

R U N S H A W C O L L E G E

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| POLICY TITLE: Fees Policy | | |
| APPROVED BY: Corporation | AUTHOR: Director of Finance & MIS | |
| POLICY OWNER: Janet Ivill | POSITION: As above | VERSION: 25 |
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1 Objective

Our funding bodies, as part of the Financial Memorandum with the College, require the Governing body to approve a Fees Policy annually. The Fees Policy sets out the basis on which the College will charge learners or their sponsors for the provision of education and training. The Policy is therefore available to learners, prospective learners, sponsors and stakeholders. The Policy determines the framework within which College managers and marketing staff decide the fees that the College will charge for courses to individuals, groups of learners or sponsors, how such fees should be paid and circumstances under which fees may be refunded. The Policy informs the College business planning process and informs staff involved in the recording of fees data within College information systems of how fees should be calculated, structured, recorded, collected and refunded.

2 Definitions

- 2.1 Unless otherwise specified, **Fees** are the contribution required from the learner and/or the learner's sponsor(s) by the College towards the cost of delivering the course, including tuition and, as applicable, accommodation, equipment, resources, examination fees, travel, hospitality, additional support, levies from professional bodies and College overheads, having regard to the availability of subsidy for the course from funding bodies or other third parties and the expected number of learners on the course.
- 2.2 **Examination fees** are calculated on the basis of awarding body information and the designated course structure available at the time of course declaration. If awarding bodies have not declared their examination fees or there are alternative qualifications within the designated course then an estimate of the expected cost will be charged to the learner without any later adjustment.
- 2.3 **Fee remission** is applicable to certain categories of learners or courses whereby the funding body expects that eligible learners will not be charged fees that are essential to the course.
- 2.4 A **Sponsor** is a third party that undertakes to pay all or part of a learner's fees.

3 Scope

The Policy is intended to apply to all Runshaw College learners and all education and training provided by the College, wherever and whenever delivered with the exception of students enrolled to university courses. Runshaw College is a partner institution of the University of Central Lancashire (UCLan) for university programmes and students and interested parties should refer to the UCLan Tuitions Policy for fee information.

Circumstances in which fees will not be charged are outlined in the Policy.

4 Relationship to guidelines, procedures, other policies and legal requirements

- 4.1 In cases of doubt, reference should be made to funding and audit rules issued by relevant funding bodies (principally the Skills Funding Agency and the Education Funding Agency) and the Student Loans Company ('SLC'). Arrangements for fees charged for high school pupils are covered by protocols with the high schools.
- 4.2 Runshaw Business Centre has specific guidelines and documentation to calculate fees for employers, including procedures for the preparation of quotations and contracts.
- 4.3 Runshaw College staff that wish to use Staff Development resources to obtain a fee discount for a Runshaw College course should refer to the appropriate Staff Development procedures.
- 4.4 Other relevant policies and guidelines are for Admissions and Learner Support, Bursaries, loans and grants, Hardship and Welfare, which set out the circumstances under which learners are eligible to enrol for courses and the College or third parties may provide financial assistance to learners towards the payment of fees.
- 4.5 The College has written procedures that provide guidance for staff members who may be involved in collecting fees and issuing refunds.

5 POLICY STATEMENT

- 5.1 The College will inform all learners and / or their sponsors before enrolment of the fees that they have to pay to undertake a course. If the course extends for more than one academic year then the fee quoted will either be (a) that applicable for the full course, or (b) for the first academic year but with an indication of fees that may be applicable for the subsequent year(s) of the course.

5.2 Adult Further Education courses

- 5.2.1 Tuition fees are recommended by the **Marketing and Admissions department** and authorised by the **Assistant Principal 19+** having regard to the number of hours taught, resources required, anticipated group size, market demand, the amount of funding subsidy, funding body guidance and competitor pricing.
- 5.2.2 Published course fees will be inclusive of tuition and core course examination fees. If learners are entered for qualifications in addition to the core qualification of the course then they will be required to pay examination fees as applicable for the additional qualifications.
- 5.2.3 Any additional fees specifically associated with the course (e.g. residential costs, text books etc) will be notified to the learner.
- 5.2.4 If the learner has to pay registration fees to a professional or awarding body as a requirement of the course this will be stated in the course description.

- 5.2.5 Learners who fail to achieve their qualification by the expected end date or learners transferring in from other institutions who have previously failed to achieve the qualification may, subject to authorisation by the Head of Studies for Adult Education, attend further classes and be charged an additional fee on a pro-rata basis to the fee applicable for the course and the full cost of the examination fee.

5.3 Funding Entitlements

- 5.3.1 A learner aged under 19 on 31 August in the calendar year of the start of the programme of study who meets Education Funding Agency eligibility criteria is exempt from tuition fees and 'first attempt' examination fees.
- 5.3.2 The Skills Funding Agency arrangements for determining which courses attract full or partial subsidy from fees are complex, subject to change, and depend on the nature of the qualification, the age and personal circumstances of the learner, the learner's previous qualifications, whether the qualification is to be delivered in the classroom or in the workplace and (if the latter) the size of the employer.
- 5.3.3 The College will refer to the latest SFA and EFA funding guidance to determine whether a learner is entitled to fee remission and/or whether FE Advanced learning Loans funding may be applicable.
- 5.3.4 Students seeking Advanced Learning Loans fee assistance should contact the Student Loans Company.
- 5.3.5 Learners aged 19-24, with a recognised LDA or EHCP may be exempt from tuition fees and examination fees. Eligibility for funding must be confirmed with the College's Study Support department prior to enrolment.

5.4 Runshaw Business Centre courses

- 5.4.1 Fees are recommended by the Business Centre sales team and authorised by the Assistant Principal 19+ having regard to the number of hours taught, resources required, anticipated group size, market demand, the amount of funding subsidy, funding body guidance and competitor pricing. Fees may be quoted and charged on a group basis, rather than for an individual delegate.
- 5.4.2 Operational pricing negotiations and variations in response to market forces and fees for bespoke courses are approved by the Assistant Principal 19+ or a member of the sales and recruitment team as delegated by Assistant Principal 19+.
- 5.4.2 If the learner has to pay registration fees to a professional or awarding body as a requirement of the course this will be stated in the course description.
- 5.4.3 Quoted fees will be inclusive of tuition and core course examination fees and, where appropriate, any additional costs associated with the course, (e.g. residential costs, travel, off site facilities hire).

5.5 Courses for high school pupils

Fees to high schools for their pupils attending courses specifically designated for 14 to 16 year olds are authorised by the Deputy Principal responsible for this provision having regard to the number of hours taught, resources required, anticipated group size, competitor pricing and agreement with the high schools.

5.6 Eligibility

- 5.6.1 Applications for remission of tuition fees must be in accordance with relevant funding body rules. Remission of tuition fees only applies for eligible learners to approved courses that are subsidised by a funding body. Unless otherwise stated, remission includes the cost of 'first attempt' examination fees and resources that are deemed as essential to the course and solely for use on the course, so long as the learner has made satisfactory progress on the course. Examination fees may be charged for subsequent attempts. Learners and their employers or sponsors (if applicable) must provide evidence to prove eligibility for fee remission as required by the College and remain liable for any fee until all requested evidence has been provided to and accepted by the College. Fee waiver evidence must be provided before the course starts.
- 5.6.2 Examination fees may be charged for second and subsequent attempts for learners aged under 19 on 31 August in the calendar year of the start of the programme of study, other than for duplicate provision explicitly funded by the EFA or SFA.
- 5.6.3 In exceptional cases the relevant Deputy Principal **or Assistant Principal** may waive examination fees or may charge examination fees to a learner who fails to attend an examination or for which a fee has been charged for the learner to the College by the relevant awarding body.
- 5.6.4 Applications to the College from asylum seekers, non-EU nationals or persons with unusual circumstances should be referred to the Director of Finance **& MIS** who will authorise the amount of fees that should be chargeable, having regard to relevant funding body guidance and College business plans.
- 5.6.5 Learners that do not meet funding body eligibility criteria will be charged a fee that reflects the unsubsidised cost of the course and anticipated support requirements. The fee charged will approximate to the funding that the College would have received from the relevant funding body for a fully subsidised eligible learner for the course plus any funding associated with anticipated additional support. The fee may be varied at the discretion of the relevant Deputy Principal **or Assistant Principal** and with the authorisation of the Director of Finance **& MIS**.
- 5.6.6 The College reserves the right to decline to enrol a prospective learner if the applicant has not paid all fees or other monies due from a previous course or for any other reason, as decided by the relevant Senior Manager.

5.7 Payment of fees

- 5.7.1 All payments must be made, or payment arrangements in place and approved, for a student to be enrolled.
- 5.7.2 Students who choose to pay their fees through the SLC retain personal responsibility for their fees until fully paid by the SLC to the College. Students may be invoiced personally for any outstanding balance. It is the student's responsibility to ensure they apply directly to the SLC for the appropriate fee amount and to provide the relevant evidence and loan agreements and adhere to attendance requirements to ensure the fees are paid to the College.
- 5.7.3 Payments may be made by cash, cheque, bank transfer, Debit Cards (Switch or Delta) or Credit Cards (Visa or Master Cards).
- 5.7.4 Payment of fees for Adult Education may be made by telephone or in person at the College's Euxton Lane or Market Street sites.

- 5.7.5 Any additional discretionary fees associated with the course (e.g. residential costs) may be collected during the course in accordance with College tutor fee collection guidance and prior to the activity taking place.

5.8 Payment by instalments

- 5.8.1 By arrangement, learners paying their own fees may be able to pay by instalments if the total fee payable by the learner for a course is greater than £150 and the course is of at least ten weeks duration. These arrangements must be ratified before enrolment can be completed and before the learner attends the course.
- 5.8.2 No more than four instalments will be allowed, including the first payment. Specific payment plan details for each learner will be by course, as jointly determined by the Director of Finance and the relevant Assistant or Deputy Principal (or other delegated manager), as applicable.
- 5.8.3 The first instalment is payable on or before enrolment and before the learner attends the course. Subsequent payments must be made through a direct debit arrangement. All instalments must be paid before the earlier of the final week of the course or date of the final examination for the course.
- 5.8.4 Any default in a direct debit arrangement will result in the balance of the unpaid fee becoming immediately due for payment.

5.9 Payment of fees by sponsors

- 5.9.1 Employers or other sponsors may pay all or part of a learner's fees on their behalf. Invoices to employers, other sponsors or high schools are payable in accordance with College terms of credit. Individual learners must bring a purchase order or letter of authorisation or recognised training voucher, clearly authorised by the sponsor, with them to enrolment or enclose it with the confirmation form.
- 5.9.2 The College reserves the right to decline acceptance of a sponsor.
- 5.9.3 The learner is responsible for any remaining fees and these should be paid directly or by payment arrangements on or before enrolment.
- 5.9.4 The College will invoice the sponsor or record the payment and complete the learner's enrolment.
- 5.9.5 This arrangement also applies to Runshaw College employees where the College has agreed to be the sponsor.

5.10 Refund of fees

- 5.10.1 Applications for refunds of fees must be in writing.
- 5.10.2 Refund of tuition and examination fees may be authorised by a member of the sales and recruitment team (as delegated by the Assistant Principal 19+) if the learner withdraws because the class is closed or the time or the venue is changed before the learner attends any class.
- 5.10.3 Where fees have been paid in full or in part by a sponsor then the College will, so far as is practicable, ensure that the appropriate refund is made to the sponsor.

- 5.10.4 The Head of Studies **responsible for** Adult Education may authorise a full or partial refund of tuition fees or a credit note ('voucher') on an Adult Education course where a complaint has been upheld or where a learner is **unable to continue** attending due to a change in personal circumstances. The **Assistant Principal 19+** may authorise full or partial fee refunds or credit notes for Business Centre clients.
- 5.10.5 A fee refund for a learner who has paid the unsubsidised cost of a course or for a high school pupil will be at the discretion of the relevant Deputy Principal. In the latter case, the Deputy Principal will refund in accordance with the relevant high school agreement and may agree to a substitution of a pupil from the same high school as an alternative to a fee refund.
- 5.10.6 Students will not be personally refunded if payment has been made via the Student Loans Company. If applicable, a change of circumstances will be administered on the SLC portal.

5.11 Non-payment of fees

The College will take steps to ensure the payment of all fees and/or fee instalments. Students may be informed if their parent/guardian/sponsor has defaulted on any payments. One or more of the following sanctions may be applied to those with fees outstanding or overdue fees:

- termination of enrolment and exclusion from College;
- refusal to re-enrol;
- denial of attendance at College events or trips;
- withdrawal of some college (eg. Library) facilities;
- any other reasonable sanction(s) that the college deems appropriate in the circumstances.

In addition to those steps referred to above, the College reserves the right to refer unpaid fees to external agencies to pursue payments and/or seek recovery through the courts.

6 Date from which effective

This version of the Policy applies for enrolments to courses commencing after 31 July 2016

7 Compliance and verification

The application of the Fees Policy may be subject to audit. Quality, Exams and Student Tracking Unit and Finance Department may check the application of the policy to ensure courses have been correctly declared and to ensure that all fees due from learners are correctly recorded.