



<b>FEES POLICY 2020/21</b>
Approved by: Finance & Resources Committee
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Strategy/Policy Responsibility: Vice Principal, Training, Skills & Higher Education
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# Fees Policy

## 1. SCOPE

- 1.1 This policy statement details how Croydon College will apply fees for courses funded by the Education and Skills Funding Agency (ESFA), the Greater London Authority (GLA), the Office for Students (OfS), and those courses that receive no grant funding (often referred to as 'Full Cost' courses).
- 1.2 This document outlines the College's Tuition and Examination Fee Policy for the 2020/21 academic year.
- 1.3 In exceptional circumstances the College Executive Team reserves the right to set fees outside the guidance of this policy prior to commencement of the course, or to waive or amend the requirements for individual student circumstances.

## 2. DISCLAIMER

- 2.1 The College reserves the right to change or amend, at any time, any of the course details including content, dates, times, venues, fees payable, concessions available, terms or conditions. The College also reserves the right to close or not to start any published course.

## 3. NATIONAL AND LONDON FEE GUIDELINES

- 3.1 The ESFA and GLA funding approach assumes that all students (including those funded by Advanced Learning loans but excluding fully funded students) are charged a tuition fee as a contribution towards the costs of their learning. The ESFA and GLA also recommends that accreditation costs are paid by all co funded adult students. For 2020/2021 the ESFA and GLA assume that fee income remains at 50% of the funding for the learning aim.

## 4. ESFA FEE REMISSION

- 4.1 For 220/21 the ESFA will consider the following groups of students to be eligible for full fee remission (those students returning for the second year of a two year course will continue to receive fee remission on the same basis as for their first year):
  - i. those aged 16-18;
  - ii. adults taking specific English and Maths qualifications;
  - iii. unemployed adults in receipt of specific income related benefits (see Appendix A);
  - iv. eligible adults aged 19-23 taking their first full level 2 qualification or first full level 3 qualification;
  - v. eligible adults aged 19 -23 taking Entry or Level 1 qualifications excluding English, Maths and ESOL
  - vi. Adults aged 19-24 who have an Education Health and Care Plan
  - vii. employed adults whose residential address is in GLA postcode areas who earn less than £20,572.50
  - viii. employed adults whose residential address is not in GLA postcode areas who earn less than £16,009.50

## 5. FURTHER EDUCATION PROVISION

### 4.1 ESFA and GLA Funded Provision

- 4.1.1 Tuition fees will apply for those students not eligible for fee remission. See Appendix A for a summary of fee rates and remission applicable to FE provision.
- 4.1.2 All Co funded students over the age of 19 will also be charged the college registration and (if appropriate) certification/examination/assessment fee.

- 4.1.3** Full-time Adult FE students wishing to take additional part-time courses to those agreed as part of the full-time “programme of study” will be charged the tuition and other fees as quoted in the fee tables.
- 4.1.4** Where a home student is not eligible for funding on an ESFA or GLA course they will be charged tuition costs at the Overseas Rate.
- 4.2 Students Aged 16-18**
- 4.2.1** In accordance with ESFA regulations tuition, registration or examination fees will not normally be charged to home students aged 16-18 taking full or part-time courses funded by the ESFA.
- 4.2.2** However the College may charge students aged 16-18 for ‘Full Cost’ courses (for non-ESFA funded provision).
- 4.2.3** Materials or personal equipment fees, which are not directly required to achieve the qualification, may also be charged and these are determined separately by Coulsdon and Croydon College campuses and courses.
- 4.3 Adult Students**
- 4.3.1** Adult Co funded students (those aged 19 and above) taking full-time courses funded by the ESFA and GLA will be charged a fee.
- 4.3.2** As a general principle, the default fee level will be the broadly 50% of the Funding value.
- 4.3.3** Students whose fees are being paid by their employer must supply written confirmation of sponsorship at enrolment. The confirmation must be on company headed paper, be unconditional, name the student & course, and signed by an authorised signatory (not the student).
- 4.3.4** Materials or personal equipment fees, reflecting actual costs, may also be charged.
- 4.4 Advanced Learning Loans**
- 4.4.1** For students aged 19 – 23 with a level 3 qualification and all those aged 24 or over, ESFA funding for provision at level 3 and 4 (non-Apprenticeships) is funded by Loans administered by the Student Loans Company.
- 4.4.2** The fees for ‘home’ students aged over 19 and not eligible for fee remission for provision at level 3 will be the LARS funding rate.
- 4.4.3** Materials or personal equipment fees, reflecting actual costs, may also be charged where students are taking out a loan to fund their learning.
- 4.4.4** Students leaving a course prior to completion will be invoiced for any outstanding fees relative to the academic year. This will be at the discretion of the VP Finance & Resources.
- 4.5 Apprenticeships**
- 4.5.1** Employer Levy accounts will be charged up to the equivalent of the Funding Band Maximum set by the ESFA for Apprentices. Non Levy paying Employers will be charged up to the equivalent of 5% of the Funding Band maximum.

## **6. MANAGING AGENTS AND PARTNER PROVISION**

- 6.1** Where fees are paid to the College by other organisations in receipt of ESFA funding, for education provided by the College, the Head of Apprenticeships is responsible for negotiating these with the recipient organisations in accordance with agreed College protocols. Fees are to be approved by the VP Finance & Resources and are to be reviewed annually.
- 6.2** Where courses are delivered by partners on behalf of the College, the College will agree with the partner whether the College or the partner will collect fees and the two parties will account between each other for the fees collected.

## **7. SCHOOL PUPILS AND 14-16 PROVISION**

- 7.1** ESFA Funding is generally not available for under 16 year olds. The following therefore generally applies to those aged 14-16 who are enrolled at school.
- 7.2** School pupils, whatever their age, taking evening courses funded by the ESFA 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 College.
- 7.3** When school pupils, whatever their age, wish to follow part of their programme at College during school hours, the College will require the agreement of the school and will charge the school for the costs of this provision.
- 7.4** Specific School Provision - Responsibility for negotiating the fee to be charged to the School and/or LEA rests with the VP Finance & Resources.

## **8. STAFF**

- 8.1** Fees, including examination and materials fees, for ESFA or GLA funded courses attended by College staff may be funded by their home cost centre or the staff development budget with the prior approval of the relevant budget holder.
- 8.2** The College will only fund staff attending Full Cost courses where it is part of the individuals CPD plan and there is a place available on the course not required by a full fee paying student.
- 8.3** Staff attending Full Cost courses not as part of a CPD activity will pay a reduced fee only if a place is available not required by a full fee paying student.

## **9. INTERNATIONAL STUDENTS**

- 9.1** International students (those from outside the EU/EEA or EU/EEA students who do not meet the habitually residence test) will be charged a fee as shown in Appendix B. There are 2 classifications of International Students. These are;
  - 9.1.1** students who do not require a visa to reside in the UK but do not qualify for funding and
  - 9.1.2** students who do require a visa to study in the UK Tier 4 (general).The fees charged will include the cost of the first attempt of any approved examination cost.
- 9.2** All full-time Tier 4 international students must pay at least 50% of the fees (minimum £3,000) before a CAS (confirmation of acceptance for studies) can be assigned with the balance being payable on enrolment.
- 9.3** All international students who do not require a Tier 4 visa must pay at least 50% of the fees on enrolment.

**9.4** In exceptional circumstances (such as existing students part-way through a programme of study) payment by instalments is permitted. All such cases require the approval of the Financial Controller, for which a track record of making payments (existing students) or evidence of ability to pay will be needed. In such cases, payments by instalments for overseas students are:

- i. one payment of 50% upon offer of a place on the course;
- ii. appropriate arrangements for payment of the balance by up to four fixed instalments by bank standing order.

## **10. 'FULL COST RECOVERY' COURSES**

**10.1** Fees for commercial courses or Full Cost recovery courses are negotiated between the VP of Skills Training & HE or VP Finance & Resources and the Head of School.

**10.2** Fees are to be based on market rates and must at least recover full costs including overheads and therefore will differ between courses. All commercial courses need to achieve the target financial contribution as agreed by the VP Finance & Resources.

**10.3** There is a standard costing pro forma and standard terms and conditions, which are to be used for all commercial courses. There is no fee remission or concessionary fee for commercial courses.

**10.4** Students who, through their own volition, have failed to complete their learning programme within the agreed contract period will be required to pay any additional costs associated with an extension. Charges will be on a 'Full Cost' basis. However, this may be amended at the discretion of the Head of School with the agreement of the VP Finance & Resources.

## **11. EXAMINATION AND ASSESSMENT FEES**

**11.1** All Co Funded adult students and those not eligible for ESFA funding are normally charged a contribution towards the cost of any examination/registration fees at the time of enrolment.

**11.2** Awarding body fees are not charged to 16 to 18 year old and adult students whose tuition fees are remitted, provided the following criteria are met:

- i. it is the student's first attempt at the examination at this Centre;
- ii. it is the student's first resit attempt if the qualification is not passed at the level expected
- iii. the examination entry is supported by the relevant subject lecturer.

## **12. MATERIALS AND OTHER FEES**

**12.1** Where a course has significantly increased costs for special or expensive items such as uniforms, equipment or consumables, these costs may be passed on to students. Any materials costs, which must be agreed with the VP Finance & Resources, should reflect the actual costs and be published in all appropriate literature.

## **13. PAYMENT TERMS AND INSTALMENTS**

**13.1** All fees are normally payable at enrolment prior to the start of the course.

**13.1.1** Students (with the exception of international Tier 4 students) with total fees of over £100 may elect to pay in three instalments and for fees over £400 in 4 instalments via bank standing order providing a 'credit agreement' is completed at the time of enrolment. However, the following will apply:

- i. the course(s) must run for a minimum of two terms;
- ii. A deposit will be payable at enrolment prior to the start of the course, and subsequent instalments will be payable monthly thereafter.

- iii. all instalment agreements must be settled two months prior to the planned end of the course

**13.2** Adult students aged 19 – 23 who already have a level 3 qualification or all those aged over 24 studying L3 and L4 courses are not funded by the ESFA. UK and EU Students will be able to apply for Advanced Learning Loans (ALLs) for approved ESFA courses from the Student Loans Company (SLC). Loans may be used to fund the following types of provision regardless of the mode of study:

- A-levels (including A2- and AS-levels)
- Quality Assurance Agency (QAA) Access to HE Diploma
- Qualifications and Credit Framework (QCF) Level 3 Certificate
- QCF Level 3 Diploma
- QCF Level 4 Certificate
- QCF Level 4 Diploma

**13.3** ALLs will be paid directly to the College by the Student Loans Company. Liability will be incurred after the student has attended their course for more than 2 weeks.

**13.4** If the student decides to apply for a loan, the College must supply information through a Learning and Funding application letter to assist the student in making the loans application. A specification and template for the Learning and Funding information letter is supplied by SLC and contains the following:

- UK Provider Reference Number (UKPRN)
- Learning aim reference number
- Learning aim title
- Learning aim start /end date
- Fee charged to the student
- Maximum amount of loan available for the learning aim as published on LARS(where the fee exceeds this)

**13.5** If an FE student is loan funded, the student must sign an agreement at the time of their enrolment to confirm that if they withdraw from their course of study for any reason after the initial two weeks liability period, they will be liable to pay the balance of the fees for the academic year that is no longer covered by their student loan. The VP Finance & Resources may waive any outstanding fees if it is felt that this is in the best interests of the College.

**13.6** If an FE student does not have an approved loan at the time of enrolment on their course of study, they may be required to complete a “credit agreement” in line with the payment terms of the college (13.2). Once a student’s loan has been approved, any payments made to the college will be refunded to the student.

## **14. HIGHER EDUCATION (HE) PROVISION**

**14.1** For full-time HE courses, the fee level shall be as shown in Appendix B.

**14.2** For part-time courses, including re-sits, the tuition fee will be as shown in Appendix B

**14.3** The fee for full-time undergraduate students is deemed to be payable by the student unless they have full or part sponsorship from Student Finance England (SFE), evidenced by a financial assessment letter showing the contribution to be paid by the SFE. For EU students from outside the UK, SFE will supply a letter as evidence of sponsorship (if applicable).

- 14.4** In certain circumstances SFE evidence may not be available at enrolment in which case written evidence of an application being made to the SFE is accepted, as an interim measure. All Students that do not have a financial assessment letter will be required to sign a disclaimer stating that should SFE funding not be approved the student will be liable for all fees due.
- 14.5** If no SFE application evidence is provided at enrolment, the student may be requested to pay a deposit which would be refunded once SFE funding is confirmed.
- 14.6** Students who are self-funded will be required to sign a credit agreement at the point of enrolment and pay a deposit.
- 14.7** Students whose fees are being paid by their employer must supply written confirmation of sponsorship at enrolment. The confirmation must be on Company headed paper, be unconditional, state the name of the student & course, and signed by an authorised signatory (not the student).
- 14.8** Liability Dates – for OfS funded programmes only. This section is based on the OfS funding regulations. Students will be deemed to have passed a liability date if they have attended the first week of each of the 3 terms.

<b>Liability Date</b>	<b>% of Fee Due</b>
two weeks after the first attendance of the academic year	25%
first week after the Christmas break	50%
first week after the Easter break	100%

## **15. HE DEFERRALS AND INTERMITTING STUDENTS**

- 15.1** If a student has attended for less than 3 weeks and wishes to intermit their studies, there will be no charge for the academic year. Where a student has attended the third week of their study, the initial 25% liability will have been incurred. Students who wish to intermit their studies in accordance with the College regulations and have been approved by the Programme Leader and the Head of HE will have their fee reduced when they resume their studies, by the fee that has been paid in the academic year in which they intermitted.

## **16. HE RE-TAKES, RE-SITS AND RE-SUBMISSIONS**

- 16.1** If a student has to re-sit an examination or re-submit coursework to complete their year of study, a Resubmission Fee will be applied of £5 per credit (for a typical 20 credit module the fee will be £100).
- 16.2** In the case of re-sit or re-submission due to upheld mitigating circumstances, the Resubmission Fee will be waived for the first re-sit or re-submission only, thereafter the Resubmission Fee will apply.
- 16.3** Where a Student has failed a module after re-sit or re-submission and has to re-take any of their programme modules, i.e. repeat a module with attendance, there is a charge of £1,000 per 20 credit module regardless of mitigating circumstances.

## **17. REFUNDS – EXCLUDING HIGHER EDUCATION**

### **17.1 Home Students**

Refunds may be approved in the following circumstances:

- 17.1.1** If the College cancels a course, or the course does not start due to lack of support, every effort will be made to offer an alternative. If no suitable alternative is available, a full refund will be given.

17.1.2 If students withdraw from their programme within two weeks of the course start date, they may apply for a full refund, less the Registration Fee.

17.1.3 A full refund will be given if a student's complaint regarding the quality of the delivery of a course or about the advice/guidance provided is upheld by the Head of School following an investigation in accordance with the College's Course complaint procedure.

**17.2** Once a student attends the third week of their course, refunds will not normally be given and all amounts outstanding (e.g. outstanding instalments) remain payable. The VP Finance & Resources may waive any outstanding fees if it is felt that this is in the best interests of the College.

**17.3** Written requests for refunds relating to exceptional personal factors will be considered by the Financial Controller.

Below are some examples of circumstance that would, or would not, be considered for a refund. The list is neither exhaustive nor exclusive and each circumstance is considered on an individual basis.

Circumstances that may be considered exceptional:

- Severe illness or injury that necessitates the student being away from college and unable to complete their studies, and is supported by medical certificate and the Head of School.

Circumstances that would not be considered exceptional:

- Difficulties with childcare arrangements.
- Changing jobs and/or moving away.
- Loss of employment.
- Emigrating.

In some circumstances a refund will be offered, in others a credit note which can be used to offset future fees at Croydon College.

**17.4** Excluded students - No refunds or credit notes will be made where a student has been excluded from the College due to a breach of the Student Code of Conduct or they are withdrawn under the Academic Performance Procedure and all amounts outstanding (e.g. outstanding instalments) remain payable.

### **17.5 International Students**

17.5.1 International (Tier 4) Students, who have paid fees and are subsequently refused permission to enter the United Kingdom before commencing their course or, can evidence that this refusal was not due to negligence, omission, error or fraudulence on their part, will be entitled to a full refund less a £300 administration charge. Written evidence from the Home Office, Embassy or High Commission confirming refusal of the visa application, or late permission, will be required (original documents only – no photocopies).

17.5.2 Students who have commenced their course are not eligible to a refund. However, in the case of non Tier 4 students, if the UK Visas and Immigration (UKVI) withdraws permission to stay in the UK, fees may be deferred to the following academic year based on the number of full terms remaining, less a £100 administration charge. Fees can only be deferred if permission has not been withdrawn for any breach in visa conditions or false information being provided to either the College or the UKVI.



17.5.3 Students who have withdrawn from the course due to medical/personal/family issues will be assessed on a case by case basis. Evidence of extenuating circumstances may be requested.

**Appendix A**  
**CHARGES FOR FE STUDENTS**

Type/Age	Tuition Fee	Registration/ Exam
Over 16 and under 19 years at 31.08.19 on any ESFA funded course, -	x	x
Students aged 19-24 with an EHC plan	x	x
Over 19 years and under 23 at the start of the course with prior attainment at or below L1 studying Entry or level 1 qualifications (not English or Maths)	x	x
Over 19 years and under 23 years at the start of the course studying a full level 2 & no prior full level 2 qualification	x	x
Over 19 years and under 23 at the start of the course studying a full level 3 and no prior full level 3 qualification	x	x
Over 19 years at 31.08.19 on other part-time ESFA funded course	✓	✓
Over 19 years at 31.08.19 undertaking other ESFA qualifications, including additional qualifications not part of a full-time FE programme.	✓	✓
Students studying the new suite of English and Maths qualifications	x	x
Students over 19 years at 31.08.19 undertaking a programme where they are not eligible for ESFA funding.	✓	✓
Students over 19 in receipt of an 'eligible benefit (see below)	x	x
Students aged 19 or over at the start of the course taking out a loan to fund their learning for provision at level 3 and 4.	✓	x
Students aged 24+ on loans fundable programmes	✓	x

## **Appendix A continued**

### **BENEFITS ELIGIBLE FOR ESFA AND GLA FEE REMISSION**

FE students studying funded courses at level 2 and below who are unemployed and wishing to enter employment and needing skills training will be eligible for full fee remission - where the learning is directly relevant to both the individual's employment prospects and the needs of the local labour market. – correct as at January 2020.

For fee remission purposes a student 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 less than 16 times the National Minimum hourly rate per week or £330 a month and are determined by Jobcentre Plus (JCP) as being in one of the following groups.
  - All Work Related Requirements Group.
  - Work Preparation Group.
  - Work Focused Interview Group

Providers may also use their discretion to fund other students if all of the following apply.

- The student receives other state benefits and earn less than 16 times the National Minimum hourly rate a week or £330 a month.
- The student wants to be employed and the College is satisfied that the learning is directly relevant to their employment prospects and the local labour market needs.

## Appendix B

### FE PROGRAMMES (excluding students over 24 years of age for level 3/4 courses)

	2020/21
Registration Fee	£40

	2020/21
Full-time courses level 2 and below– year 1 (540 hours)	* £1,570
Full-time courses level 2 and below – year 2	* £1,570
Full-time Access courses 432 hours	Various
Full Time UAL Dip Art & Design Foundation Studies	Various
Part-time courses	Various

\*excludes registration fee, exams fees and other charges

### HE PROGRAMMES FEES PER ACADEMIC YEAR STARTING IN 2020/21:

HE PROGRAMMES (Home students)	2020/21
	Fee
Full-time undergraduate courses	£6,000 per year
Part-time undergraduate courses*	£3,000 per year
Full-time HNC courses (duration 1 year)	£4,800 per year
Part-time HNC courses (duration 2 years)	£2,400 per year
Part-time L5 Diploma in Education & Training (duration 2 years)	£1,800 per year

\*The fees for part-time undergraduate courses depend on how many modules a Student takes in the academic year. A full-time undergraduate course usually has 120 credits. If a Student takes modules worth 60 credits in a year, then they will pay 50% of the full-time fee. (Also refer to table below on retaking modules.)

### Fees for continuing HE students repeating a year due to academic failure:

HE PROGRAMMES	2020/21
	Fee
Repeating an undergraduate course full-time (120 credits)	£6,000
Repeating an undergraduate course part-time	Cost based on 120 credits pro-rata (1 x 20 credit module = £1,000)

Oversees students	2020/21
FE Programmes	£5,000
HE Programmes	£6,995
International Foundation Year	£6,995

## Appendix B continued

### International Student Bursaries & Scholarships

One of the following awards will be made available to all privately funded international students applying for full time courses offered at the College:

	Bursary Award	Eligibility
Entry Bursary	£1,000	All International students from countries classified as 'low/medium' income by the World Bank
Dean's Achievement Award	£1,500	International students with a high academic standard (equivalent to ABB at a level)
Principal's Excellence	£2,000	International students with an excellent academic standard (equivalent to AAA at A level)

The Bursary & Dean's Achievement Award will be automatically retained by the student for each year of study provided the student proceeds normally to the next level. Students who fail to progress to the next level of study with unsatisfactory academic achievement will not be entitled to retain the bursary. To retain the Principals' Excellence Scholarship, students must continue to perform at first class level – i.e. they must achieve an average mark of at least 70% at the end of each year.

In addition to the above, the Dean of UCC may award a 'Specific Course Bursary' of up to £1,000 to deserving students from countries classified as 'low/medium' income by the World Bank.