



REDCAR &
CLEVELAND
COLLEGE

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Fees Policy 2018 - 2019

General Principles

The College will charge all learners, or their nominated sponsors, fees unless they qualify for exemptions or fee remission.

Fees for courses will be published on the College website (www.cleveland.ac.uk) and / or in College printed course guides and publications.

Fees will comply with the Education and Skills Funding Agency (ESFA) and other relevant funding body regulations and guidance.

Fees for courses will, in general, be set annually in line with market conditions for a particular course.

Fees for courses can include tuition fees and examination costs (including registration), although in some cases learners may be required to apply directly to awarding bodies over and above the fees paid to the College.

Payment:

Fees can either be paid in full at enrolment or, for some courses, learners can sign up for an instalment plan to enable them to spread the cost - see details below. Learners can pay for fees by any of the following methods:

- Cash
- Cheque (*payable to Redcar & Cleveland College*)
- Credit or debit card
- Direct bank transfer
- Direct Debit
- Employer funded

Learners whose employers have agreed to pay their fees are required, at enrolment, to produce a declaration / letter from their employer to confirm their agreement.

Fee Remission

Full costs will be applied unless the individual meets remission criteria set out by the ESFA¹. Currently fee remission on ESFA funded courses is given to:

- Learners aged 16-18 on 31 August 2018
- Learners aged 16-24² studying a traineeship where they have not already achieved a full level 3 qualification

¹ The information in this section is provided as a guide and may change in line with changes and revisions to ESFA funding regulations. Individuals should refer to the most recent funding guidance, which will supersede detail set out above.

² On the first day of learning

- Learners on two year courses aged 16-18 on 31 August in the year that they started their course
- Learners aged 19-23³ and studying their first level 2 or level 3 qualification
- Learners aged 19-23⁴ and studying entry level, level 1
- Unemployed⁵ people in receipt of Jobseeker’s Allowance (including those receiving National Insurance Credits only), Employment Support Allowance (ESA) and in the Work Related Activity Group (WRAG) or Universal Credit and who earn either less than 16 times the National Minimum Wage per week or £338 per month (individual claims) or £541 a month (household claims) and are determined by Jobcentre Plus (JCP) as being in either the All Work-Related Requirements Group, the Work Preparation Group or the Work-Focused Interview Group.
- Unemployed⁶ people on other state benefits who earn either less than 16 times the National Minimum Wage per week or £338 per month (individual claims) or £541 a month (household claims) and where the individual wants to enter employment and believes skills training will help them to do so and the College is satisfied that their learning is directly relevant to both the individual and local demand.
- Learners studying one of the qualifications described as ‘Legal Entitlements’ as set out at <https://www.gov.uk/government/publications/qualifications-getting-approval-for-funding> and summarised below:

Qualifications required for the legal entitlements:	
Vocational and general qualifications	English and maths
16- to 23 core offer* – Tech Levels, Applied general, A levels, AS levels, Access to HE, Technical Certificates, GCSEs.	English and maths core offer – GCSE English and maths, functional skills in English and maths.
In addition - a limited number of other technical or professional qualifications from the Regulated Qualifications Framework (RQF).	In addition - a limited number of other ‘stepping stone’ English and maths qualifications from the RQF.

Fee remission does not apply to courses described as “full cost”. The eligibility for a particular course for ESFA funding does not guarantee that the College will utilise funding for the delivery of that course, meaning that fee remission will not apply.

Learning Loans:

Advanced Learner Loans are similar to higher education loans; to qualify learners need to meet all of the following criteria:

³ On the first day of learning

⁴ On the first day of learning

⁵ Fee remission for the unemployed is limited to 19-23 at all levels and level 2 and below for those 24 and over.

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- aged 19 and over (*at the start of the course*)⁷
- a resident in the UK
- studying at Levels 3 to 6 on the following funded qualifications:
 - Vocational qualifications including technical and professional qualifications at Levels 3, 4, 5 and 6
 - QAA Access to HE Diplomas

The loans are not means tested or credit checked and any individual who meets the criteria will be able to apply for a loan whether employed or unemployed - the loan will then be paid direct to the College on the learner's behalf. A learner who fails to satisfy the requirements of the Student Loans Company for an Advanced Learner Loan will be required to pay any remaining fees for their programme of study.

Learners do not pay anything up front for their course fees and if they are not earning over £25k, they will not pay anything back either.

Apprenticeships:

The College will charge for the delivery of training and assessment services in line with ESFA guidance and regulations. Charges will be published, agreed with employers and recorded (for levy paying companies) through the Digital Apprenticeship Service (DAS). Apprenticeships may be subject to a dedicated contractual relationship between the College and the employer.

Additional Charges:

Material and Supplementary Charges:

Additional charges may be levied, where appropriate, on a course by course basis, unless the learner is eligible for fee remission and the item is deemed, by the College, as essential to the delivery of the course. These charges cover items including, but not limited to, uniforms, protective clothing, kits, tools, books, learning materials, consumable materials, work placement fees and Disclosure and Barring checks. Where supplementary charges are due they are payable by all learners on relevant courses including those aged 16-18 at enrolment. Materials and supplementary charges for individual courses will be published by the College.

Photocopying and Printing Charges:

Students may be given an initial printer credit to ensure the registration process is successful. Subsequent printing will be paid for by the student. Certain courses have been identified where the initial credit will be topped up by an amount collected via the materials charge.

Educational Visits:

⁷ Please refer to Appendix A and detailed guidance published by the ESFA

Some programmes include educational visits. Students may be expected to meet these costs themselves.

Refunds

Refunds for fees may be given where:

- the course is cancelled by the College - fees and charges will be refunded in full.
- it is deemed necessary to close a course programme before the planned end date - the College will refund the unexpired portion of the fees and charges.

As the College relies on the income from a full class group to cover the costs of delivery, it is not in a position to refund fees to individuals who withdraw from a course due to changes in personal circumstances. Senior managers have discretion to award refunds on compassionate grounds or where there are extraordinary circumstances outside the control of the individual which could not have been foreseen.

Where learners take out an Advanced Learner Loan the fees are paid to the College by the Student Loans Company on a monthly basis up to the point where the student withdraws from the course. The loan accumulated for the learner will be for the same amount. Fees will not be refundable for Advanced Learner Loans unless the course is cancelled by the College and any remaining balance of fees owed will be due from the student.

Non-payment of Fees

Learners are required to meet all payments, either at the commencement of their course or in accordance with the instalment dates agreed at enrolment. Should learners default on a repayment plan the College will make every effort to contact them by means of letter, telephone calls and emails. Note that these are reminders only and learners remain responsible for paying their fees and charges on time.

Learners finding difficulty in meeting payment deadlines are encouraged to contact the College to discuss matters, agree solutions and, where applicable, access additional support services.

Failure to pay may result in:

- Learners being excluded from the course if they owe tuition fees;
- Learners may face legal action for non-payment of any fees;
- Learners will not be allowed to register for the following academic year;
- Learners will not receive their certificates;
- Referral to an external debt collection agency.

Referral of the debt to an outside debt collecting agency or the instigation of Court action that results in a County Court Judgement (CCJ) may affect a learner's credit rating. Referral to an outside debt collecting agency will incur additional costs for the individual learner.

Annexe A

Summary of SFA funding eligibility (Adult Education Budget funding rules)

Provision	19- to 23-year-olds	24+ unemployed	24+ other
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+
Level 3 (First full level 3 must be delivered as part of the legal entitlement)	Fully funded* (first and full)	Loan-funded	Loan-funded
	Loan-funded** (previously achieved full level 3 or above)		
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+	Fully funded	Co-funded+
	Fully funded – unemployed		
Learning aims up to and including level 2, where the learner has already achieved a first full level 2 or above	Co-funded+	Fully funded	Co-funded+
	Fully funded – unemployed		
<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 paragraph 151</p>			

Source:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/733335/2018-19_AEB_funding_pm_rules_July.pdf