

## FEES POLICY 2011/2012

### 1 Policy Objectives

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- 1.1 The purpose of this policy is to provide a framework within which Doncaster College's fee setting and fee refund processes will be devised and operated. The policy also sets a framework for ensuring that comprehensive guidance and information regarding fees for courses subsidised etc is available and accessible to customers and learners, staff and Governors. The policy has been written in accordance with SFA Funding guidance.

### 2 Approval of College Fees Policy

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- 2.1 The College Fees Policy and any subsequent amendments to this policy will require the approval of the Finance and Resource Committee.
- 2.2 The Policy will be reviewed annually and any changes recommended will be referred for approval to the Executive Team and the Finance and Resource Committee.

### 3 Policy Statement

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- 3.1 The college reserves the right to cancel any course or change its charging policy where its costs may result in financial loss; cancel any course where there is lack of appropriate resources; and/or refuse entry to a course on any non discriminatory grounds.

### 4 National Fee Guidelines

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- 4.1 The SFA Funding approach assumes that all learners other than those eligible for fee remission are charged for a tuition fee as a contribution towards the costs of their learning. The SFA also recommends that accreditation costs are paid by all adult learners. For 2011/12 the SFA's assumed fee income remains at 50% of the standard learner number (SLN) for the learning aim.
- 4.2 The SFA sets targets for all providers to achieve a stipulated proportion of the overall assumed fee income; this target be monitored as a performance attribute and the SFA has indicated its intention to claw back an element of grant funding equivalent to any amount of assumed fee income not actually received.

### 5 SFA Fee Remission

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- 5.1 For 2011/12 the SFA will continue to consider the following groups of learners to be eligible for full fee remission: (those students returning for a second year of a two year course will continue to receive fee remission on the same basis of the first year).
- 5.1.1 those aged 16-18 in start year of programme;
  - 5.1.2 adults taking specific Skills for Life qualifications (excluding ESOL);
  - 5.1.3 adults in receipt of specific income related benefits (JSA/ESA-WRAG);
  - 5.1.4 eligible adults taking their first full level 2 qualification; (see Appendix A)
  - 5.1.5 eligible adults aged 19-24 taking their first full level 3 qualification. Also, first FL3 where learner doesn't have FL2 (L3 jumpers) (See Appendix A)

- 5.1.6 Any other concessions, unpublished at the date of this policy, as may be granted by the SFA in due course
- 5.1.7 Eligible adults aged 19-24 without full level 3 taking their first full level 4
- 5.1.8 Eligible adults aged 25+ without a full level 2

### **6 Publication and Application Fees**

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- 6.1 The College will publish and make available a matrix annually detailing fee costs and remission categories. These are the fees that will apply to all courses; changes to these course fees may only be made with the approval of the Executive Director of Finance and Planning.
- 6.2 For 2011/12, it has not been possible to include details of fees in the College prospectuses due to late changes in government policy, but College policy would normally be publish fees in this manner, as well as via the website.

### **7 Further Education Provision**

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#### **7.1 SFA Subsidised Provision**

- 7.1.1 Tuition fees for those learners not eligible for fee remission: (See Appendix A)
- 7.1.2 All learners aged 19 and above (in first year of course) will also be charged the costs of examination registration and/or certification.
- 7.1.3 In exceptional circumstances Directors of Academies may set fees for provision in their areas that is outside the guidance of this policy. Directors wishing to charge fees that differ from the stated rate for any of their courses must obtain the prior approval of the Executive Director Finance and Planning.
- 7.1.4 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 cost at the equivalent to the full SFA funding rate (normally twice the tuition fee rate).
- 7.1.5 Where a home student is not eligible for funding on an SFA course they will be charged tuition costs at the equivalent to the full SFA funding rate, including programme weighting.

#### **7.2 Young People aged 16-18**

- 7.2.1 In accordance with YPLA regulations no compulsory tuition, registration or examination fees will normally be charged to learners aged 16-18 taking full or part time courses funded by the YPLA. However the College may charge learners aged 16-18 for 'full cost' courses and for exam and re-sit charges if they do not achieve the required attendance levels or progress.
- 7.2.2 Materials fees, reflecting actual costs, may also be charged.

#### **7.3 Adult Learners (those aged 19 and above)**

- 7.3.1 Adult learners (those aged 19 and above in first year if course) taking full-time courses funded by the SFA will be charged a common rate, to

be published as part of the matrix. The College will reclaim tuition fee remission for adult learners from the SFA wherever possible.

- 7.3.2 As general principle, the default fee level will be the higher of:
- 50% of the SLN value multiplied by the national funding rate (without applying programme weighting), or
  - A rate based on the costs of delivery plus overheads, or
  - The rate suggested by market research.

#### 7.4 Apprenticeships (work based learning)

- 7.4.1 Government policy is that Apprenticeships are the preferred work based learning (WBL) route for all young people aged 16 to 25 who are capable of achieving NVQs at levels 2 and 3.
- Employers are not expected to contribute to the training costs of 16-18 year old learners.
  - For learners aged 19 or over, employers are expected to contribute to the cost of training and the SFA National funding rates include an assumed fee element as described. The cost of the assumed fee element for apprenticeships varies for different elements of the framework, The College will charge the SFA stated contribution levels. This may be amended at the discretionary agreement of Executive Director Finance and Planning with the Assistant Principal External Partnerships and Employer Engagement.

### **8 Managing Agents and Partnership Agreements**

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- 8.1 This relates to fees paid to the College by other organisations in receipt of SFA funding, for education provided by the College. Directors of Academies are responsible for negotiating these with the recipient organisations in accordance with agreed College protocols. Fees are to be approved by the Executive Director Finance and Planning and are to be reviewed annually.
- 8.2 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.

### **9 School Pupils**

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- 9.1 School pupils, of compulsory school age taking evening courses funded by the SFA will be charged the fees quoted in the prospectus where unrelated to their school programme.
- 9.2 The enrolment of school pupils under 16 requires the prior approval of the school, the parent/guardian and the Academy.
- 9.3 When school pupils of compulsory school age wish to follow part of their programme at College, the College will charge the school for the costs of this provision.
- 9.4 Specific School Provision - Responsibility for negotiating the fee to be charged to the LEA rests with the 14-19 Strategies Manager. The fee is to be approved by the Executive Director Finance and Planning and the Deputy Principal.

## 10 Staff

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- 10.1 Fees including examination and material fees, for SFA funded or full cost courses attended by staff may be funded by their home cost centre or the staff development budget with the approval of the relevant budget holder.

## 11 International Students

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- 11.1 International learners (those from outside the EU/EEA) will be charged a fee of £5,720 per annum for a full-time FE programme in 2011/12. The fees charged will include the cost of the first attempt of any approved examination cost. Agreed additional learning support will be charged in excess of this fee. (See Appendix D)
- 11.2 All full-time overseas students must pay at least 50% of the fees before a formal offer can be made. The balance can then be paid on or before enrolment.
- 11.3 International learners taking English for Speakers of Other languages (ESOL) are charged on the basis of an hourly rate which excludes the cost of exam entry. (See Appendix B)
- 11.4 Where students fail to secure a visa a deduction of £100 will be made to cover administration fees.

## 12 Full cost and enhanced fee courses

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- 12.1 Fees for commercial courses or cost recovery will be priced at a level to reflect the full cost to the College, with cognisance of the market.
- 12.2 Fees are based on the recovery of full costs including overheads and therefore will differ between courses. All commercial courses need to achieve the target financial contribution unless otherwise agreed by Executive Director Finance and Planning.
- 12.3 There is a standard costing pro forma and standard terms and conditions (both of which are available from the finance office), which are to be used for all commercial courses. There is no fee remission or concessionary fee for commercial courses. College staff attending commercial courses will be required to pay the full fees.
- 12.4 Learners 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 this extension. Charges will be made to cover any resource, materials or travel costs; tuition will be charged £50 per contact hour. This may be amended at the discretion of the Academy Director with the agreement of Executive Director Finance and Planning.

## 13 Higher Education Courses

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- 13.1 In line with Government policy, Doncaster College's University Centre will be charging fees. In accordance with the College's Access Agreement with OFFA, the fees for 2011/12 will be set at £2,950 (10/11 : £2,830) a proportion of the fees obtained will be returned to students in the form of bursaries up to £400 per student depending on a set criteria contained within the OFFA agreement.

- 13.2 For part-time courses, including re-sits, the tuition fee will be per module that the student undertakes according to the following rules:
- Students who plan to study a complete degree programme part-time pay the same total tuition fee as a full-time student.
  - The tuition fee should be charged equally across the planned number of years irrespective of the actual number of credits taken in each year.
  - Students enrolling for individual modules that are not part of a plan to complete a Foundation Degree in four years or less should pay the module price.
  - Students taking retake of modules in a subsequent year must pay a minimum of the module cost, where a module is not currently on offer the rate for a retake will be negotiated.
  - Students who wish to retake Modules without attendance will be charged a fee of £150 per module.
  - Individual Module rates for new funded students are shown in the tables in Appendix C. These have been increased by the same percentage as full-time rates.

### **14 Fees waived**

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- 14.1 Only with the express permission of the Executive Team should fees be waived.
- 14.2 Where the fee charged by the College is considered not to be competitive with other providers and a reduction in the fee is considered necessary agreement should be sought for the Executive Director of Finance and Planning.
- 14.3 The College cannot waive exam registration/certification fees where these apply.

### **15 Payment of Fees**

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- 15.1 All fees become due in full at enrolment, but the College recognises that some students may be unable to pay their fees in full at enrolment. The College offers a payment plan of three instalments for any FE course with a value over £200 and four instalments for any FE course with a value over £1,000. an admin fee of £30 will be payable.
- 15.2 Learners whose employers have agreed to pay their fees will be required to produce a letter/purchase order from their employer at the time of enrolment confirming that they will cover the full cost of the course.
- 15.3 In the case of overseas fees, 50% is payable in advance of the official letter being sent confirming that a place has been offered, with the balance being payable upon enrolment.
- 15.4 In the case of most two year courses the fees are payable over two years upon enrolment in each year.
- 15.5 In accordance with the College's Financial Regulations, for any student who has not paid their tuition or exam fees in full at the end of the academic year:
- Exam certificates may be withheld;
  - Assessed work may not be marked;
  - References for employment beyond confirmation of dates and courses attended may not be issued;

- The student will not be permitted to progress to the next year of study or enrol on another course at the College; and
- The debt will be referred to the debt collection agency for recovery.

### 16 Examination Fees

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16.1 All adult learners and those not eligible for SFA funding are normally charged the examination/registration fees set by the awarding bodies for their qualifications at the time at enrolment.

16.2 Awarding body fees are not charged to 16 to 18 year old learners whose tuition fees are remitted, provided the following criteria are met:

- It is the learners first attempt at the examination at this Centre;
- The examination entry is supported by the relevant subject lecturer.

16.3 All learners retaking examinations will be charged the examination retake fee; which is payable prior to the examination entry.

16.4 All learners in receipt of a free first attempt for an examination who do not take the examination without good reason will be charged the exam fee or re-scheduling fee.

#### 16.5 Absent from or Rescheduling on-line Tests

If students are absent from an on-line test, without good reason, they will be required to pay to be entered for the test again or a re-scheduling fee (£10).

16.6 If students have been scheduled to sit an on-line test, and they request that the test be rescheduled, they may be required to pay for the test to be rescheduled. This will be the cost of the test, and if they are an external candidate, the external candidate fee will be chargeable.

#### 16.7 Confirmation of Past Results

Anyone wishing to obtain past results who has not been enrolled with the College for the present or previous academic year, will be required to pay a fee of £10 to cover the administration costs involved.

#### 16.8 External Candidate – Definition

A learner is classed as an external candidate once they are no longer enrolled on the course which the exam relates to, and have had one opportunity to resit (the resit should be taken at the first opportunity eg if they sit an exam in June and the resit is in December – they won't be classed as external candidate for the December exam, but if they don't sit in December and wish to sit the following June – they will be classed as an external candidate). External candidates will need to pay the fee applicable at the time of the resit or before.

16.9 Similarly if a learner wishes to sit an exam for which they are not enrolled – they may be able to sit the exam but will be subject to the external candidate fee. The external candidate fee is £55.

### 16.10 Materials Fees

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 learners. Any materials costs, which must be agreed with the Executive Director Finance and Planning, should reflect actual costs and be published.

## **17 Refunds**

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- 17.1 Refunds of fees may only be approved in the cases where a learner can demonstrate that their application to withdraw has resulted from the failure of the College to deliver what could have been reasonably expected, then a refund or credit may be granted by the Executive Director Finance and Planning.
- 17.2 In cases where withdrawal is as a result of exceptional personal circumstances, an application for a refund or credit must be made in writing to the Executive Director of Finance and Planning.
- 17.3 If a course is cancelled by the College.
- 17.4 Where International Students are unable to secure a visa due to changes imposed by immigration a refund will be made after deduction of a £100 administration fee.

## FEES POLICY 2011/2012

### Appendix A

#### Fees payable for students on SFA subsidised courses

Type/Age	Tuition Fee	Assessment or Examination Fee	College Administration Fee	Materials Fee
Students over 16 and under 19 years <u>at</u> 31.08.11 on any YPLA/SFA funded course	Nil	Paid by College Except as per paragraph 16.2.	Nil	Yes, where applicable
19 years or over at 31.08.11 for an eligible "entitlement Qualification".	Nil	Paid by student on enrolment	Nil	Yes, where applicable
19-24 years at start of course on other part-time SFA funded course	tbc	Paid by student on enrolment	£30 if instalments option used.	Yes, where applicable
Students 19 years or over at 31.08.11 undertaking other SFA qualifications, including additional qualifications not part of a full-time FE programme.	tbc	Paid by student on enrolment	£30 if instalments option used.	Yes, where applicable
Students undertaking Skills for Life (not including ESOL)	Nil	Paid by College	Nil	Nil
Students over 19 years at 31.08.11 undertaking a programme where they are not eligible for SFA funding.	tbc (full cost rate as published on LAD)	Paid by student on enrolment	£30 if instalments option used.	Yes, where applicable

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### Appendix B CHARGES FOR HE STUDENTS

#### Home and European Union Students – Full time student course fees (eligible for HEFCE funding)

The fees for funded full-time HEFCE students:

<b>Annual Tuition Fee</b>	<b>2011/12</b>
Honours Degree	
Full Time Students	£2,950
Part Time Students	£1,475
Foundation Degree	
Full Time Students	£2,950
Part Time Students	£1,475

Bursaries may be available in accordance with the College's Bursary Scheme.

Home and European students undertaking a second qualification at the same level as that previously funded will not be eligible for HEFCE funding and must pay the full fee.

#### Overseas students and self-funded students (ineligible for HEFCE funding or where HEFCE funding is not available)

Fees for full time HE students who are not eligible for HEFCE funding:

<b>Fees for (International students)</b>	<b>2011/12</b>
English as a foreign language	£4,740
Further Education courses	£5,720
HNC's, HND's and Foundation degrees	£6,000
Honours Degrees	£7,000
MAs, MBAs and post-graduate degrees	£7,000

<b>For students on a student visitors visas the current part-time rate</b>	<b>2011/12</b>
English as a foreign language	£10.00 per hour
Further Education courses	£15.00 per hour
High Education Courses	£20.00 per hour

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### Appendix C

**Part-time student fees are pro-rata based on credits studied each year.**

#### 2011/12 Funded Part-time HE fees

Credits per annum	Honours Degree	Foundation Degree
10	£268	£268
20	£536	£536
30	£804	£804
40	£1,072	£1,072
50	£1,340	£1,340
60	£1,608	£1,608
70	£1,876	£1,876
80	£2,144	£2,144
90	£2,412	£2,412
100	£2,680	£2,680
110	£2,950	£2,950

1. Students who plan to study a complete degree programme part-time pay the same total tuition fee as a full-time student.
2. The tuition fee should be charged equally across the planned number of years irrespective of the actual number of credits taken in each year.
3. Students enrolling for individual modules that are not part of a plan to complete a Foundation Degree in four years or less should pay the module price.
4. Students enrolling for retakes will be charged the full module costs; where the module is no longer offered fees will be negotiated.
5. Individual Module rates for new funded students are shown in the tables below. These have been increased by the same percentage as full-time rates.
6. Part-time students will be charged studio and materials fees and any other additional assessment and examination costs.

### Appendix C – CHARGES FOR SFA STUDENTS

Charges for SFA students will be made at the rates prescribed by the SFA unless an alternative rate, to allow the College to be competitive, is agreed by the Executive Director Finance and Planning.

Please refer to the attached SFA Funding Entitlements for 2011/12.

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### Full and Part Learner Subsidies for Learners aged 19 years and older (revised March 2011)

2011/12	Unemployed on active benefits	19-24 year old	Classroom based		Workplace based Small and Medium Enterprises (SME) Less than 250 employees		Workplace based Large employer* 250 employees or more	
			25+, without a first Level 2	25+ qualified to Level 2 or above	25+, without a first Level 2	25+ qualified to Level 2 or above	25+, without a first Level 2	25+ qualified to Level 2 or above
Stand alone units	Fully funded	Not funded	Not funded	Not funded	Not funded	Not funded	Not funded	Not funded
Adult Basic Skills including Functional Skills	Fully funded	Fully funded	Fully funded	Fully funded	Fully funded	Fully funded	Fully funded	Fully funded
ESOL	Fully funded	Co-funded (classroom) Not funded (workplace)	Co-funded	Co-funded	Not funded	Not funded	Not funded	Not funded
Foundation Learning (Entry & Level 1)	Fully funded	Co-funded (classroom) Co-funded (vocational Level 1 only, workplace)	Co-funded	Co-funded	Co-funded (vocational Level 1 only)	Co-funded (vocational Level 1 only)	Co-funded (vocational Level 1 only)	Co-funded (vocational Level 1 only)
Full Level 2	Fully funded	Fully funded (for those without a Level 2) Co-funded (with Level 2 or above, classroom) Co-funded (with Level 2 or above, workplace SME only, otherwise not funded in workplace)	Fully funded <i>(co-funded for 24+, from 2012/13)</i>	Co-funded	Fully funded <i>(co-funded for 24+, from 2012/13)</i>	Co-funded	Fully funded <i>(co-funded for 24+, from 2012/13)</i>	Not funded
Other Level 2	Fully funded	Co-funded (classroom) Not funded (workplace)	Co-funded	Co-funded	Not funded	Not funded	Not funded	Not funded

\* Large employer in the context of eligibility (reduction in funding still applies to employer 1,000 employees or more)

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2011/12	Unemployed on active benefits	19-24 year old	Classroom based		Workplace based Small and Medium Enterprises (SME) Less than 250 employees		Workplace based Large employer* 250 employees or more	
			25+, without a first Level 2	25+ qualified to Level 2 or above	25+, without a first Level 2	25+ qualified to Level 2 or above	25+, without a first Level 2	25+ qualified to Level 2 or above
Full Level 3	Fully funded	Fully funded (for those without a Level 3) Co-funded (with Level 3 or above, classroom) Not funded (with Level 3 or above, workplace)	Fully funded (co-funded for 24+, from 2012/13)	Co-funded	Fully funded (not funded for 24+, from 2012/13)	Not funded	Fully funded (not funded for 24+, from 2012/13)	Not funded
Other Level 3	Fully funded	Co-funded (classroom) Not funded (workplace)	Co-funded	Co-funded	Not funded	Not funded	Not funded	Not funded
Full Level 4	Fully funded	Fully funded (for those without a Level 3) Co-funded (with Level 3 or above, classroom) Not funded (with Level 3 or above, workplace)	Fully funded (co-funded for 24+, from 2012/13)	Co-funded	Fully funded (not funded for 24+, from 2012/13)	Not funded	Fully funded (not funded for 24+, from 2012/13)	Not funded
Apprenticeships (all Levels)	Not funded	Co-funded	Not funded	Not funded	Co-funded	Co-funded	Co-funded	Co-funded

\* Large employer in the context of eligibility (reduction in funding still applies to employer 1,000 employees or more)

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### Notes

- Where provision is delivered in the workplace, for example. Apprenticeships, there is an expectation that the employer contributes 50 per cent of the costs
- All Apprenticeship delivery is a mixture of workplace and classroom delivery as specified in the Apprenticeship Framework and cannot be delivered solely in the classroom
- Funding for units of qualifications is available through the Joint Investment Programme and the Unit Funding Trials for participating colleges and training organisations
- Areas highlighted in **red** are a change from 2010/11
- Areas highlighted in **yellow** are likely to change in 2012/13
- From 2012/13, policies applied to 19-24 year olds in 2011/12, will apply to 19-23 year olds only

Please note, the table does not reflect the changes to funding eligibility expected in 2013/14, as a result of loans, as this is subject to further consultation. However, it is likely that **all Level 3 and above provision, including Apprenticeships, for those aged 24+** will be funded through loans.