

FE Fees Policy

1. Introduction

- 1.1 The purpose of this policy is to provide a framework within which the College's fee setting and refund processes are devised and operated.
- 1.2 The policy also sets a framework for ensuring that comprehensive information and guidance regarding fees is available and accessible to prospective learners, staff and Governors.

2. Scope of this policy

This policy applies to all fees for non HE courses (Level 3 and below).

3. Fee Setting process

- 3.1 The Fees Board reviews fees annually. Any changes are recommended to the Senior Management Team for approval.
- 3.2 In setting fees for courses the College considers a broad range of factors, including, but not limited to, ESFA funding guidance, financial viability, demand, the curriculum pan and competitor pricing.
- 3.3 The College reserves the right, once fees are agreed, to be flexible in discounting in order to be able to tactically respond to demand and changes in market opportunities.
- 3.4 The College reserves the right to cancel any course or change the fee rate where the costs of delivery may result in financial loss and, or, cancel any course that is not financially viable due to lack of students enrolling.

4. Fee Remission

The College will apply fee remission as outlined in the latest version of the ESFA Funding Rules.

5. Further Education Provision

- 5.1 The College will follow the ESFA funding guidelines available on the Gov.uk website. <https://www.gov.uk/guidance/16-to-19-education-funding-guidance>
- 5.2 Where the ESFA fund courses the College will not charge students for tuition, registration or examination fees

5.3 Unfunded adult learners (those aged 19 and above) studying a second level 3 programme and certain other courses are ineligible for funding from the ESFA and are liable for the full costs of their programme.

In many cases, students will be eligible for a loan from the Student Loans Company to pay for their course. This will be repayable through the PAYE system once the student begins to earn over the published annual threshold. The costs of these programmes will be in line with published loan amounts.

5.4 For all learners, materials fees reflecting actual costs may also be charged.

5.5 For all learners, mandatory equipment charges may be charged.

6. Fee Waivers

6.1 The College cannot waive exam, registration or certification fees where these apply

6.2 Fees can only be waived with the express permission of the Vice Principle Finance & Resources

7. Payment of Fees

7.1 Fees become payable in full on enrolment, or learners can sign up for a payment plan to spread the cost of their course.

7.2 Learners whose employer has agreed to pay their fees are required to submit a completed Employer Authorisation Form from their employer at the time of enrolment confirming their will cover the full cost of the course. The normal method of payment will then be for the college to issue an invoice for full payment.

7.3 Fees quoted apply for one year. Where a course runs over more than one year, further fees will apply for each subsequent year.

7.4 Students funding their course with a Student Loan need to have an approved application in place by the end of October half term. Any student who cannot produce a letter of confirmation that the loan has been granted at that date must make a payment of 50% of the course fee to the college to continue attending the course. If the letter of confirmation is still unavailable at the start of the Spring term, a second payment of 50% of the course fee must be made to the college. Failure to make these payments will result in the student being

withdrawn from the college. Upon presentation of a letter of confirmation, any fees paid under section 7.4 will be refunded.

7.5 Any student who has not paid their fees in full by the end of the month prior to the planned end date of their course

- Will be refused entry to exams;
- Will not have assessed work marked and returned;
- Will have exam certificates withheld;
- Will not be permitted to progress to the next year of study or enrol on another course;
- Will not receive references;
- Will have their outstanding debt passed to a debt collection agency for recovery. An additional £50 fee will be added to the debt to cover costs incurred by the college in pursuing the debt. The debt collection agency may also apply charges. As a result your credit rating and ability to obtain finance in the future may be affected.

8. Financial Support

For learners on low income undertaking government subsidised courses, the College is often able to offer financial support for payment towards costs associated with your course such as materials, equipment, trips etc. Learners requiring information can look on our website <https://www.southampton-city.ac.uk/student-support/> or contact the Student Finance Coordinator at Bursary@Southampton-City.ac.uk.

9. Refunds upon withdrawal

9.1 Students attending a course lasting an academic year or more, who withdraw will be charged as detailed below, in line with Student Finance England rules. These rules apply regardless of the method used to pay for the course. Application of a withdrawal fee commences from the first week of teaching.

- Students leaving within 14 days of their course start date will not receive a refund of any deposits, registration fees or regulatory prepayments paid prior to registration unless exceptional circumstances apply but the College will refund any other tuition fees that the student has paid.

- Students withdrawing before the end of the first term will be liable for 25% of the annual tuition fee. This is dependent upon written notification of withdrawal being received by the College prior to the commencement of the second term.
- Students withdrawing during the second term will be liable for 50% of the annual tuition fee. This is dependent upon written notification of withdrawal being received by the University prior to the commencement of the third term.
- Students withdrawing during the third term will be liable for the full year's fee.

Failure to pay outstanding fees will result in the debt being passed to a debt collection agency as described in section 7.5

9.2 Refunds are not made on courses under 12 weeks in duration.

9.3 Where a course is cancelled by the college, full refunds will be made to students.

9.4 Where a learner is withdrawing as a result of personal circumstances, or where the learner can demonstrate the College has failed to deliver what could reasonably be expected, then an application for a refund should be made in writing to the Vice Principal Finance & Resources. The College may require provision of evidence to justify any request for refund on compassionate or medical grounds.

9.5 If a student is excluded from College for misconduct no refund will be granted.

9.6 In the case of cancellations made by an employer or sponsor in advance of 48 hours of the start of the course, the College will offer credit towards other offerings of the course or an alternative to be redeemed within 12 months. Cancellation within 48 hours of the start of the course, or after the commencement of the course, will not be offered credit.

9.7 Any refunds processed will be subject to a £50 administration fee.

10. Status of this Policy

10.1 This policy was approved by SMT in January 2018.

10.2 The policy will be reviewed biennially by the Fees Board and any changes recommended by them will be referred for approval to the Senior Management Team.

Date approved: Jan 2018

Approved by: SMT

Date reviewed: Jan 2018

Date of next review: Jan 2020