmes with a high programme weighting and professional courses, where the fee will up to £75 per QCF credit (or equivalent) per annum. Fees for part time courses will be charged pro rata to the full time rate. Any proposed variations to these fees must be recommended by the College's Senior Leadership Team for approval for the University's funding committee.

9.3 Staff attending college courses

Tuition fees may be waived at 50% or 100% to members of staff of the College who attend ESFA funded courses that relate directly to that person's agreed staff development and appear on their DPR plan. The waiver rate will depend on approval from the Assistant Principal, Quality and Performance Management.

In other cases, for example an evening class taken out of personal interest:

- Staff may attend for a 50% discounted charge, provided that this does not exclude a non-staff student.
- Examination, materials and residential fees remain payable in full.
- Attendance must take place outside the individual's working hours.

Members of staff may attend full cost courses at the same 50% discounted rate, provided that

- No additional cost is incurred by the College.

- Their attendance does not exclude a paying student.
- Attendance is in their own time.

Members of staff attending Higher Education Courses are covered by the University policy in all cases.

9.4 Collection of Fees

Students will normally be expected to pay the full fee on enrolment or by payment plan up to eight monthly instalments. All fees must be collected before the planned end of the course to which it relates.

If an employer is paying the fees of a student, the employer must provide confirmation of this in writing at the time of enrolment. If an employer fails to pay, the student becomes responsible for the debt.

Students wishing to benefit from one of the exemptions from paying fees must provide satisfactory evidence of their entitlement to the exemption. Students will be charged the full fee if they fail to provide this evidence.

The University will pursue unpaid debts vigorously, and may use the services of a debt collection agency.

9.5 Refunds

If the College cancels a course a full refund of fees will be given. A partial refund of fees will be provided if students have no alternative than to leave part way through their programme of study; in such cases a proportional refund will be made in relation to remaining full months of the programme. The student should make a formal request for a refund in writing to the College stating the reason for withdrawal and refund.

9.6 Student withdrawal

Where a student withdraws part way through their studies with any outstanding fees, the Finance Department will ensure that the fees paid cover the proportion of the course attended to date. The student will be liable for any under payment. Any elements of a payment plan or an Advanced Learner Loan that were due after the withdrawal date will be cancelled.

10 Equality and diversity

This Policy has been subject to an Equality and Diversity Impact Assessment. All individuals will be treated equally and fairly in the application of this Policy. All reasonable requests to accommodate requirements in terms race, age and

disability will be accommodated, as long as it is practicable to do so, and in line with the University's equality & diversity policy.

Higher Education Provision (Buxton and Leek College) 2019/20 Fees

Course	Duration	Location	Level	Credit/Year	Total Credit	2019-20 BLC Fees		
						Cost Per Credit 2	Fee (per year) ²	Total Fee 3
Foundation Degree in Creative Art and Design Practice	3yrs part time	Leek	5	80	240	£ 45.00	£ 3,600.00	£ 10,800.00
BA (Hons) Creative Art & Design Practice (Top Up) Year Zero (Art)	1yr part time	Leek	6	120	120	£ 45.00	£ 5,400.00	£ 5,400.00
Certificate in Education	1yr full time	Leek	3/4	120	120	£ 62.50	£ 7,500.00	£ 7,500.00
Postgraduate Certificate in Education BA	2 yrs part time	Leek/Buxton	5	60	120	£ 45.00	£ 2,700.00	£ 5,400.00
(Hons) Education (Top up)	2 yrs part time	Leek/Buxton	7	60	120	£ 45.00	£ 2,700.00	£ 5,400.00
Foundation Degree in CYPS (Early Childhood Studies)	1 yr part time	Leek	6	120	120	£ 45.00	£ 5,400.00	£ 5,400.00
Foundation Degree in CYPS (Early Childhood Studies)	3yrs part time	Leek	5	80	240	£ 45.00	£ 3,600.00	£ 10,800.00
Foundation Degree in CYPS (Teaching Assistants)	3yrs part time	Buxton	5	80	240	£ 45.00	£ 3,600.00	£ 10,800.00
Foundation Degree in CYPS (Teaching Assistants)	2yrs part time	Leek	5	120	240	£ 45.00	£ 5,400.00	£ 10,800.00
Foundation Degree in CYPS (Health & Social Care)	3yrs part time	Buxton	5	80	240	£ 45.00	£ 3,600.00	£ 10,800.00
Foundation Degree in Computing	3yrs part time	Leek	5	80	240	£ 45.00	£ 3,600.00	£ 10,800.00
Foundation Degree in Computing HND	3yrs part time	Buxton	5	80	240	£ 45.00	£ 3,600.00	£ 10,800.00
Business and Management HNC Business and Management	3yrs part time	Leek	5	80	240	£ 45.00	£ 3,600.00	£ 10,800.00
HNC in Mechanical and Manufacturing Engineering	2yrs full time	Buxton	5	120	240	£ 62.50	£ 7,500.00	£ 15,000.00
	3yrs part time	Leek	5	80	240	£ 45.00	£ 3,600.00	£ 10,800.00
	18-24 months pt	Leek	4	80	120	£ 45.00	£ 3,600.00	£ 5,400.00
	1yr part time	Leek	4	120	120	£ 45.00	£ 5,400.00	£ 5,400.00