

DN COLLEGES GROUP

Tuition and Examination Fees Policy 2020/21

Effective from: 1 August 2020

Version Number: I

1. Purpose

- 1.1 The purpose of this policy is to provide a framework within which DN Colleges Group ("the Group") will decide how fee setting, charging 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 guidance from our funding bodies.

2 Scope

- 2.1 All tuition fees across DN Colleges Group which include Further Education, Higher Education, Apprenticeships, full cost & partnerships and school links are covered by this policy.

3 Responsibilities

- 3.1 Director of Finance – responsible for ensuring that the financial regulations are adhered to as determined by the DN Colleges Group.
Head of Finance – responsible for ensuring that financial records are recorded correctly and reported as per the financial regulations.
Head of Registry – responsible for ensuring that any requirements of the funding bodies are considered within the setting of fees.
Head of Student Services – responsible for ensuring that all fees are recorded at enrolment correctly and any fee remissions applied.

4 Definitions and/or Relevant Legislation

- 4.1 **Definitions:**
ESFA: Education and Skills Funding Agency

- Relevant Legislation:**
4.2 Data Protection Act 2018

5 The Policy

5.1 Further Education Funding

The Education and Skills Funding Agency (ESFA) now funds education and skills for children, young people and adults.

The ESFA 16-18 Funding methodology provides funding for students who:

- Are aged 16-18 at 31 August in the start year of their programme;
- Are aged 19 but continuing to study a programme started in a previous academic year (while aged 16-18);
- Are aged up to 24 who have an Education Health and Care Plan;
- Are studying qualifications identified as fundable for their age group;
- Note - apprentices are funded by the ESFA under separate arrangements or via the Levy education budget.

The ESFA adult education budget and Apprenticeships methodologies provide funding for those who:

- Are aged 19 or above on 31 August within the funding year in question (other than apprenticeships or those aged 19 continuing an existing programme started when aged 16-18);
- Are apprentices, aged 15 or above and have legally left compulsory education;
- Are studying qualifications identified as fundable for their age group.

5.2 National Fee Guidelines

The ESFA Funding methodologies assume that all learners other than those eligible for full funding are charged a tuition fee as a contribution towards the costs of their learning (or in the case of apprenticeships this cost must be met by the employer). For 2020/21 the ESFA's assumed tuition fee income for classroom learning remains at 50% of the basic funding value (unweighted rate) for the learning aim, where the student is not in receipt of full fee remission. For apprenticeships not funded by the Levy, this cost is 5% of the agreed price.

The values of ESFA approved courses are published on the Learning Aim Reference Service (LARS). The Group's tuition fees for such courses are set in accordance with these published values, that is, the tuition fee is set at 50% of the published (unweighted rate) LARS value. However, these fees need to allow for adjustment, to take account of the following:

- The financial viability and demand of courses and programmes;
- Affordability of courses and programmes;
- Competitor pricing/market conditions.

The ESFA publishes the criteria against which learners are assessed for eligibility to public funding for approved further education courses. These criteria can be found at appendix A and in the funding table at the end of this document.

Learners who are continuing a learning aim which they enrolled to in a previous academic year will continue to be entitled to the same remission conditions that were operational at the time of their commencement of their study on that learning aim.

Enrolments to new learning aims starting in 2020/21 (01/08/2020 – 31/07/2021) will be subject to the relevant funding body's eligibility criteria for 2020/21.

The categories of learners eligible for fee remission (where the full funding value is met by ESFA) are:

- ESFA-funded learners as listed under section 4.2 in this document;
- Apprentices aged 16-18 or 19-24 with EHCP employed in a small business;
- Those learners listed as 'fully funded' in the funding table at the end of this document;
- Other specified categories at the discretion of the Group (these are reviewed annually and are listed at appendix E).

5.3 Advanced Learner Loans

There will be no public funding of Level 3 and higher courses (Non-Apprenticeships or Higher Education) for those aged 19 and above at the start of their programme, except for those aged 19-23 studying for their first full Level 3 qualification (qualifications eligible as identified on LARS). Other students wishing to study Level 3 and higher courses may be eligible for Advanced Learner Loans.

Applications for Advanced Learner Loans must be made to the Student Loan Company (SLC) in advance of enrolment.

In setting and charging fees for courses for which Advanced Learner Loan funding is available, the Group will comply with relevant sections of the Advanced Learner Loans Funding Rules. The Group will set all loan fees at the maximum loan amount but will consider any prior achievement the learner may have, and their fee will be reduced accordingly. The loan fee should cover the tuition fee element as well as all costs and charges for items without which the Learner cannot complete their qualification. There may be additional charges for extra activities not essential to the course, such as trips and visits which the learner will be required to pay directly if they wish to do them.

Learners not wishing to enter into a loan agreement will be charged on the same basis as a Learner who takes out a loan.

Those Learners who have applied for an advanced learner loan but have no evidence to support this are required to set-up a payment plan in accordance with 5.11 (any payments made will be fully refunded after initial loan payment has been received by the Group).

The maximum loan which will be awarded will be the lower of:

- The Group's stated fees;
- The published funding rate per the LARS;
- The amount requested by the learner.

The minimum value of a loan is £300.

Fees funded by Loans are paid to the Group directly by the SLC and payments are made on a monthly basis for each month when the learner is still active on their course on the first day of the calendar month. The value of the loan for which the learner becomes liable will increase with each monthly payment made to the Group. It is therefore in the student's best interest to inform the Group of any change to their circumstances as early as possible.

5.4 **Further Education Provision**

ESFA Subsidised Provision

Curriculum Leaders wishing to charge fees that differ from the stated rate for any of their courses – this may be possible in certain circumstances but must obtain the prior written approval of the Principal or Director of Finance.

Where a home student is not eligible for funding on an ESFA course they will be charged tuition costs at the equivalent value to the full ESFA funding rate.

Young People aged 16-18

In accordance with ESFA 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 ESFA. However, the Group 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. Also, students will be charged where they are repeating a course previously failed (except for English and maths).

Some material fees, reflecting actual costs, may be charged.

Adult Learner (those aged 19 and above)

As a general principle, (excluding provision covered by Advanced Learner Loans) the default tuition fee level will be 50% of the basic (unweighted) course funding value.

It may be adjusted to reflect a rate based on the costs of delivery plus overheads or the rate suggested by market research, market demand and viability.

Apprenticeships (work-based learning)

The funding system for apprentices changed significantly from 1st May 2017. From the 2017/2018 tax year, commencing 6th April 2017, a 0.5% levy was introduced against large employers (with pay bills in excess of £3 million) which then created a 'levy fund' for the employer to pay for apprenticeship training. For these apprentices and employers, the funds will transfer to training providers via the Apprenticeship Service (digital accounts). There may also be some incentives and/or additional elements directly funded by the ESFA and the possibility that some 'co-investment' (fees) will be required from the employer (5% of the required value from April 2019) where levy funds have expired, or the training costs exceed the maximum price attached to the apprenticeship framework or standard.

Apprenticeships recruited from employers that do not pay the levy will be co-funded by the ESFA and the employer. This will be in the ratio of 95% funding from the ESFA and the remaining 5% will be collected from the employer. The 5% element is non-negotiable within the terms of the ESFA funding guidance for apprenticeships.

Individuals aged 16-18 at the start of their apprenticeship (or aged 19-24 with an EHCP or in care/care-leaver) employed in a small business of less than 50 employees will be 100% fully funded by ESFA, and the employer will not be required to pay any fees.

The actual level of levy payments or ESFA funding, and fees required from the employer, will be determined from the 'funding band' attached to the framework or standard. Training providers may charge less than the maximum price attached to the band, which will reduce the funding/fees expected via the levy/ESFA and the employer. It is also permitted to agree a price with the employer which exceeds the maximum price, however, in these cases, the full excess will have to be paid directly by the employer. The Group will usually seek to charge the maximum fee attached to the framework or standard, to reflect its delivery costs.

The charges payable by the Employer shall be inclusive of any fee for the End Point Assessment or associated exams (if applicable), but shall not include any re-sits or additional support for re-sits, nor shall the charges include payment for any additional funding to cover GCSE Maths or English training paid to the Group or any other payments such as additional support payments.

Apprentices who started before 1st May 2017 are not subject to these arrangements.

Additional Studies

As part of a Learners programme of study it may be identified that additional courses (either non-regulated or regulated) are required which enhances their learning experience and develops skills which prepares them for their chosen destination. These additional courses will be set at a zero-fee rate for any student which has been identified who will benefit from undertaking them.

5.5 **Managing Agents and Partnership Agreement**

This relates to fees paid to the Group by other organisations in receipt of ESFA funding, for education provided by the Group. Curriculum Leaders are responsible for negotiating these fees with the recipient organisations in accordance with agreed protocols. Fees are to be approved by the Principal or Director of Finance and are to be reviewed annually.

Where courses are delivered by partners on behalf of the Group, the Group will agree with the partner whether the Group or the partner will collect fees and the two parties will account between each other for the fees collected.

5.6 **School Pupils (plus 16-18 Sixth Forms / Other Colleges)**

School pupils, of compulsory school age taking evening courses normally funded by the ESFA will be charged the full tuition fee.

The enrolment of school pupils under 16 requires the prior approval of the school, the parent/carer and the curriculum area.

When school pupils of compulsory school age wish to follow part of their programme at a College within the Group, the Group will charge an agreed daily rate with the School. For elective home-educated students of compulsory school age, the Group can claim ESFA funding.

Specific School Provision (School Link) – Responsibility for negotiating the fee to be charged to the Local Authority or School rests with the Principal or Director of Finance.

5.7 **International Students**

International charges are contained in Appendix B. The fees charged will include the cost of the first attempt of any approved examination cost. Agreed additional learning support will be charged in addition of this fee.

All full-time international 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.

International learners taking English for Speakers of Other Languages (ESOL) are charged based on an hourly rate which excludes the cost of exam entry. (See Appendix D).

Where students fail to secure a visa, a deduction of £100 will be made to cover administration fees.

5.8 **Full cost and enhanced fee courses**

Fees for commercial courses or full cost recovery will be priced at a level to reflect the full price to the Group, with cognisance of the market.

Fees are based on the recovery of full costs including overheads and therefore will differ between courses. All commercial courses need to achieve a target financial contribution although market forces may lead to variations which must be agreed by the Principal or Director of Finance.

There is a standard costing proforma 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. Group staff attending commercial courses will be required to pay the full fees or the full price will be charged to their home cost centre or the staff development budget with the approval from the relevant budget holder.

5.9 Higher Education Courses

In line with Government policy, the Group will be charging fees in accordance with the 2020/21 Access and Participation Plan (APP) with the Office for Students. The APP formed part of the evidence approved through the Corporation Board which was submitted to the Office for Students during 2018 for the DN Colleges Group registration. For continuing students, the fees charged can be seen in the table at Appendix C.

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 for Foundation Degrees.
- 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 rate 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.

All HE fees could be subject to a CPI increase based on the preceding September's inflation rate, but any such increase will be capped so that no continuing student will pay more than those on the first year of the same course.

5.10 Fees waived and Financial Support

Only with the express permission of the Principal or Director of Finance should fees be waived (other than those categories identified in section 5.1). This approval should be gained before the student is enrolled in line with the fee waiver process.

Where the fee charged by the Group is considered not to be competitive with other providers and a reduction in the fee is considered necessary, agreement should be sought from the Principal or Director of Finance.

The Group also has funds available to support learners with financial need. This includes payment of some, or all the tuition and related course fees were assessed as appropriate. Eligibility criteria are determined annually. For further information, learners should consult the Financial Support Team or Student Services.

Evidence of Financial Support to be obtained prior to enrolment

Those Learners who have applied for financial support but have no evidence to support this are required to set-up a payment plan in accordance with 5.11 (any payments made will be fully refunded once confirmation has been received by the Group).

5.11 **Payment of Fees**

All fees become due in full at enrolment, but the Group recognises that some students may be unable to pay their fees in full at enrolment.

The Group offers a payment plans of:

- 3 monthly instalments for any course with a fee between £300 and £1,200;
- 6 monthly instalments for any course with a fee between £1,201 and £2,400;
- and 8 monthly instalments for any course with a fee over £2,400.

The Group is not able to offer a payment plan for short courses of less than 8 weeks duration; therefore, all fees are payable on enrolment.

HE instalment plans

In addition to the above plan's payment for Masters courses can be made in line with the Maintenance Loan payment schedule: i.e. termly in equal thirds.

Apprenticeships

The employer contribution may be paid by instalments if in excess of £300.

The first payment equates to 3/12 of the invoiced amount followed by nine further instalments of 1/12 each.

The payment period can be extended to over 12 months for high value apprenticeships with prior agreement from the Principal or Director of Finance, but in all instances, payment must be made in full prior to the scheduled end date of the apprenticeship

For all instalment plans the first payment will be taken at enrolment and at monthly intervals thereafter. All fees must be paid prior to the course end date, this will sometimes mean that the number of instalments may be reduced. Any default on the plan will result in any amounts outstanding becoming due immediately. Payment is by direct debit on/after the 1st of the month, unless agreed by exception.

Employers paying fees

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.

In the case of international 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.

In the case of most two-year courses the fees are payable over two years upon enrolment in each year.

In accordance with the Group's Financial Regulations, for any student who has not paid their fees in full at the end of the academic year:

- Assessed work may not be marked;
- Confirmed transcripts of marks and university certificates may be withheld;
- 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 pursued and may be referred to the debt collection agency for recovery.

Fees can be paid by any of the methods listed below:

- Cash
- Cheque
- Credit or Debit Card
- Direct Debit
- Direct bank transfer (against an invoice, quoting the reference number)
- Purchase order and invoice
- Student Loans Company

5.12 **Examination Fees**

Examination fees are set by the Awarding Organisations and collected by the Group at enrolment.

Further Education

All adult students (19+) not eligible for fee remission (fully funded) and those not eligible for any ESFA funding are normally charged the examination fees.

Examination fees are not charged to:

- Learners aged 16 to 18 or 19 to 24 with and EHCP whose tuition fees are remitted
- Advanced Learning Loan funded courses at Level 3 or above
- 19+ Students who are studying a Level 3 or above course and choose not to take out an Advanced Learning Loan to cover the costs

provided the following criteria are met:

- It is the learner's first attempt (or first resit attempt) at the examination at the Centre;
- The examination entry is supported by the relevant subject lecturer.

All learners retaking examinations will be entitled to a free first resit (where they had a free first attempt) but will be charged the examination retake fee which is payable prior to the examination entry for second and subsequent resit attempts. Any variations to this will need to be approved by the Principal or Director of Finance as per the fee waiver policy.

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

Apprenticeships

The charges payable by the Employer shall be inclusive of any fee for the End Point Assessment or associated exams (if applicable), but shall not include any re-sits or additional support for re-sits, nor shall the charges include payment for any additional funding to cover GCSE Maths or English training paid to the Group or any other payments such as additional support payments.

Absent from or Rescheduling on-line Tests

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

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.

Confirmation of Past Results and/or Duplicate Certificates

Anyone wishing to obtain a statement of 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 £20 to cover the administration costs involved.

Anyone wishing to obtain a duplicate certificate whereby the College has to apply on the student's behalf will be subject to a fee of £20 to cover the administration costs involved, in addition to the cost of the replacement certificate.

External Candidate – Definition

A student 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 e.g. if they sit an exam in June and the resit is in December – they will not be classed as an external candidate for the December exam, but if they do not 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 fees applicable at the time of the resit or before.

Similarly, if a student 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 fees are as follows:

- Invigilation rate of £15.00 per hour (cost to include 30 minutes set-up time)
- Awarding organisation costs – these costs vary depending on the qualification and awarding organisation used by the candidate
- Administration fee of £15

5.13 Materials Fees

Where a course has significantly increased costs for special or expensive items such as uniforms, equipment or consumables these costs will be passed on to learners (if not fully funded).

5.14 Withdrawals

Students (except HE) withdrawing from a course will be charged for the full cost of the course up to the end of the academic term in which the learner last attended. Any payments already received from the Student, Employer or Student Loan Company will be deducted in arriving at the balance due.

For HE courses, students will be charged as follows;

- Withdrawing after starting term 1 – 25% of the annual fee
- Withdrawing after starting term 2 – 50% of the annual fee
- Withdrawing after starting term 3 – 100% of the annual fee

In exceptional circumstances there will be no fees charged where:

- The learner withdraws within the Start Period of 14 days from the commencement of the course;
- An application for no charge has been authorised by the Principal or Director of Finance.

Fees will be charged up to the date of withdrawal where:

- The learner withdraws on medical grounds and appropriate evidence (e.g. Doctor's letter) is received by the Finance department to verify this.
- An application or reduced charge has been authorised by the Principal or Director of Finance.

Where a learner has been requested to leave by the Group for reasons of non-attendance, non-completion of course work or similar any they will be charged for the full cost of the course up to the end of the academic term in which the learner last attended. Any payments already received from the Student, Employer or Student Loan Company will be deducted in arriving at the balance due.

Where a learner has been invoiced for a period of greater than one year and they have withdrawn within year one, the later years will be credited in full and not considered when calculating the outstanding balance due.

Invoices raised for a learner who has withdrawn from their course will become due for payment immediately. An instalment plan may be agreed in accordance with above.

5.15 Refunds

Refunds of fees will only be approved in the cases where an application for a refund or credit has been made in writing to the Principal or Director of Finance.

If a course is cancelled by the Group refunds will be offered.

If a learner has paid their fees and is successful in obtaining a loan via the Student Loan Company a full refund will be made to the learner.

6 Relevant Policies and Procedures

6.1 Policy Appendices:

- Appendix A – Fees Payable for Learners on Agency Subsidised Courses
- Appendix B – Charges for International Students
- Appendix C - Charges for Higher Education Students
- Appendix D – ESOL hourly rates
- Appendix E - ESFA Funding available for learners aged 19 and over (excluding apprentices)
- Appendix F – state benefits eligible for discretionary fee waivers

7 Who to contact with Queries

7.1 Any queries regarding the contents of this Policy should be forwarded to one of the following:

Trisha Birch - Head of Finance

Tel: 01302 553565

Email: trisha.birch@don.ac.uk

Jason Barnard - Head of Student Services

Tel: 01724 294116

Email: Jason.barnard@northlindsey.ac.uk

Terry Hutchinson - Head of Registry
Tel: 01302 553967
Email: terry.hutchinson@dncolleges.ac.uk

8 Communication

- 8.1 This Policy will be communicated/be available via the DN Colleges Group website(s) and the DN Colleges Group staff intranet.

9 Authorisation

Policy Holder:	Peter Doherty
Committee Group:	Corporation
Authorising Group:	Corporation
Initial Authorisation:	Senior Leadership Team
Review Date:	March 2021

Appendix A - Fees Payable for Learners on Agency Subsidised Courses

	Tuition Fee	Assessment or Examination Fee	Materials Fee
Students aged 16-18 on 31 August at start of course on any ESFA funded course	Nil	Paid by College	Nil
19 years or over on a fully funded course	Nil	Paid by College	Nil
Students who are undertaking a Level 3 or above course and are paying through an Advanced Learning Loan or self-funded	Full cost rate as published on LARS or as per the appendices in this document or as prescribed by College	Paid by College	Yes, where applicable
Students undertaking a programme where they are not eligible for ESFA/HEFCE funding.	Full cost rate as published on LARS or as per the appendices in this document or as prescribed by College	Paid by student on enrolment or covered by Advanced Learning Loan where applicable	Yes, where applicable
Those aged 19+ at start of course on ESFA funded courses and not included above	As per course fees	Paid by student on enrolment	Yes, where applicable
Students undertaking English and Maths programmes up to level 2 in new learning suite of qualifications (where level undertaken is higher than that at which student has been assessed or previously attained)	Nil	Paid by College	Nil

Appendix B - Charges for International Students

Higher Education:

Full Time £8,000 per annum

Further Education:

All courses will be charged at the Full Weighted Rate on the Learning Aim Reference Service plus 10% of this value as an administration fee.

Appendix C - Charges for Higher Education Students 2020/21

Full Time Fees

Programme title	Fee/annum new	Fee returning
First degree	£7,400	7,250
Other Undergraduate – FdA, FdEng, HNC, HND	£7,400	7,250
Other Undergraduate with enhanced fee	£7,650	7,500
PGCE/CertEd	£7,400	n/a
International	£8,000	

Part Time Fees

Programme title	Fee/annum new	Fee returning
First degree (UH, L6 progression)	£3,700	3,625
First degree (UL)	£1,800/30 credit	
Foundation degree (over 4 years)	£3,750	3,750
Foundation degree (over 3 years)/UL HND	£4,930	4,850
Foundation degree (Engineering, Biosciences, enhanced fee)	£5,125	5,000
HNC/HND (Pearson direct)	£2,750	2,750
Postgraduate ITT	£3,700	3,625
MA (UCNL)	£3,500	3,500
MA (3-year programme)	£2,000	2,000
MSc £7,890 over 3 years	£2,630 £2,267 alumni	2,630
CMI 7	£2,200	
CIPD 5,7	£1,800	
DETL	£2,800	

Appendix D

For students on a student visitor visa the current part-time rate	2020/21
English as a foreign language	£13.00 per hour
Further Education courses	£18.00 per hour
Higher Education courses	£23.00 per hour

Home and European students undertaking a second qualification at the same level as that previously funded must pay the full fee.

Appendix E - ESFA Funding available for learners aged 19 and over (excluding apprentices) – academic year 2020/21

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 ^{##})		
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+

*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

Notes

***definition of 'unemployed'** - a learner is unemployed if one or more of the following apply, they:

- receive Jobseeker's Allowance (JSA), including those receiving National Insurance credits only
- receive Employment and Support Allowance (ESA)
- receive Universal Credit, and their take-home pay as recorded on their Universal Credit statement (disregarding benefits) is less than £338 a month (learner is sole adult in their benefit claim) or £541 a month (learner has a joint benefit claim with their partner)
- are released on temporary licence, studying outside a prison environment, and not funded by the Ministry of Justice

The College will also use their discretion to fully fund other learners if both of the following apply. The learner:

- receives other state benefits (not listed above) see Appendix F and their take-home pay (disregarding benefits) is less than £338 a month (learner is sole adult in their benefit claim) or £541 a month (learner has a joint benefit claim with their partner), and
- wants to be employed, or progress into more sustainable employment, and their take-home pay (disregarding benefits) is less than £338 a month (learner is sole adult in their benefit claim) or £541 a month (learner has a joint benefit claim with their partner), and you are satisfied identified learning is directly relevant to their employment prospects and the local labour market needs

Workplace Delivery (non-apprenticeships): ESFA funding is only available for the fully funded categories above. No co-funding is available.

Learners in receipt of low wage

The College may fully fund learners who are employed, or self-employed, and would normally be co-funded for provision, up to and including level 2. The learner must meet both the following criteria:

- eligible for co-funding, and
- earns less than £17,004.00 annual gross salary

The College must have seen evidence of the learner's gross annual wages in these circumstances. This could be a wage slip or a Universal Credit statement within 3 months of the learner's learning start date, or a current employment contract which states gross monthly/annual wages. Please note this is not an exhaustive list, but you must evidence your decision to award full funding to an individual who would normally be eligible for co-funding.

Appendix F – state benefits eligible for discretionary fee waivers (these are referred to as ‘other state benefits’ in Appendix E)

State Benefits (in alphabetical order for ease of reference)

- Attendance Allowance
- Bereavement Allowance
- Carer’s Allowance (note: part-time courses only)
- Council Tax Support Scheme (was Council Tax Benefit) (must not be single occupancy discount)
- Disability Living Allowance
- Guardian’s Allowance
- Housing Benefit
- Incapacity Benefit
- Income Support
- Industrial Death Benefit Pensions Scheme
- Industrial Injuries Benefit
- Maternity Allowance
- Pension Credit
- Personal Independence Payment (was Disability Living Allowance)
- Severe Disablement Allowance
- ‘Staying Put’ Allowance from Local Authority
- War Widow’s or War Widower’s pension
- Widow’s Pension
- Widowed Parent’s Allowance
- Working Tax Credit (Not Child Tax Credit)