



TUITION FEES POLICY

2024-25

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1. Introduction

This fees policy is approved by the Corporation in accordance with the Articles of Government and sets out the general framework under which the College operates its management of fees.

2. Setting and approval of fees

The fees that the College charges for the courses it provides are set each year by the College's Leadership Team (CLT), taking into account the requirements of government legislation and of the funding agencies.

The Finance and General Purposes (F&GP) Committee will review the Fees Policy on an annual basis, and will recommend any changes to the Corporation for approval.

Where the government and/or funding agencies propose a change in policy which will significantly change the existing level of tuition or other fees, such changes will be reported at the earliest opportunity to the F&GP Committee. The F&GP Committee will consider the impact on this policy and approve any changes required. Transitional arrangements may be made to minimise the risk of any significant rise in fees causing a subsequent significant decline in the level of student enrolments.

3. Tuition fees

Tuition fees cannot be charged to students aged 16 to 18 in full time or part time education.

Further Education Courses

For adult learners (aged 19+) on **Further Education (FE)** courses, the following fees will be charged:

FE Students aged 19+	£
Full time all levels below Level 3:	£3,000
Full time - Level 3	not to exceed advanced learner loan cap
Part time - Level 2 and below:	70% of national Base Rate (NBR) ¹
Part time - Levels 3 and 4:	Not to exceed advanced learner loan cap

Higher Education Courses

For Higher Education (HE) courses, the College has set the level of tuition fees to allow for a 64% contribution towards central overheads. During the planning of curriculum, the

¹ The College's policy for charging tuition fees for **Further Education (FE)** courses for adult learners on part time courses at Level 2 and below is to charge 70% of the Education and Skills Funding Agency's (ESFA) national base rate (based on 50% of the NBR increased by 5% each year since 2017-18 to 2020-21 to account for rising costs of delivery). However, for 2021-22 and for 2022-23 due to the current economic climate as a result of the impact of COVID-19 on the economy, no increase has been applied to fees. This excludes any courses funded by advanced learner loans, which have a cap set by the Student Loans Company (SLC).

College may decide to vary these fees for particular courses in response to market demand and competition. Due to the requirements of the Office for Students (OfS), the College must publish tuition fees 18 months before the courses start. Once published, these fees may not be changed.

The College sets tuition fees for HE courses on an annual basis. The fees are approved by the OfS following submission to the OfS of an 'Access and Participation Plan' that sets out how the College will support widening participation in higher education and the proposed fees. The OfS gives its approval to fee policies for courses running a full academic year in advance i.e. fees agreed with the OfS in 2022 will apply to courses in 2023-24.

The Access and Participation Plan has been developed in accordance with the College's Equality and Diversity Policy and Action Plan, designed to meet the requirements of the Equality Act 2010. In 2022-3 the College spent 12.5% of Higher Fee income above the basic fee on access, student success and progression measures and financial support to underpin its commitment to widening participation. This rose to 12.8% in 2023- 24. The College pays, on average, 15% of the fee income it receives to its validating HEIs in the form of capitation fees. The average full time student tuition fee is £6,356. After adjustment for capitation, the net additional income from fees above the basic rate is negative.

Course tuition fees are set for new entrants to an HE course, and would normally apply for the anticipated 'standard' duration of a student's programme. The College reviews tuition fees each year and course fees for new entrants may increase, subject to the agreement of the OfS. The expectation is that the College will increase fees for continuing students each year normally in line with inflation as specified by Parliament, normally using the Retail Price Index (RPI) of inflation. Course fees may therefore rise in line with inflation for each year of subsequent study.

Where an HE student's programme exceeds the 'standard' duration of study for reasons of academic performance, deferral or approved extenuating circumstance claims, the College reserves the right to increase tuition fees in line with its fees policy for new entrants to a course.

Due to the introduction of the apprenticeship levy, the College operates in an increasingly competitive market. The College's pricing policy for **apprenticeships** needs to be sufficiently flexible to compete. The College structures its pricing in the first instance around the maximum funding rates available for each standard or framework. The College plans so that the pricing ensures at least 64% contribution towards central overheads. Pricing depends on the model of delivery, cost of materials and size of employer. The College will allow flexibility for some negotiation around the price and seek to adjust delivery costs accordingly. Large employers who are maximising/exceeding their apprenticeship levy funds may seek discount to facilitate additional growth. The College's apprenticeship fees policy is set out at Appendix 1.

Tuition fees for **non-government funded courses** must generate sufficient income to cover delivery costs and to achieve in excess of 64% contribution to central overheads, bearing in mind expected student numbers. The proposed fees for all new full cost courses are reviewed by the College Leadership Team and signed off by the Chief Operating Officer (COO). Approval is needed by the CEO and Principal if the contribution is less than 64%.

Tuition fees for **international/ overseas students** are as follows:

Source of funding		Mode	Student	Tuition fee	Exam/ registration fee
International / Overseas	Self-finance	FE Full time	Overseas student	Additional £500 on Home fee	As stated by the Awarding Body
	Self-finance	FE Part time	Overseas student	Equivalent of the weighted NBR of the qualification with area cost weighting (1.12) applied	As stated by the Awarding Body
	Self-finance	HE Full time	Overseas student	Additional £500 on Home fee	As stated by the Awarding Body
	Self-finance	HE Part time	Overseas student	Based on FTE pro-rata of additional £500 charged to full time students	As stated by the Awarding Body

4. Examination and registration fees

The College's policy is to pass on the charge made by the awarding body except where funding rules preclude it. This applies to 16-18 year old students on FE courses; students that are aged over 19 on FE courses that have received full funding from the ESFA; and those enrolled on English and mathematics courses. The College does not pass on the charge to HE students where the level of tuition fee income charged should also cover the cost of awarding body registration.

For students retaking examinations, the College's policy is to pass on the charges made by the awarding body.

5. Charges for materials

Students on courses where the use of materials is significant may be charged a contribution to the material costs. Any such charge must be included on the course information sheets

and in the College prospectus, and specifically mentioned at the interview stage. Students must be advised of the cost before they enrol.

It is a requirement under consumer protection guidance that students on HE courses are made aware in advance in a clear and unambiguous way of all of the costs that will be incurred by studying a particular course at the College. These will be set out clearly on the relevant course and tuition fee pages of the website. Students will also receive details of these costs in the official offer letter.

16-18 year old students on funded FE courses, and students that are over 19 that have received full funding, will not usually be charged for any materials that are essential to their learning. The exception is as noted earlier that students may be charged a contribution to material costs, if the use of materials is significant.

Materials used in a learning activity will be charged if the student wishes to keep them outside of the learning environment. Any such charges must be determined by the Head of Department when working with the course teams when planning the course activities.

6. Educational visits

The College's policy is to charge students for the actual cost of any educational visits, which includes transport, subsistence and entry costs and incorporates the costs for any supervising staff and an administrative charge of 10%.

16-18 year old students on funded FE courses, and students that are over 19 that have received full funding, will not be charged where the visit is a compulsory requirement to successfully achieve on their course. Where a trip is not a compulsory requirement, but curriculum related, charges will be made.

7. Payment of fees

All students must be issued with an ID card before they may start a course. To obtain an ID card, a student must be enrolled on a course and either:

- pay in full / the first instalment and set up a payment plan for the balance;
- provide proof to enable remission / exemption; or
- provide a purchase order, letter or email at the time of enrolment, from their employer confirming that they will pay the fees of their employee; or
- declare that they are applying for an HE/FE loan.

16-18 year old students (on 31 August prior to the start of the course) on ESFA funded courses are exempt from the payment of fees.

Overseas students are expected to pay their fees in full when they enrol. Overseas students that will require a General Student visa to study in the UK must also pay 15% of their fees as a non-refundable deposit. If a student requires a Certificate of Acceptance of

Studies (CAS) in order to apply for a General Student Visa, the student is required to pay their fees in full before the CAS is issued. If the visa application is unsuccessful, then the fees less 15% are refunded.

Students may pay by cheque² or by major credit / debit card excluding American Express.

8. Local College waiver or reduction of fees

Fees will be applied strictly in accordance with this policy unless the written approval for their reduction or waiver has been obtained from the Chief Operating Officer.

9. Payment of fees by instalments

The College expects all students to pay their fees at the point of enrolment. In exceptional circumstances, students may apply for credit facilities which are outlined in Appendix 2. There will be no administration charge for instalments. Any student who has a poor payment record, or who has a current debt to the College, will not be eligible for credit.

10. Refund of fees

The rules governing the refund of fees are detailed in Appendix 3.

11. Fee remission

Tuition fee remission is available to students who are 19 years old or over on the 31 August of the academic year on some FE courses (using ESFA and GLA fee remission guidelines) in the following circumstances:

- a) Students aged 19-23 years of age studying their first full Level 2 or 3 qualification if the course is on the level 2 or 3 legal entitlement list.
- b) Entry or Level 1 aims (excluding Basic Skills) where a student has an entitlement to a full Level 2 qualification, in that they must have a highest prior attainment of Level 1 or below but need a step up from basic skills to progress to Level 2 and are aged 19-23.
- c) Students 19 years of age or over studying their first full level 3 qualification if the course is on the Free Courses for Jobs list.
- d) Individuals on Job Seeker's Allowance (JSA) or Employment Support Allowance (ESA) or Universal Credit (any earned income less than the specified government monthly limit) for skills training to help the individual into work (courses up to and including level 2)
- e) Unemployed individuals who are in receipt of a means tested state benefit (other than JSA or ESA or Universal Credits) where any take home pay is less than the specified Government monthly limit, who want to enter employment and need skills training to do so are, at the discretion of the Provider, eligible for full funding for units and other learning aims that will help the individual into work up to and including courses at level 2.

² Please note that 2023-24 will be the final year that payment by cheque will be accepted.

- f) Employed or self-employed individuals up to and including level 2 with an annual gross salary below the specified government threshold for the area in which they live.
- g) Students living in a London Borough aged 19 or over who are not working or claiming benefits for courses eligible under the London Flexibility scheme up to and including level 4
- h) Students with a full level 3 qualification, studying a level 3 course that is on the Free courses for Jobs list, if the student is unemployed and on benefits or has an annual gross salary below the specified government threshold for the area in which they live.
- i) Students living in a London Borough studying a level 4 course that is eligible for London Flexibility funding who is either unemployed and on benefits or has an annual salary below the specified government threshold or is not working or claiming benefits.
- j) Students studying English and mathematics learning aims who have not achieved a GCSE Level C/4 or above.
- k) An individual who has not reached GCSE Level C or above in English and mathematics undertaking GCSE English and mathematics.
- l) Classroom based ESOL provision will only be fully funded for those who are on JSA, ESA or Universal Credits or unemployed and on a state benefit or low wage, where it is identified as a barrier to employment.
- m) Essential Digital Skills provision up to and including level 1 if the student is assessed as below a level 1

In all cases where remission of fees is being claimed, the student must sign a College Fee Waiver form and provide evidence.

Additional fee remission in exceptional circumstances can only be approved by the Chief Operating Officer.

12. Advanced Learning Loans

Loans will be available via Student Finance England (SFE) for eligible students aged 19 and above studying at level 3 and level 4 for FE provision on a qualifying course. Fees will normally be charged at the full national base rate unless local market analysis indicates that a lower fee should be charged to ensure recruitment. In this instance, the minimum 64% contribution to central overheads will stand.

13. Higher Education (HE) Loans

For HE courses, students may apply to Student Finance England (SFE) for a tuition fee loan.

14. Student withdrawals

Where **FE students** on an FE course choose to withdraw after 21 days of the official start date of the course, or after 21 days of their first attendance, the student remains liable for

their outstanding balance and any future instalments will still be collected. This includes students who are taking an Advanced Learner Loan. As loan payments to the College cease upon withdrawal, the student will be expected to settle the remaining balance.

HE students are directed to refer to the Withdrawal and Interruption of Studies procedure on the College website, which describes the implications of a decision to withdraw from an HE programme or to defer their studies ('interruption of study') for a period of time, the procedures to be followed, and the payment of fees.

Where students on a **non-government funded course** choose to withdraw at any stage, all fees are due to be paid in full.

APPENDIX 1: APPRENTICESHIP FEES POLICY

16-18 Apprentices

- Non-levy employers > 50 employees, employers will be charged the 5% co-investment fee as set out in the Employer Agreement. For non-levy payers who need to pay the 5% contribution, funds can be sought from external sources to help fund the apprentice.
- Non-levy employers < 50 employees, FREE OF CHARGE
- Levy employers, as per Apprenticeship Pricing Schedule

19-24 Apprentices

- Non-levy employers < or > 50 employees, employers will be charged the 5% co-investment fee as set out in the Employer Agreement. For non-levy payers who need to pay the 5% contribution, funds can be sought from external sources to help fund the apprentice.
- Levy employers, as per Apprenticeship Pricing Schedule
- 19-24 Apprentices (Formerly in Care or having a current EHCP)
- Non-levy employer > 50 employees, employers will be charged the 5% co-investment fee as set out in the Employer Agreement. For non-levy payers who need to pay the 5% contribution, funds can be sought from external sources to help fund the apprentice.
- Non-levy employers < 50 employees, FREE OF CHARGE
- Levy employers, as per Apprenticeship Pricing Schedule

Invoices

- If a 5% contribution is required to be paid by an employer the invoice will be issued in the month in which the apprentice is enrolled and 30 days credit will be given.
- If the total invoice is < £3000 and the employer sends < 3 apprentices. Payment is required in advance or on receipt of invoice.
- If the total invoice is < £3000 and the employer sends > 3 apprentices the Instalment payment method may be offered.

Payment of Invoices

If the first payment or payment in full is not made within the first 5 weeks of the course, the apprentice will be withdrawn by Nescot.

APPENDIX 2: CREDIT POLICY FOR FEES

We expect all students to pay their fees at the point of enrolment. In exceptional circumstances, students may apply for credit facilities which are outlined below. Any student who has a bad payment record, or who has a current debt to the College, will not be eligible for credit.

The standard College credit policy is to allow credit to any student with fees of greater than £400.00 chargeable on a course that is of one academic year in duration. The credit start point is set at £400.00 and is based on the Education and Skills Funding Agency (ESFA) requirement for colleges to charge a tuition fee of 50% of the National Base Rate or as outlined by the current fees table.

In subsequent years, the start point will be adjusted for changes in the Retail Prices Index (RPI) plus any increase in the funding bodies' assumed fee payable by students.

The College will allow credit to any student for fees of £400.00 or more on the following basis only:

- a) The fee will be paid in a maximum of three instalments. The initial payment required is 50% of the annual fee and is due at the point of enrolment, with the second instalment of 25% being payable at the end of the autumn term and the third instalment of 25% being payable at the end of the spring term. For courses that do not commence at the start of the academic year or are less than one academic year in duration (but are deemed to be of a suitable length), bespoke instalment plans **may** be put into place by the Finance Department with the agreement of the Chief Operating Officer.
- b) The instalments will be paid by recurring card payments.
- c) If a student fails to pay for any term, he/she may be excluded from any further tuition and from the use of any College facilities and may not be eligible to sit any relevant exams until such time as all overdue fees have been paid in full.
- d) Any default in payment will be pursued by the College using all legal avenues available to it, including the use of an independent debt collector.
- e) Any exceptions to point 1-4 above require authorisation from the Chief Operating officer.

APPENDIX 3: FEES REFUND POLICY

- a) A full refund of all fees paid will be made:
 - a. Where the College has decided to close a course for any reason.
 - b. For Further Education (FE) courses. Where the student withdraws within 21 calendar days of the official start date, or within 21 days of their first attendance, of a government funded course which is of one academic year or longer duration.
 - c. For Higher Education (HE) courses. Refer to the Terms and Conditions for Higher Education Students.
 - d. Where an overpayment has been made in error for a course the credit balance on the account will be refunded.
- b) Refunds are not given on non-government funded courses unless the College has made the decision to close a course for any reason.
- c) Where a student transfers to another course within the College, the fees paid for the original course will be transferred to the new course. Where the fee for the new course is higher than for the original course, the balance of fees must be paid. There will be no partial refund if the fee for the new course is lower than for the original course.
- d) Examination fees and registration fees which the College has already passed on to examination or professional bodies are only refundable where the relevant body has refunded to the College the amounts paid.
- e) Where qualification for fee remission is established after payment of tuition fees has been made, the relevant sum will be refunded.
- f) Where the course fees have been paid by a sponsor and the sponsored student leaves before the start of the course, the sponsor will be allowed to transfer the fees paid to a replacement student.
- g) Applications for a refund of any fees for any other reason must be submitted in writing to the Chief Operating Officer. All refunds must be approved by the Chief Operating Officer.

APPENDIX 4: DEBT POLICY

This policy applies to student and non-student debtors.

- a) To complete their enrolment, students are expected to either:
 - a. Pay their fees in full.
 - b. Pay 50% and complete a Recurring Card Payment plan (following the Credit Policy for Fees at Appendix 1).
 - c. Provide evidence of an HE or FE loan with Student Finance England.
 - d. Provide a purchase order, email or letter from their employer.
 - e. Provide evidence of fee remission.

- b) Failure to do so, or defaulting on payments, will result in the implementation of the College's Credit Control Procedure as follows:
 - a. Statements will be sent.
 - b. Debtors will be contacted by email and telephone.
 - c. Tutors will be contacted.
 - d. First debtor letter will be sent.
 - e. Second debtor letter will be sent.
 - f. Final warning letter will be sent.
 - g. Debt will be transferred to an independent debt collector.
 - h. Legal action will be taken.