



## Tuition Fees Policy 2020/2021 FIN7

**Equality Impact Assessment:** Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

### 1. POLICY STATEMENT

- 1.1 The purpose of this policy is to provide a framework within which the College's fee setting processes are devised and operated.
- 1.2 This policy outlines the factors that influence the level of fees and charges made by the College for its education and training services and seeks to ensure that:
- the College's approach to tuition and additional fees is fair, equitable and clear;
  - any barriers to participation presented by tuition fees and associated charges are mitigated by providing flexible payment options and/or by assisting students to access appropriate financial support; and
  - all obligations in respect of payment of fees are clearly shown.
- 1.4 The policy also sets a framework for ensuring that comprehensive information and guidance regarding fees is available and accessible to prospective students, staff and Governors.
- 1.5 **PLEASE NOTE: The links provided to various web pages in this document including the fee contributions in Appendix A are for academic year 2019/20. At the time of writing (February 2020), fees information for the academic year 2020/2021 is still awaited. Guidance will be updated for academic year 2020/21 and is expected to be released on the Gov.uk in March 2020, please ensure that you refer to the guidance for the correct academic year. This policy will be updated when the latest regulations are issued.**

### 2. FEE SETTING PROCESS

- 2.1 The College's Fee Policy and any subsequent amendments to this policy will require approval of the Governing Body.
- 2.2 The College's approach to setting tuition fees and associated charges is reviewed on

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an annual basis. Such review will take account of any changes to the government funding policies, changes in the College's costs in providing programmes and market conditions, as appropriate. Any changes recommended will be referred for approval to the Governing Body.

- 2.3 In setting fees for courses, the College considers a broad range of factors, including, but not limited to, published guidance from funding and relevant regulatory bodies, the cost of awarding body registration and examination fees. Commercial fees will be based on market prices, financial viability and demand.
- 2.4 The College reserves the right, once fees are agreed, to be flexible in discounting in order to be able to tactically respond to demand and changes in market opportunities. The College will not make in year changes to increase course fees once a student enrolls for that year's course.
- 2.5 The College reserves the right to cancel any course or change the fee rate where the costs of delivery may result in financial loss and, or, cancel any course that is not financially viable due to lack of students enrolling.

### 3. RESIDENCY AND ELIGIBILITY RULES

- 3.1 Each funding body sets their own residency and eligibility rules and it is the College's responsibility to assess a student's status in accordance with the appropriate rules and record the outcome of the assessment.
- 3.2 Individuals will only be eligible for funding if they meet the criteria set out by the funding body.
- 3.3 Where a student does not meet the residency or eligibility criteria for funding eligibility, they usually will be required to pay the full cost, unfunded fee for their course.

### 4. FURTHER EDUCATION COURSES

- 4.1 The College will follow the ESFA funding guidelines available on the Gov.uk website.

ESFA funding agreements for young people aged 16 to 19 rules and those aged 19 to 24 with an Education Health and Care Plan (EHCP):

<https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision>

Adult education funding rates

<https://www.gov.uk/government/publications/adult-education-budget-aeb-funding-rates-and-formula-2019-to-2020>

- 4.2 Tuition fees vary according to a student's age, level of study, qualifications on entry,

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type of programmes being studied and where and how the course is delivered.

4.3 The College will apply fee remission as outlined in the latest version of the ESFA funding rules.

4.4 Students aged 16-18 (excluding apprentices) who meet the following criteria will not be charged a tuition fee:

Students who start their full or part time study programme aged:

- 16-18 (i.e. under 19 on 31 August in the teaching year when the study programme commenced);
- or
- 19-24 and have an Education Health Care Plan (EHP); and
- meet the student eligibility requirements in section 3 of the Funding Guidance for Young People 2019 - 20

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/823121/16\\_to\\_19\\_funding\\_guidance\\_Regulations\\_2019\\_to\\_2020-v1.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/823121/16_to_19_funding_guidance_Regulations_2019_to_2020-v1.pdf)

4.5 Continuing students who are over 18 and began a Further Education (FE) course before the age of 19 will normally have their fees waived. However, any start of a new learning aim is subject to fees.

4.6 The ESFA provides varying levels of funding for non-Apprentice students aged 19 and over through the Adult Education Budget (AEB).

- for some students the cost of their learning will be fully funded by the ESFA;
- for some students the cost of their learning will be co-funded (i.e. partially funded), with the student or their employer / sponsor expected to contribute the balance of the fee;
- some students will not be eligible for any Government funding for their learning and either the student or their employer / sponsor will be expected to pay the full fee;
- depending upon the course and eligibility, some students who are required to pay the full fee for their learning, may have the option of applying for an Advanced Learner Loan from Student Finance England administered by the Student Loans Company to pay for their course.

4.7 The conditions for eligibility for full or co-funding of FE tuition fees are set out in Appendix A of this policy.

4.8 The list of qualifications that are eligible for funding can be found in the Adult education budget funding rules:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/833607/AEB\\_2019-20\\_rules\\_September\\_Version\\_3.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/833607/AEB_2019-20_rules_September_Version_3.pdf)

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- 4.9 The tuition fee for courses eligible for funding are normally charged at 50% of the Learning Aims Reference Service (LARS) unweighted rate, as per clause 4.6 above:  
<https://hub.fasst.org.uk/learning%20aims/pages/default.aspx>
- 4.10 Adult students aged 19 and above who are resident in one of the new Mayoral Combined Authority areas will not be able to enrol on funded courses at the College unless they pay the Full Cost Unfunded fee. For further details please refer to:  
<https://www.gov.uk/guidance/adult-education-budget-aeb-devolution#contents>
- 4.11 Where the ESFA fund courses the College will not charge FE students for registration or examination fees.
- 4.12 The College has an Advanced Learner Loans allocation and is therefore able to offer the option to eligible students of applying for an Advanced Learner Loan to pay for their tuition fees.
- 4.13 All students who wish to apply for an Advanced Learner Loan will need to apply for the full value of the loan they require for the duration of their course.
- 4.14 Students electing to pay for their studies via an Advanced Learner Loan must apply to Student Finance England for their loan.
- 4.15 Where a student withdraws from the course, the student's fee liability will mirror the Student Finance England's methodology (except where an employer/sponsor pays the fees), whereby a student's total fee liability is determined by confirmation of attendance at three liability points during the academic year:

<b>Date of Liability</b>	<b>Fee Liability</b>
After the start of term 1	25%
The start date of term 2	50%
The start of term 3	100%

- 4.16 Where a student withdraws from the course and a tuition fee loan is in place, there will be no further liability on the student for the element of the tuition fee not covered by the loan which has been received by the College as at the date of withdrawal. No refund will be given in this situation.
- 4.17 Where a student withdraws from the course and a tuition fee loan is not in place, the student will be liable for the portion of the tuition fee as per clause 4.11 above.
- 4.18 Students, unless they qualify for exemptions or waivers may also be charged the cost of any equipment necessary to undertake their programme of study (if this equipment will remain the property of the student once the course has been completed) and the cost of any trips or visits associated with the programme of study.

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## **5. HIGHER EDUCATION COURSES**

- 5.1 The College will recover the cost of teaching through setting an appropriate tuition fee which will be charged to the student.
- 5.2 Tuition fees are reviewed on an annual basis in line with Office for Students guidelines, the Access and Participation Plan, the Teaching Excellence Framework and with due regard for financial viability.
- 5.3 The 2020/21 fees are set as follows.

Full time tuition Fees for new entrants:

<b>Tuition Fee Status</b>	<b>Type of Course</b>	<b>New Entrants 2020/21</b>
UK/EU, Isle of Man and Channel Isles Students	BSc Honours Degree/ BSc Ordinary Degree/ BSc Top up/ Foundation Degree/ Extended Foundation Degree/ Higher National Diploma	£9,000
Non-EU Overseas Students	Honours Degree/ Ordinary Degree/ Foundation Degree/ Extended Foundation Degree/ Higher National Diploma	£14,000

Full time tuition Fees for continuing students:

<b>Tuition Fee Status</b>	<b>Type of Course</b>	<b>Entrants 2017/18</b>	<b>Entrants 2018/19</b>	<b>Entrants 2019/20</b>
UK/EU, Isle of Man and Channel Isles Students	BSc Honours Degree/ BSc Ordinary Degree/ BSc Top up/ Foundation Degree/ Extended Foundation Degree/ Higher National Diploma	£8,500	£9,000	£9,000
Non-EU Overseas Students	Honours Degree/ Ordinary Degree/ Foundation Degree/ Extended Foundation Degree/ Higher National Diploma	£9,500	£14,000	£14,000

Part-time Tuition Fees for new entrants in the academic year 2020/21, and continuing students 2018/19 and 2019/20 entrants:

<b>Tuition Fee Status</b>	<b>Type of Course</b>	<b>Entrants 2018/19</b>	<b>Entrants 2019/20</b>	<b>New Entrants 2020/21</b>
UK/EU, Isle of Man and Channel Isles Students	Foundation Degree (4 year)/BSc Top Up (2 Year)	£4,250	£4,500	£4,500
UK/EU, Isle of Man and Channel Isles Students	MSc (2 Year)	N/A	£4,000	£4,000
Non-EU Overseas Students	Honours Degree/ Ordinary Degree/ Foundation Degree/ Extended Foundation Degree	£7,000	£7,000	£7,000

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- 5.4 The College offers Higher Education (HE) students the facility to pay by instalments, although most students will be eligible for a loan from Student Finance England administered by the Student Loans Company to pay for their course. Guidance on who can access these loans can be found at Student Finance England government website <https://www.gov.uk/student-finance>
- 5.5 If a student is unsuccessful in securing a tuition fee loan or decides not to access one then they will be required to pay the tuition fee themselves.
- 5.6 Where a student withdraws from the course, the student's fee liability will mirror the Student Finance England's methodology (except where an employer/sponsor pays the fees), whereby a student's total fee liability is determined by confirmation of attendance at three liability points during the academic year:

<b>Date of Liability</b>	<b>Fee Liability</b>
After the start of term 1	25%
The start date of term 2	50%
The start of term 3	100%

- 5.7 Where a student withdraws from the course and a tuition fee loan is in place, there will be no further liability on the student for the element of the tuition fee not covered by the loan which has been received by the College as at the date of withdrawal. No refund will be given in this situation.
- 5.8 Where a student withdraws from the course and a tuition fee loan is not in place, the student will be liable for the portion of the tuition fee per clause 5.5 above.
- 5.9 Students, unless they qualify for exemptions or waivers may also be charged the cost of any equipment necessary to undertake their programme of study if this equipment will remain the property of the student once the course has been completed and the cost of any trips or visits associated with the programme of study.

## 6. APPRENTICESHIPS

- 6.1 For apprenticeships started after May 2017, the College will negotiate the fee to be charged for any apprenticeship it provides with the relevant employer. The fee will be informed by current Government funding guidance.
- 6.2 For Apprenticeship courses, a contract between the College and the Employer will be signed at the point of enrolment. The contract will set out the agreed price for the course.
- 6.3 The agreed price shall include all training costs however where additional training or skills development is provided for an employer which is over and above that required for the relevant apprenticeship this may be charged for. For Apprenticeship Standards the price shall also include the cost of the end-point assessment and for Apprenticeship Frameworks shall include the price of on-programme assessment.

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- 6.4 Should an apprenticeship be terminated prior to completion of the Apprenticeship programme for any reason, the College will comply with ESFA funding regulations in operation at that time.
- 6.5 Employer/sponsors of Apprentices will be invoiced for the charges payable at the start of each year of the Apprenticeship programme.
- 6.6 Where the employer/sponsor of an Apprentice is an Apprenticeship Levy payer, the employer may use their Levy funds to pay the fees to the College via the Digital Apprenticeship Service.
- 6.7 Employers that do not pay the Apprenticeship Levy are required to make a co-investment payment towards the cost of any apprenticeships they purchase. The current 5% co-investment rate applies.
- 6.8 Should an employer not make the minimum co-investment stipulated by government, the College will not be able to draw down the associated apprenticeship funding. Where this is the case, the College reserves the right to pursue the employer for the full cost of any Apprenticeship delivery that has been undertaken.

## **7. COMMERCIAL AND ADULT UNFUNDED COURSES**

- 7.1 All fees for unfunded, commercial programmes will be priced at a level to reflect the full cost to the College set using systems approved by the College Senior Leadership Team.
- 7.2 Full cost fees should be set on achieving a minimum contribution rate of 50%.
- 7.3 Fees are always charged for commercial and funded programmes and no fee concessions or fee waivers shall apply.
- 7.4 Where unfunded and commercial provision is marketed through the online store, fees should be paid in advance in full via the online store, no invoicing will be undertaken for this provision.

## **8. SCHOOLS – STUDENTS UNDER 16**

- 8.1 The enrolment of school pupils under 16 requires prior approval of the school and parent/guardian unless section 8.2 applies.
- 8.2 No student under 16 should be enrolled into anything other than a discrete 14-16 group without prior agreement of the local authority or school.
- 8.3 Where school pupils of compulsory school age which to follow part of their programme at College, the College will charge the school for the costs of the provision.

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## **9. STUDENT FINANCIAL SUPPORT**

- 9.1 The College has a limited, means tested student support fund which can help some students with tuition fee costs in some circumstances.
- 9.2 For students on low income undertaking government funded courses, the College may be able to offer financial support for payment towards costs associated with courses such as materials, equipment trips etc.
- 9.3 For students studying FE courses please see the College policy for the Allocation of Student Financial Support, SSS16.

## **10. PAYMENT OF FEES**

- 10.1 Payment of all tuition fees should be made in accordance with the College Student Payment and Collection Policy, FIN23.

## **11. REFUND POLICY**

- 11.1 Please refer to the College's Academic Fees Refunds Policy, FIN21 which applies to all students irrespective of the method by which the student is paying for their fees.

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**Appendix A - ESFA financial contributions from the Adult Education Budget (AEB)**

For students aged 19 or older on 31st August 2019 the level of contribution the government will fund for eligible adult skills study programmes is set out in the table below.

<b>Provision</b>	<b>19- to 23-year-olds</b>	<b>24+ unemployed</b>	<b>24+ other</b>
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 <sup>#</sup>	Fully funded (including 16- to 24-year-olds <sup>##</sup> )	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		
Learning aims up to and including level 2, where the learner has not achieved a first full level 2, or above	N/A	Fully Funded	Co-funded+
<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 158 of the ESFA funded adult education budget (AEB): funding and performance management rules 2019 to 2020</p>			

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