



# **Fees Policy**

**December 2014**

<b>This policy applies to :</b>	All students
<b>Author/Department:</b>	Vice Principal Finance & Resources
<b>Area/Person responsible:</b>	Vice Principal Finance & Resources
<b>Date approved:</b>	December 2014
<b>Related Documents/ Policies:</b>	
<b>Date of Next Review:</b>	June 2016

<b>Date of most recent review:</b>	June 2015
<b>Changes made:</b>	Document format updated.

### Equality Impact Assessment

An Impact Assessment should be carried out if any of the following apply to the policy. If it:

- affects primary or high level functions of the College; or
- is relevant to the promotion of equality; or
- is one which has particular relevance to an equality group protected under the Equality Act 2010

<b>Does an Impact Assessment need to be completed:</b>	<b>Yes</b>	<input checked="" type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
<b>If not, please provide a reason:</b>				
<b>Impact Assessment Reference/Location:</b>				

<b>Initial Impact Assessment Completed</b>	
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<b>Date</b>	
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<b>Review of Policy</b>	
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<b>Date</b>	
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## 1. Introduction

- 1.1 The College upholds the principles of free education for eligible 16-18 year olds. 19 years on a fulltime programme progressing internally will also be offered a free place. For part-time learners the College will apply funding agency guidelines on fees and eligibility. Where fees are applicable the College will charge the recommended fee percentage designated by the funding bodies subject to market conditions. Charges for full fee courses will be based on market conditions and must yield a positive contribution.

## 2. General Policy Statement

- 2.1. The Principal can waive fees in special circumstances

- 2.2. EFA funded Courses:

- 2.2.1. All full-time students will be asked to make a voluntary contribution of £20 at the start of their programme of study as a part subsidy for the funding of the student council, enrichment activities and administration costs.
- 2.2.2. In most courses the resource costs of will be paid by the College, where this is not the case the cost will be clearly stated in course literature. Course resources can be purchased from the College shop (EQUIP) at competitive prices
- 2.2.3. A charge will be made for enrichment activities and trips and visits on an ad hoc basis
- 2.2.4. Resit exam fees are paid by the student and subject to a 10% admin fee
- 2.2.5. A fulltime fee for a fulltime programme is £4,000 per year, based on 450 - 600 taught hours. Parttime fees are calculated as follows: 360 - 499 hours = £2,700; 280 - 359 = £2,133
- 2.2.6. Fees below 279 hours calculated on a case by case basis
- 2.2.7. Fees are based on the equivalent funding available from the EFA based on the taught hours

- 2.3. SFA Funded Courses:

- 2.3.1. As a guiding principle, course costs will be determined on consideration of the following factors, a presumed fee assumption from the funding bodies, local and national priorities, contribution target (minimum 25%) and by taking into account the relevant staffing and resource costs.

- 2.3.2. The College will apply the SFA residency rules to establish entitlement for funding. If a learner is not entitled to a funded place the full course costs would apply. Rights to be in the UK and engage in learning will be verified and students will be required to provide relevant home office documentation.
- 2.3.3. All part-time students will be charged an administration fee each time a learner enrolls - £3 short course, £10 long course (with the exception of those with adult entitlements, see Appendix A).
- 2.3.4. Learners enrolling under one of the 'adult entitlements' will receive tuition, examination and administration fee remission for accredited and adult skills budget (SFA) funded courses as per Funding Guidance (FG). See appendix A for adult entitlements/applicable benefits.
- 2.3.5. Full cost recovery courses are run on the basis of a minimum contribution target of 25%. No fee remission can be claimed as it is unfunded provision. Adult full cost recovery courses and relevant fees will be indicated within course publicity.
- 2.3.6. Where a course or project is established by arrangement with a local partner/key stakeholder to meet local or national targets and needs, the fees may vary from the norm or may be waived or alternative funding streams sought. The College will class these courses as 'Special Projects', see appendix A
- 2.3.7. Adult courses may be offered at a comparatively low fee where the College deems it necessary in response to market forces, local economic pressures and demands, to keep in line with other local providers or as a marketing activity, but ultimately must yield a positive contribution.
- 2.3.8. The College may be able to offer financial support towards the costs of travel, childcare and resource costs, subject to external funding. Details of current scheme are shown in appendix B.
- 2.3.9. Current fees for adult courses are published in the Adult Course Guide and up to date fee information can be found on the College website. Fees and charges are subject to change.
- 2.3.10. For adult skills courses learners may withdraw and obtain a full refund less a 5% administration fee if they withdraw within the first two weeks.

#### 2.4. HEFCE funded courses:

- 2.4.1. Fee arrangements and issues of eligibility for HE programmes are set and assessed in liaison with the university partner. See appendix C.
- 2.4.2. The College will issue details of financial support available to HE applicants and where to seek further advice, such as the details of the Student Loans Company and university advisory services.
- 2.4.3. Students will be directed as to which institution will seek payments - the College or the University. If a HE student is seeking a tuition fee loan, this will be paid directly to the university or college on the student's behalf.
- 2.4.4. In circumstances where a HE student wishes to withdraw, the following applies:
- 2.4.5. If a student does not commence a programme of study or withdraws or intermits within the first two weeks, including induction week, of the published start date of their award, they will be normally entitled to receive a refund of the whole of the tuition fees paid by them less any deposit paid by them.

- 2.4.6. HE students who withdraw from their programme of study or intermit after the first two weeks, even if they have not taken the opportunity to attend, will normally receive a refund based on the table below:

Date of withdrawal	Fee Liability
Before 19 January 2016	25% of tuition fee
On or after 19 January 2016 and before 7 April 2016	50% of tuition fee
On or after 7 April 2016	100% of tuition fee

- 2.4.7. Continuing students enrolled on Staffordshire University programmes who complete e-enrolment, who subsequently decide not to start the new academic year will be charged 25% of the tuition fee unless they notify the University and the College by 17 September of their decision to withdraw.

- 2.4.8. Guidance on non-payment of fees for post 19 courses is detailed in Appendix D.

## 2.5. International students:

- 2.5.1. Fees are set annually and cover a students full time tuition but exclude accommodation and living costs, which the student must pay separately and directly to their accommodation. International students are assessed for their suitability to enrol in line with standard admissions criteria with the addition of English language requirements and Visa requirements (as stipulated by the UKBA). See current price list, appendix E.

## 3. Summary of Policy Actions

- 3.1. This policy will be reviewed annually and approved by Corporation.
- 3.2. This policy and fees will be reviewed termly to ensure that they are competitive and account for market conditions.
- 3.3. The list of adult entitlements (appendix A) applicable for fee remission will be monitored and published termly
- 3.4. The procedures for obtaining financial support will be monitored and published termly (appendix B)
- 3.5. Fees policy for 16-19 year olds will be reviewed and published annually.
- 3.6. Adult and HE course fees are published on the College website and in other marketing publications along with regular fee updates as required.



## Appendix A (v9)

### Higher Education and Skills

#### Fees, Charges and Adult Entitlements 2015/16 with effect from 1<sup>st</sup> August 2015



#### Introduction

The current fees are published in the Higher Education & Skills Course Guide and on the college website. The website will contain all updated information.\*

\* Learners should contact us for the most up to date information about fees and charges as this is subject to change.

This document outlines a range of 'adult entitlements' currently available.

**'Fully funded'** in relation to a course means:

"The fees charged in respect of the course by the person providing it, and such fees in respect of other matters relating to the course (such as undergoing a preliminary assessment or sitting an examination) as may be specified in regulations made by the Secretary of State." (SFA Adult Skills Budget Funding Requirements 2011/12 version 1.1).

1. **Learners aged 16-18 on 31<sup>st</sup> August 2015 are fully funded.**
2. **Learners aged 19+ on the start date of the course (Entry to level 2 qualifications).**
- 2a Those who are **unemployed, actively job seeking and taking the course to develop skills to support job seeking**, and in receipt of:
  - Job Seekers Allowance (JSA)
  - Employment Support Allowance (ESA) in the Work Related Activity Group (WRAG)
  - Universal Credit and required or not required to undertake skills training
  - Council Tax Benefit
  - Housing Benefit
  - Income Support
  - Working Tax Credit
  - Pension Credit
  - Contribution Based ESA (not in the WRAG)

for those learners studying any learning aim up to and including level 2, are fully funded.

Evidence of benefits and a signed declaration form to confirm the learner is unemployed, actively job seeking and taking the course to develop skills to support job seeking is required. JobCentre Plus evidence is required for learners who have been mandated by JobCentre Plus.

- 2b Unemployed learners who need help to move into work, progress in work, or remove a barrier to getting into work and are in receipt of JSA, ESA (WRAG) or Universal Credit and required to undertake skills training are fully funded for certain stand alone qualifications in Health and Safety at Work, Food Hygiene and First Aid at Work. Evidence of benefits and a signed declaration form to confirm the learner is unemployed, actively job seeking and taking the course to develop skills to support job seeking is required.
- 2c Learners studying Functional Skills English or Maths without a level 2 Functional Skills qualification in the relevant subject, or GCSE English Language or Maths for learners without an A\*-C grade in the relevant subject are fully funded.
3. **Learners aged 19-23 on the start date of the course (Entry to level 3 qualifications).**
- 3a Learners aged 19-23 studying and entry level or level 1 course (excluding English, Maths and ESOL), intending to progress to a full level 2 qualification, and do not hold a full level 2 qualification and need a step up from basic skills to progress to a full Level 2 are fully funded.
- 3b Learners aged 19-23 studying their first full level 2 qualification, equivalent to 5 GCSEs at grade C or above are fully funded.
- 3c Learners aged 19-23 studying their first full level 3 qualification are fully funded.
- 3d Those who are **unemployed, actively job seeking and taking the course to develop skills to support job seeking**, and in receipt of:
- Job Seekers Allowance (JSA)
  - Employment Support Allowance (ESA) in the Work Related Activity Group (WRAG)
  - Universal Credit and required or not required to undertake skills training
  - Council Tax Benefit
  - Housing Benefit
  - Income Support
  - Working Tax Credit (income under £15 050)
  - Pension Credit
  - Contribution Based ESA (not in the WRAG)

for those learners studying any learning aim up to and including level 3, are fully funded.

Evidence of benefits and a signed declaration form to confirm the learner is unemployed, actively job seeking and taking the course to develop skills to support job seeking is required. JobCentre Plus evidence is required for learners who have been mandated by JobCentre Plus.

4. **Learners aged 24+ and enrolling on a level 3 qualification** can apply for a 24+ Advanced Learning Loan from Student Finance England. A Funding and Information letter will need to be completed.

5. Special Projects – there are some programmes as planned during the year aimed at some learners which the college will fully support and will make no charge to the learner. Learners must still fit into and follow a category.
6. For all learning in the workplace for employees, tuition fees and exam/registration fees with the awarding body are payable except where a learner fits into categories above.
7. Asylum Seekers and Refugees are eligible for funding subject to the necessary evidence being produced and can fall into the above categories (e.g. if they receive the equivalent of income based benefits).
8. Learners on a low income can apply for financial assistance from the Discretionary Learner Support Fund, 24+ Loans Bursary, Higher Education Hardship Fund and their case will be assessed (see Appendix B).
9. For Higher Education students financial support may be available through Student Finance England – see [www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance) for full details or call 0845 300 5090.
10. Tameside has rolled out a new universal credit system from October 2013. This is a means-tested credit for people of working age whatever their employment status and replaces Income Support, Income based JSA, Income related ESA, Housing Benefit, Child Tax Credit, Working Tax Credit. It will be for people making new claims (for the benefits above) – they will get universal credit instead, existing claimants will be moved onto it from April 2014.
11. For adult skills courses, fees are due at point of enrolment or as agreed at point of enrolment (eg. staged payments). Fees must be paid on agreed dates. Learners who have not paid any fees due within six weeks of agreed dates will be asked to leave the course.
12. For adult skills courses, learners may withdraw and obtain a full refund less a 5% administration fee if they withdraw within the first two weeks.

## Eligibility for Fee Remission

**Learner to sign a declaration form to confirm they are unemployed, actively job seeking and taking the course to develop skills to support job seeking.**

<b>Benefit</b>	<b>Tuition fee and exam/registration fee remission for accredited courses only</b>	<b>Evidence to be provided by learner (recent dated evidence required)</b>	<b>Notes</b>
Job Seekers Allowance (JSA)	Yes	Referral letter by Job Centre Plus where they are mandated to training. Those learners who self-refer or are not mandated will be able to ask for a 'Proof of Benefit letter' from the Benefit Enquiry Line* as evidence.	Where the claim is joint then both individuals are eligible for fee remission.  Where an individual is a dependent of a claimant in receipt of JSA or ESA (but not part of a joint claim or claiming themselves) they are not automatically eligible for full fee remission but they may be eligible under other criteria.
Employment and Support Allowance (ESA) in the Work Related Activity Group only	Yes	Referral letter by Job Centre Plus where they are mandated to training. Those learners who self-refer or are not mandated will be able to ask for a 'Proof of Benefit letter' from the Benefit Enquiry Line* as evidence.  In addition to the 'Proof of Benefit letter' those on ESA may also be in receipt of a 'Work Capability Assessment' indicating that they are in the Work Related Activity Group.	
Universal Credit	Yes	Referral letter by Job Centre Plus where they are mandated to undertake skills training or are not mandated (required) to undertake skills training.	
Council Tax Benefit	Yes	Award notice	
Housing Benefit	Yes	Award notice	
Income Support (Under 60's)	Yes	Income Support Award notice or Benefit book	
Working Tax Credit	Yes Provided household income does not exceed £15,050	The Tax Credits Award Notice	(Check the 'Your income' section on page 2 to confirm household income)
Child Tax Credit (on its own)	No		

Pensions Credit (over 60's) Guaranteed Credit only (Not savings credit)	Yes	The Pension Credit Award Notice	(Check the 2nd page for breakdown)
Contribution Based Employment and Support Allowance (ESA) (Not WRAG)	Yes	Award notice	

\*Learners can call 0845 6043719 to arrange for confirmation of benefits to be delivered to their home address.

The learners below can fall into all funding categories

	<b>Evidence to be provided by learner</b> (recent dated evidence required)
Asylum Seekers	To have been legally in the UK while their claim is being considered by the home office for longer than 6 months and no decision has been made <u>or</u> they are in the care of the local authority and are receiving local authority support. Application Registration Card (ARC) which is issued on or close to the date of their asylum claim plus a recent (that is less than 1 month old) copy of a person's post office receipt of Asylum Support (AS) assistance is required.
Refugees	Home office documentation that outlines their status e.g. refugee status, humanitarian protection, discretionary leave or exceptional leave to enter or remain in the UK.(includes husband, wife, civil partner and children are eligible for funding).

Definitions

EU/EEA and eligible overseas dependent territories eligible for funding:

Member States of the European Union:

Austria, □ Germany □, Netherlands, □ Belgium □, Greece □, Poland □, Bulgaria □, Hungary, □ Portugal □, Cyprus □, Ireland □, Romania □, Czech Republic □, Italy, □ Slovakia, □ Denmark □, Latvia, □ Slovenia □, Estonia, □ Lithuania, □ Spain □, Finland □, Luxembourg □, Sweden, □ Croatia France, □ Malta □, United Kingdom □ Gibraltar,

Member states of the European Economic Area

This includes all the EU countries and territories listed above, together with the following countries: Iceland, Liechtenstein, Norway and Switzerland.

Eligible Overseas Territories

United Kingdom or EU overseas territories.(see page 124 of SFA Funding Rules).

**APPENDIX B**

**APPLICATION FOR SUPPORT FROM THE  
DISCRETIONARY LEARNER SUPPORT FUND 15/16  
PART-TIME STUDENT (SFA Funded Learners)**

Please read the information on this page carefully. If you do not understand any of the points, please ask the Admissions Officer. Learner Support Funds are used to assist students who may have difficulties in completing their course because of financial considerations.

To be eligible for financial assistance from the Learner Support Fund you must: (1) be an enrolled student as defined by the college; (2) have been 'ordinarily resident' in the British Isles or European Economic Area (EEA/EU) for purposes other than education for the last three years.

Please remember that each application is judged on the basis of 'relative financial need' and that not all applications will be successful.

Your completed application form should be delivered to the Senior Admissions Officer, Higher Education and Skills, as soon as possible, as funds are limited and will be distributed on a first come first served basis.

<b>To qualify for the Discretionary Learner Support fund you will need to meet one of the following criteria</b>	Tick
19 and over in financial hardship –for course related costs such as trips, books, equipment, transport, exam fees and registration fees.	
20 or over with childcare issues (childcare to be provided by an Ofsted registered childminder or childminder agency).	
Residential Access Fund	
Other need not outlined above	

\*If you are being 'Fully Funded' by the SFA for your programme of study you may apply to DLS for support with childcare (if you are 20 plus), transport and residential costs only.

<b>You will also need to meet the criteria below</b>	Tick
You, your parent/carer (if you are living at home) or your spouse/partner are receiving 'out of work' income based benefits or have a low income <b>and</b>	
Your household income does not exceed £26, 000 <b>or</b>	
For a household with more than one dependent child, the income threshold is £30,000	

**Please note: you will need to provide evidence that you fall into the above categories, so attach copies of any relevant documentation (household income, income based benefit letters).**

Please give your reason/s for applying for support below:  
(Please attach any relevant documentation e.g. childcare invoice, transport costs)  
Course related costs – trips, books, equipment  
- transport  
- exam fees or registration fees  
- 20 + childcare  
- residential access fund  
- other need

**Please complete all the details required, in full. If you do not provide the information requested, your application will not be considered.**

Title:	Forenames:	Surname:
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Address:		
Postcode:	Daytime telephone number:	Evening telephone number:
Date of Birth:	Age at 31/08/15:	
Course(s) you are enrolled on at the college:		
Tutor:	Timetabled hours each week:	
Please indicate if you have already received an award from the Discretionary Learner Support Fund during this academic year 2015/16?		
Yes		No
If yes, what amount(s) have you received?	£	
<p>By signing this form you are agreeing to the following:</p> <ul style="list-style-type: none"> <li>• If I leave before the completion of the course I understand I may have to repay some or all of any award issued up to that date.</li> <li>• If my attendance proves to be unsatisfactory I understand any award made could be withheld.</li> <li>• I am not already receiving help with travel or childcare costs (if applicable to claim) from JobCentre Plus or a Work Programme provider in connection with pre-employment training.</li> <li>• I will disclose the amount received to the Department for Work and Pensions (DWP) if applicable. (Please note: DLS payments may affect your eligibility to some benefits).</li> <li>• I certify that the information I have provided above is correct.</li> <li>• I agree to sign a Learning Agreement recording the outcome of my DLS Fund assessment.</li> </ul>		
Signed: (student)		Date:
Outcome Approved or rejected?	First stage approval: Assistant Principal Higher Education, Skills & International  Date:	Final approval: Vice Principal Finance & Resources  Date:
Rate/amount awarded and payment details:		

# **APPLICATION FOR SUPPORT FROM THE**

## **24+ LOANS BURSARY 15/16**

Please read the information on this page carefully. If you do not understand any of the points, please ask the Admissions Officer. 24+ Loans Bursary Funds are used to assist students who may have difficulties in completing their course because of financial considerations.

To be eligible for financial assistance from the 24+ Loans Bursary you must: (1) be an enrolled student as defined by the college; (2) have been 'ordinarily resident' in the British Isles or European Economic Area (EEA/EU) for purposes other than education for the last three years.

Please remember that each application is judged on the basis of 'relative financial need' and that not all applications will be successful.

Your completed application form should be delivered to the Senior Admissions Officer, Higher Education and Skills, as soon as possible, as funds are limited and will be distributed on a first come first served basis.

<b>To qualify for the 24+ Loans Bursary fund you will need to meet one of the following criteria</b>	Tick
Aged 24 and over in financial hardship e.g. trips, books, equipment, transport	
Aged 24 and over with childcare issues (childcare to be provided by an Ofsted registered childminder or childminder agency).	
Aged 24 and over and require help from residential access fund	
Aged 24 and over and require learning support	
Aged 24 and over and have another need not outlined above	

<b>You will also need to meet the criteria below</b>	Tick
You or your spouse/partner are receiving 'out of work' income based benefits or have a low income <b>and</b>	
Your household income does not exceed £26, 000 <b>or</b>	
For a household with more than one dependent child, the income threshold is £30,000	

**Please note: you will need to provide evidence that you fall into the above categories, so attach copies of any relevant documentation (household income, income based benefit letters).**

**Please also provide a copy of your letter from Student Finance England showing details of your approved loan.**

Please give your reason/s for applying for support below:  
(Please attach any relevant documentation e.g. childcare invoice, transport costs)

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<b>Please complete all the details required, in full. If you do not provide the information requested, your application will not be considered.</b>		
Title:	Forenames:	Surname:
Address:		
Postcode:	Daytime telephone number:	Evening telephone number:
Date of Birth:	Age at 31/08/15:	
Course(s) you are enrolled on at the college:		
Tutor:	Timetabled hours each week:	
Please indicate if you have already received an award from the 24+ Loans Bursary during this academic year 2015/16?		
Yes		No
If yes, what amount(s) have you received?	£	
By signing this form you are agreeing to the following:		
<ul style="list-style-type: none"> <li>• If I leave before the completion of the course I understand I may have to repay some or all of any award issued up to that date.</li> <li>• If my attendance proves to be unsatisfactory I understand any award made could be withheld.</li> <li>• I will disclose the amount received to the Department for Work and Pensions (DWP) if applicable. (Please note: 24+ loans bursary payments may affect your eligibility to some benefits).</li> <li>• I certify that the information I have provided above is correct.</li> <li>• I agree to sign a Learning Agreement recording the outcome of my 24+ Loan Bursary Assessment.</li> </ul>		
Signed: (student)		Date:
Outcome Approved or rejected?	First stage approval: Assistant Principal Higher Education, Skills & International	Final approval: Vice Principal Finance & Resources

	Date:	Date:
Rate/amount awarded and payment details:		

**HIGHER EDUCATION COURSES**  
**APPLICATION FOR SUPPORT FROM THE**  
**HIGHER EDUCATION HARDSHIP FUND 15/16**  
**FULL-TIME STUDENT**

Please read the information on this page carefully. If you do not understand any of the points, please ask the Senior Admissions Officer. The H.E. Hardship Fund is used to assist students who may have difficulties in completing their course because of financial considerations.

To be eligible for financial assistance from the H.E. Hardship Fund you must: (1) be an enrolled student on a full time Ashton Sixth Form College Higher Education programme as defined by the college; (2) have been 'ordinarily resident' in the British Isles or European Economic Area (EEA/EU) for purposes other than education for the last three years.

Please remember that each application is judged on the basis of 'relative financial need' and that not all applications will be successful.

Your completed application form should be delivered to the Senior Admissions Officer, Higher Education and Skills, as soon as possible, as funds are limited and will be distributed on a first come first served basis.

<b>To qualify for the Higher Education Hardship Fund you will need to meet one of the following criteria</b>	Tick
Mature student with existing financial commitments e.g. trips, books, equipment, transport	
Student from a low-income family	
Disabled student	
Student with children -especially single parents (childcare to be provided by an Ofsted registered childminder or childminder agency).	
Care leavers (if you've been in care)	
Student who is homeless or who is living in 'Foyers'	
Final-year student	
Other need not outlined above	

<b>You will also need to meet the criteria below</b>	Tick
You, your parent/carer (if you are living at home) or your spouse/partner are receiving 'out of work' income based benefits or have a low income <b>and</b>	
Your household income does not exceed £26, 000 <b>or</b>	
For a household with more than one dependent child, the income threshold is £30,000	

**Please note: you will need to provide evidence that you fall into the above categories, so attach copies of any relevant documentation (household income, income based benefit letters).**

**Please also provide a copy of your letter from Student Finance England showing details of your approved loan.**

Please give your reason/s for applying for support below:  
 (Please attach any relevant documentation e.g. childcare invoice, transport costs)

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**Please complete all the details required, in full. If you do not provide the information requested, your application will not be considered.**

Title:	Forenames:	Surname:
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Address:
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Postcode:	Daytime telephone number:	Evening telephone number:
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Date of Birth:	Age at 31/08/15:
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Course(s) you are enrolled on at the college:
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Tutor:	Timetabled hours each week:
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Please indicate if you have already received an award from the H.E. Hardship Fund during this academic year 2015/16?	
Yes	No

If yes, what amount(s) have you received?	£
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By signing this form you are agreeing to the following:

- **If I leave before the completion of the course I understand I may have to repay some or all of any award issued up to that date.**
- **If my attendance proves to be unsatisfactory I understand any award made could be withheld.**
- **I will disclose the amount received to the Department for Work and Pensions (DWP) if applicable. (Please note: H.E. Hardship payments may affect your eligibility to some benefits).**

- **I certify that the information I have provided above is correct.**
- **I agree to sign a Learning Agreement recording the outcome of my H.E. Hardship Fund Assessment.**

Signed: (student)	Date:
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Outcome Approved or rejected?	First stage approval: Assistant Principal Higher Education, Skills & International Date:	Final approval: Vice Principal Finance & Resources Date:
Rate/amount awarded and payment details:		

## Appendix C

### Higher Education Fees

#### 2015/2016 and 2016/2017 Fees

Course	Mode of study	Duration	Annual Fee to student 15/16	Annual Fee to student 16/17	Awarding Body
Foundation Degree in Education	Part-time fast track	2 years	£3600	£3900	Staffordshire University
Foundation Degree in Early Childhood Studies	Part-time	3 years	£2400	£2600	Staffordshire University
BA (Hons) in Education	Part-time fast track	1 year	£3600	£3900	Staffordshire University
BA (Hons) in Early Childhood Studies	Part-time fast track	1 year	£3600	£3900	Staffordshire University
Certificate in Education (PCET) PGCE (PCET)	Full-time	1 year	£5600	£5800	Staffordshire University
Foundation Year Health & Social Care (leading to BSc Health Programme or professional routes).	Full-time	1 year	£5900	£5900	Staffordshire University
HND in Media Production	Full-time	2 years	£5600	£5900	University of Salford
Level 3 and 4 Diploma in Foundation Studies (Art & Design)	Full-time	1 year	16-18 free 19-23 funding may be available (Fee is £1965) 24+ £3600 (24+ loan option) International - £7500 (19+ add registration fee of £115)		WJEC
School Direct Initial Teacher Training – Primary & Secondary	Full-time	1 year	£9000		Staffordshire University

The Adult Education course fees are revised annually in May each year and published in the summer in our Course Guide – University Courses & Adult Education.

For HE courses validated by Staffordshire University, payments will be made to the university or the college by the student loan company on the student's behalf. The university will then pay the College.

For HE programmes if a student does not commence a programme of study or withdraws or intermits within the first **two** weeks, including induction week, of the published start date of their award, they will be normally entitled to receive a refund of the whole of the tuition fees paid by them less any deposit paid by them.

HE students who withdraw from their programme of study or intermit after the first **two** weeks, even if they have not taken the opportunity to attend, will normally receive a refund based on the table below:

Date of withdrawal	Fee Liability
Before 19 January 2016	25% of tuition fee
On or after 19 January 2016 and before 7 April 2016	50% of tuition fee
On or after 7 April 2016	100% of tuition fee

It is the student's responsibility to formally notify the University or College of their withdrawal at the point at which they leave their course of study. Failure to formally notify the University or the College of their withdrawal will

result in their continuing liability for tuition fees until they formally withdraw. Retrospective withdrawals will not be permitted.

Continuing students enrolled on Staffordshire University programmes who complete e-enrolment, who subsequently decide not to start the new academic year will be charged 25% of the tuition fee unless they notify the University by 17 September of their decision to withdraw.

All learners will receive Student Finance England information in the application packs for all the programmes.

On occasions the College offers Level 4/5 courses which sit outside of HEFCE funding and are not eligible for financial support from the student loan company/SLC. Learners will be made aware of this when it applies.

Students must complete fully, each year's work before progression. Consideration will be given to progression with outstanding work subject to approval from tutors and awarding institutions. In circumstances where progression is agreed to, any additional fees incurred such as late registration fees, must be covered by the individual at an additional cost over and above their course fee.

## Appendix D

### Non-payment of fees for post 19 courses

#### Students paying their own fees

Fees are due at the point of enrolment when students sign the enrolment form and learning agreement unless they are applying for a student loan.

In instances where the course fee is over £1000 (and students are not applying for a loan), it is possible to make arrangements for payment by instalments providing the first instalment is paid at enrolment. This agreement must be made at enrolment.

For courses that last an academic year, payment must be completed within the first 5 months of study. For example, for courses commencing in September, payment must be complete by January – with regular payments made each month. For shorter courses, a pro rata adjustment will be made.

This option does not apply to higher education students or level 3 students who are able to take out loans from Student Finance England to cover their fees.

#### Students applying for a 24+ Advanced Learning Loan

Students who opt to apply for a 24+ Advanced Learning Loan must add their Customer Reference Number from the Student Loan Company to the confirmation sheet attached to their Learning and Funding letter, or advise the Senior Admissions Officer of this within one week from the start date of their course, at the latest. If not received by this deadline, the College will invoice them for the cost of their course to be paid in instalments over 5 months. 24+ Advanced Learning Loan students are liable after the first 2 weeks for the full course fee.

#### Students applying for a Higher Education Loan

For academic year 2015/16 Higher Education students are required to submit a copy of their entitlement letter from Student Finance England to the Senior Admissions Officer by the 15<sup>th</sup> November deadline. Students unable to present their letter by this date will automatically be expected to pay their fee in full or by 5 instalments on 30/11, 31/12, 31/1, 28/2, 31/3. The college will make any relevant adjustments/refunds once the student's loan has come through. At all times it is important for students to communicate with the Senior Admissions Officer about their circumstances.

#### Students who have failed to pay

Students who fail to pay for their course in a timely manner or make payments at agreed intervals will be sent a reminder letter (debtor's letter) from the finance department. Please also note that untimely payments can result in students not being entered for exams or forthcoming modules, late exam entry charges or results being withheld for example. For Higher Education students module results will not go forward to Award Boards. Following the reminder letter from the finance department, if the account is not settled by the date indicated, students will be invited to a meeting with the Assistant Principal H.E. Skills & International when actions will be agreed. Students will subsequently be withdrawn from their programme(s) of study should they not adhere to these actions. They will be notified of this in a letter from the college and the date from which this takes effect.

The college is keen to support students and will make every effort to support students where it is feasible or possible. However, students should give full consideration to whether they can afford the

course fees and any related costs of study before they enrol and keep the college informed of any change of circumstances.

#### Financial Hardship Funds

In cases of financial hardship, please see the college policy on “Procedures and guidance for students age 19 plus applying for financial support”. However, please note that this does not apply to tuition fees. These sources of support are for students on programme who have paid their tuition fees (or fully funded students) who wish to apply for additional financial support to contribute to costs such as childcare or travel.

## Appendix E

### International Tuition fees and accommodation cost

- **Fees for international students**

#### **Tuition fees for 2015-16**

A-Levels: £7,500 (Inc. exam fees) per year

BTEC vocational courses: £7,500 (Inc. exam fees) per year

International Art Foundation: £7,500

#### **Admin fees**

£20 per year

#### **Accommodation**

£150 per person per week

A refundable deposit for damages - £100

- **Deposit and deadline**

**Deposit:** To confirm the acceptance of the offer and secure the place of study, international students are required to pay £2000 of the total tuition fees as a deposit before the deadline shown on their offer letter, which is normally within 30 days after the offer letter has been issued. The balance is to be paid as detailed in the UKBA Compliance Policy.