

Charging & Remissions Policy

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Version Number	1.2
Policy Owner	CFO
Approval Level (committee)	Finance & Resources
Applies To (job roles relevant to)	N/A
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Equality Impact Assessment	Date

Policy Purpose:

Provide a framework within which the Trust's fee setting, fee refund and overdue fee processes are devised and operated. The Policy also sets a framework for ensuring that comprehensive guidance and information regarding fees is available and accessible to (prospective) learners, their parents, staff, Local Governing Body members, and Trustees.

Links to other policies:

- Attendance Policy
- Pound Plus Policy

Document History

Version	Purpose/Change	Author	Date
1.1	New document	ABO	27.02.23
1.2	Changed name from Fees Policy to Charging and Remissions.	ABO	04.04.23

Introduction

The purpose of this policy is to provide a framework within which the Trust's fee setting, fee collection, refund and overdue fee processes are devised and operated. The Policy also sets a framework for ensuring that comprehensive guidance and information regarding fees is available and accessible to (prospective) learners, their parents, staff, Local Governing Body members, and Trustees.

Individual colleges within the Trust operate within this policy framework.

2. Approval of Trust Fees Policy

The Trust Fees Policy and any subsequent amendments to this Policy will require the approval of the Trust Executive Team (TET) and the Trust Board. The Policy will be reviewed annually.

3. The Trust's Fee Setting Processes

In setting fee rates for courses the Trust considers a broad range of factors, not limited to but including, ESFA guidance, financial viability, demand, the curriculum plan and competitor pricing. The Trust reserves the right to use a mixed approach in deciding fees and will consider factors of acceptable cost recovery, market forces and government policy.

The Trust reserves the right once fees are set to be flexible in discounting in order to be able to tactically respond to demand and market opportunities.

The Trust reserves the right to cancel any course or change the fee rate where the costs of delivery, or low numbers, may result in a course not being financially viable.

There will be an annual review of fees.

Fees will usually be published on each college's website.

3.1 Full Cost / Commercial

The Trust runs some courses which are not subsidised by Government funding. Colleges will charge fees such that the courses make a required level of financial contribution.

Once prices are set, courses will only run if demand is sufficient to generate the required level of contribution.

3.2 Additional Fees and Charges

The Trust will be clear in its fee guidance to learners of all costs eg charges to cover materials/ uniforms & kits / trips / Disclosure and Barring Services (DBS) / library fines / printing & copying / replacement ID cards, examination fees where the learner fails to attend the exam without an appropriate reason, travel on college bus services.

3.3 Fees Waived

Any categories of fees waived by the Trust that exceed funding body fee remission guidelines will be reviewed annually, and any new proposed changes to categories of fees waived will require the approval of the Trust Executive Team.

4 Guidance on Fees

Details of all course fees, and types of financial support available will be published on individual college websites. The Trust will ensure that all interested parties have access to clear information about fees.

4.1 16-19 Provision

The Trust will follow the ESFA funding guidelines available on the Gov.uk website. <https://www.gov.uk/guidance/16-to-19-education-funding-guidance>

4.2 Adult Learners

The Trust will fund adult learners in line with the latest funding guidance, which can be found by following the links below:

[22/23 AEB Funding Guidance](#)

[Level 3 qualification eligibility flow charts](#)

- In many cases, students will be eligible for a loan from the Student Loans Company to pay for their course.
- For all learners, materials fees reflecting actual costs may also be charged.
- For all learners, mandatory equipment charges may be charge

4.3 School Age Learners

Where 14-16 learners study at the college under a programme agreed with local schools / other partners, fees will be set in accordance with 3.1.

5. Payment of Fees

Where fees are payable, they must be paid for in full at enrolment, or, students may request an Instalment Plan to enable them to spread the cost.

If paying by Advanced Learner Loan, HE loan or employer funded methods, sufficient evidence of funding must be provided at enrolment e.g. a letter from employer or from the student loan company.

5.1 Payment methods

Students can pay for fees by any of the following methods:

- **Wisepay**
- **Credit or debit card at college reception.**
- **Instalments.**
- **Employer Funded.** Learners whose employer has agreed to pay their fees are required, at enrolment, to produce an Employer's Authorisation Form or

letter from their employer to confirm their commitment to pay the fees. The Trust will issue an invoice to the employer which must be paid on receipt of invoice.

5.2 Advanced Learner Loan (students aged 19+ on a course that is eligible)

Where fees are payable, any student who has not paid or brought in sufficient evidence at enrolment will not be guaranteed a place on the course.

Students retain ultimate responsibility for the payment of their fees, even where they have a student loan or sponsorship agreement in place. If another organisation, including employer, has agreed to pay the student's fee but then does not do so, the student will become liable to pay the fee instead. This applies if the student tells the College that they have applied for an Advanced Learner Loan but does not complete the application, or if the loan application is subsequently refused.

5.2 Payment of overdue fees

Non-payment of fees by the due date by either a student or their employer, may affect a student's continuation of a course, entry for an examination or access to resources.

All outstanding fees are to be paid in full before a student can progress onto the next year of their course or start a new course at college.

For the purposes of fee collection, fees are defined as tuition fees, exam fees, trips.

Where a student is having problems with the payment of fees, they must contact the college at an early stage. We will consider whether to offer alternative payment plan options.

If a student falls behind on payments, does not contact the college, or fails to follow revised payment plans, the college will take legal action which may include seeking County Court Judgement or referral to a debt collection agency.

5.3 Financial Support

For students on low incomes undertaking government subsidised courses, the college may be able to offer financial support for payment towards costs associated with your course. Students requiring information about financial support should in the first instance refer to the college website.

5.4 Refunds

1. Where a course has been cancelled by the college, the college will refund all fees that have been paid, in full
2. Where a student withdraws from a course an application for refund of fees will only be considered in the following circumstances:
 - a) An application to withdraw is made in writing within the first 4 weeks of the course start date.
 - b) Withdrawal is due to the exceptional personal circumstances of the learner that prevents continued participation in the course.In both instances a £15 administration fee will be deducted from any refund made.

5.5 Cancellation of Courses

For cancellation of courses **over 22 weeks** in duration, the college will provide a minimum of 15 working days' notice.

For cancellation of courses **up to 22 weeks** in duration, the college will provide a minimum of 5 working days' notice

6. Staff choosing to access college courses

Staff choosing to access college courses are required to pay fees in line with this policy, unless it has been identified as a development need as part of their appraisal and subject to approval of funding.