



# **LINCOLN COLLEGE**

## **FEES POLICY**

**2015/2016**

**POLICY CO/PO/12**

**SPONSOR**

**Managing Director (E&TD)**



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## **1 PURPOSE**

The purpose of this document is to provide staff and external stakeholders with a guide to the College's fee systems, including the processing of payments, post-payment adjustments, the calculation and administration of refunds and the assessment of entitlement to fee remission. The document also acts as a reference point for staff involved in fees calculation, monitoring and administration.

## **2 AIM**

To explain how fees apply to each course delivered across the College.

## **3 INTRODUCTION**

The Fees Policy is subject to a minimum of one full review per annum. This review is normally conducted each February/March to coincide with the annual setting and publication of the College's course fees. It may be necessary to arrange further reviews to ensure conformity to evolving legislative requirements. The review process in all cases is steered and co-ordinated by the Managing Director (Education and Training Delivery) and Group Head of Information Services who will decide, after due consultation with other members of the Execs Group, on the necessary contributors to that process.

Details on a wide range of support that is available to fund learning can be found on the College's Students Service's pages of the College web site at:

<http://www.lincolncollege.ac.uk/support/money-matters>

## **SECTION A**

### **STANDARD COURSE FEES**

## **4 SCOPE**

This section of the policy relates only to fees for standard courses, as published annually by Information Services in its Standard Course Fees List. It does not apply to the following groups:

- International students who are ineligible for public funding (Section E)
- Higher Education (HE) Courses (Section F)
- Workplace Learning programmes (Apprenticeships and other workplace delivery) (Section G)
- Courses or delivery not attracting public subsidy (Section H)
- Contractual arrangements with external agencies

- Fees devised or negotiated to address special circumstances or needs of individual client groups
- Courses of study which are fully or partially self-funded (Section H)
- 24+ Advanced Learning Loans (Section C)

## **5 DEFINITIONS**

A course is defined as a component within a programme of study leading to the award of a qualification(s) or College certificate(s). A programme of study may be made up of several courses.

Fees are defined as all monies payable, by either a student or third party (for example an employer or other sponsor), in return for course delivery. Fees shall be paid at the start of each year of the course.

## **6 STANDARD FEE STRUCTURE**

- 6.1 All course fees comprise of a maximum of three elements: tuition fees, sundry teaching costs, and examination and/or registration fees. Such course fees are summarised in a standard fee list published by Information Services which constitutes an auditable document.
- 6.2 Tuition fees comprise of the standard individualised cost of course delivery.
- 6.3 Sundry teaching costs include the cost of all essential materials and equipment, together with any other essential expenses such as payments for residential weekends, educational visits, and any course-related services provided by the College.
- 6.4 Examination and registration fees reflect the cost to the College of registering students with Awarding Bodies.
- 6.5 Fees charged to the groups subject to exclusion in Section 1 will vary significantly from the standard rates and are covered in sections E to H.
- 6.6 In 2015/16 all FE fees will be approximately 50% of the SFA unweighted matrix rate for the qualification. Any deviation from this must be authorised by the Managing Director (Education & Training Delivery).
- 6.7 In line with the EFA's conditions of funding fees are not payable by any students aged 16-18 in full time or part time further education. Further guidance on what charges can be levied for 16-18 year olds can be found in the EFA Funding Guidance.
- 6.8 All fees must be paid in full when enrolling, except when paying by an instalment plan (see section D), employer/sponsor invoice and those funded through Student Finance England (SFE) for 24+ Advanced Learning Loans or HE. A further exception is HE students paying their

fees via an SFE maintenance loan who must pay within 7 days of enrolment or will be withdrawn.

- 6.9 Where students continue beyond their expected end date and further teaching has taken place, the College may charge an additional appropriate fee. The student will be given a non standard fees form, completed by the tutor and will pay the additional fee at the enrolment counter (this will not apply to those students meeting fee remission criteria).

## **7 FUNCTIONAL RESPONSIBILITY**

- 7.1 Programme Managers are responsible for checking the fees for all of their courses and suggesting any proposed amendments to their Director of School. This includes any proposals to charge fees below the rates set out in paragraph 6.6 and any proposed fee waivers/fee reductions not covered by SFA Fee Remission categories. The College reserves the right to vary fees in year in the light of competition and cases for altering fees in year should be approved by the Director of School.
- 7.2 The Director of School, in consultation as necessary with the Managing Director (E&TD), has the sole executive authority to approve and, where appropriate, amend such fees. All amendments require signed authorisation in order to satisfy audit requirements.
- 7.3 Directors of School, Heads of Units and their staff are required to update Curriculum Planning sheets in respect of all approved qualifications. New courses outside of the curriculum planning process are set up using Course Setup forms. Courses with no set fee or a fee which deviates from agreed rates will not be processed by Information Services staff unless approval is received by Director of School. No enrolments will be accepted by the Enrolments Team until the course has been setup using one of the above methods. In addition, Course Setup Forms will only be processed for new courses if they have a New Programmes Approval code, indicating that delivery of the qualification has approval from the Quality Team.
- 7.4 The Group Head of Information Services is responsible for disseminating details of all approved course fees to every department of the College in line with the agreed curriculum planning schedule.
- 7.5 Responsibility for providing informal details of course fees to external enquirers resides with School and Unit Administrators (for their own programme area) and the Enrolments Team, Information Services, Marketing and Student Services staff. Directors of School and Programme Managers should take a lead in ensuring that administrators have the appropriate information to fulfil this task.
- 7.6 All formal written fee quotations must be sanctioned by a member of the Exec Team, the appropriate Director of School or Head of Unit, or the Group Head of Information Services.

- 7.7 Variations to the standard fee chargeable to a student or sponsoring agency, for a course delivered in strict accordance with the details supplied on the Course Setup Form may, in exceptional circumstances, be made by a Director of School or member of the Exec Team.
- 7.8 Adjustments to the fees charged to individuals, for example to compensate for a variation in hours or method of delivery may, with the approval of the Director of School or appropriate member of the Exec Team, be made by School/Unit staff using a Non Standard Fees Form. Where such instances are no longer exceptional paragraph 7.7 will apply. If it becomes necessary to set up a new instance of a qualification the Group Head of Information Services (or his/her nominated deputy) will advise a Director of School or Head of Unit of the need for a new Course Setup Form. Any significant proposed variance to the formula used to calculate the original fee for the learning aim will require the endorsement of the Execs Group. *Note that any variation in the guided learning hours attributed to a qualification offered by different areas of the College can have an adverse impact on course viability.*
- 7.9 The Managing Director (E&TD) is responsible for arranging for the collection of all standard course fees from both students and third parties. The responsibility to pursue bad debts in accordance with the College's Financial Regulations is the responsibility of the Chief Operating Officer.
- 7.10 Requests for refunds of fees are normally dealt with by the Director of Student Services (or his/her nominated deputy) in accordance with the Instalments and Refunds section of this policy. Any refunds made outside the scope of this policy require the written endorsement of a member of the Exec Team.
- 7.11 The Managing Director (E&TD) is responsible for establishing all fee arrangements lying outside the scope of this section covering Standard FE Course Fees Policy, ie International, HE, WBL and courses not receiving public subsidy which are covered in sections E to H.

## **SECTION B**

### **FEE REMISSION (subject to any amendments indicated within the 2015/16 SFA AND EFA Funding Guidance documentation when published)**

These rules apply to European Union nationals<sup>1</sup> and European Economic Area migrant workers<sup>2</sup> undertaking qualification aims funded by the Skills Funding Agency through the SFA's mainstream FE allocation.

<sup>1</sup>The current member states of the European Union are Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and United Kingdom.

<sup>2</sup>The European Economic Area comprises all the member states of the European Union together with Iceland, Liechtenstein, Norway and Switzerland

## 8 FULL FEE REMISSION

8.1 Full Fee Remission involves the waiving of all fees associated with a qualification aim.

8.2 Full Fee Remission is available to students eligible for SFA funding, enrolling on a SFA funded qualification and belonging to any of the following categories:

- Students aged 19 – 23 at the start of their course studying an Entry Level, level 1 or Level 2 course not classed as Full (excluding English, Maths or ESOL) where they have a maximum prior learning accreditation of Level 1, and are progressing to a Full Level 2 qualification through either classroom or workplace learning.
- Students aged 19 – 23 at the start of their course studying their first full Level 2 qualification
- Students aged 19 – 23 at the start of their course studying their first full Level 3 qualification
- Level 4 jumpers aged 19 – 23 at the start of their course (those taking a first Level 4 qualification of 30 credits or more without having a full Level 3 qualification)
- Students studying GCSE English or Maths where they do not currently have these qualifications at grades A\* to C
- Students progressing towards GCSE English or Maths at grade C or above, and are starting English or Maths aims at a level above that at which they have been assessed
- Students who are studying their first full Level 2 or 3 qualification who have left the British Armed Forces. This can be up to 10 years after the student left the British Armed Forces after completing four or more years of service or have been medically discharged, due to injury in active service, after completing basic training. This includes those students aged 24 and over.
- Students aged 19 or over at the start of their course studying a learning aim up to and including Level 2, including units, who are in receipt of Job Seekers Allowance (JSA), including those receiving National Insurance Credits only, Employment and Support Allowance (ESA) in the Work Related Activity Group (WRAG) or who are receiving Universal Credit because they are unemployed and who are mandated (required) to undertake skills training.
- Students aged 19 to 23 at the start of their course studying a learning aim approved for funding at Level 3 or above who are in

receipt of Job Seekers Allowance (JSA), including those receiving National Insurance Credits only, Employment and Support Allowance (ESA) in the Work Related Activity Group (WRAG) or who are receiving Universal Credit because they are unemployed and who are mandated (required) to undertake skills training.

- Unemployed students aged 19 or over at the start of their course studying a learning aim up to and including Level 2 who are in receipt of either Universal Credit (but not mandated to undertake skills training), Income Support, Housing Benefit, Council Tax Support, Working Tax Credit (where the student is named on a Tax Credit Award Notice for 2015/16 where the Total Household Income is less than £16,190), Incapacity Benefit, Disability Living Allowance, Severe Disability Allowance, Personal Independence Payment or Employment Support Allowance-Support Group who want to enter employment and needs skills training to do so.
- Unemployed students aged 19 to 23 at the start of their course studying an eligible learning aim at Level 3 or above who are in receipt of either Universal Credit (but not mandated to undertake skills training), Income Support, Housing Benefit, Council Tax Support, Working Tax Credit (where the student is named on a Tax Credit Award Notice for 2015/16 where the Total Household Income is less than £16,190), Incapacity Benefit, Disability Living Allowance, Severe Disability Allowance, Personal Independence Payment or Employment Support Allowance-Support Group who want to enter employment and needs skills training to do so.
- Students aged between 19-24 who hold a Local Authority Assessment for Learning Difficulties or Disability or an Education Health and Care Plan (EHCP).
- Students aged 25 plus following a programme of learning which is identified in their Educational Health Care Plan (EHC) as meeting their needs which they could not complete before reaching their 25<sup>th</sup> birthday because of an unavoidable delay in the student beginning their programme **and** which they will continue to make progress on.
- Offenders in custody aged 19 or older studying a learning aim up to and including Level 2 who are released on temporary licence (RoTL) following learning outside a prison environment and not funded through Offender and Learning Skills Service (OLASS).
- Offenders in custody aged 19 to 23 at the start of their course studying an eligible learning aim at Level 3 or above who are released on temporary licence (RoTL) following learning outside a prison environment and not funded through Offender and Learning Skills Service (OLASS).
- For 2015/16 only, any student fee remitted in 2014/15 academic year and continuing the same qualification into 2015/16 will be entitled to the same fee remission that they had in 2014/15.



8.3 Full Fee Remission is available to students eligible for EFA funding, enrolling on an EFA funded qualification and belonging to the following category:

- Students aged between 19-24 who hold a Local Authority Assessment for Learning Difficulties or Disability or an Education Health and Care Plan (EHCP).

## 9 PARTIAL FEE REMISSION

9.1 Students who qualify for Partial Fee Remission will be charged a fee of £75 for each course plus registration, examination entry and materials fees.

9.2 Partial Fee Remission is available to students eligible for SFA funding, enrolling on a SFA funded qualification where the course tuition fee would exceed £75 and who belong to any of the following categories:

- Students aged 19 or older studying a learning aim up to and including Level 2 who are in receipt of at least one of the following benefits **and** who are either in employment, or who are unemployed and who do not wish to use the qualification to gain employment:- Council Tax Support, Housing Benefit, Income Support, Disability Living Allowance, Incapacity Benefit, Severe Disability Allowance, Employment Support Allowance Support Group, Personal Independence Payment, Universal Credit (but not mandated to undertake skills training) or Working Tax Credit (where Total Household Income shown on their Tax Credit Award Notice for 2015/16 is less than £16,190).
- Students aged 19 to 23 at the start of their course studying an eligible learning aim at Level 3 or above who are in receipt of at least one of the following benefits **and** who are in employment or who are unemployed and who do not wish to use the qualification to gain employment:- Council Tax Support, Housing Benefit, Income Support, Disability Living Allowance, Incapacity Benefit, Severe Disability Allowance, Employment Support Allowance Support Group, Personal Independence Payment, Universal Credit (but not mandated to undertake skills training) or Working Tax Credit (where Total Household Income shown on their Tax Credit Award Notice for 2015/16 is less than £16,190).

9.3 There are no minimum hours of attendance for those students eligible for Full or Partial Fee Remission but those in receipt of JSA (including those in receipt of National Insurance Credits only) or ESA (WRAG) must restrict their attendance to 16 hours in any week.

9.4 Above suggestions are based on the SFA's Funding Rules 15/16.

## **10 ASYLUM SEEKERS / REFUGEES**

10.1 Anyone with any of the statuses listed below, and their husbands, wives, civil partners and children, are eligible for funding:

- Refugee status
  - Discretionary leave to enter or remain
  - Exceptional leave to enter or remain
  - Indefinite leave to enter or remain
  - Humanitarian protection
- a) Asylum seekers are eligible for funding if:
- They have legally been in UK while their claim is being considered by the Home Office for longer than six months and no decision has been made. or
  - They are in the care of the local authority and are receiving local authority support under s23C or s23CA Children Act 1989 or s21 National Assistance Act 1948.
- b) An individual refused asylum will also be eligible if:
- They appeal against a decision made by the UK Government against granting refugee status and no decision has been made within 6 months of lodging the appeal. or
  - They are granted support under section 4 of the Immigration and Asylum Act 1999.

10.2 Asylum seekers aged 16-18 will remain eligible for funding. Therefore asylum seekers should not be enrolled to SFA funded courses as SFA funding cannot be claimed and SFA fee remission cannot be claimed except in those circumstances outlined in points (a) and (b) above.

## **11 EXTENSIONS TO THE POLICY**

At the discretion of the Director of School remission may be extended in individual instances to include the waiving of some or all of any of the fees associated with a particular qualification aim. The exercising of such discretion in relation to any one case should not normally be regarded as establishing a precedent in relation to any other case, unless the Director of School clearly indicates that such a precedent applies. Exceptional circumstances will be reviewed and authorised and either the Managing Director (E&TD) or the Chief Operating Officer.

## **SECTION C**

### **12 24+ ADVANCED LEARNING LOANS**

- 12.1 SFA funding is no longer available for students aged 24+ studying at level 3 or above (excluding Apprenticeships and HEFCE funded courses). For Further Education Certificates and Diplomas, Access to Higher Education and A Level programmes at level 3 and 4 payment may be made via a '24+ Advanced Learning Loan' For all non-apprenticeship learning (inc classroom delivery) the fee charged will be the unweighted SFA rate using the funding matrix.
- 12.2 Exam and miscellaneous fees will not be charged to students taking out a 24+ loan. However there is one exception with regard to AAT courses at Level 3 and 4 for students aged 24+. This specific cohort of students who are on a full time / part time course (not Apprenticeship) **will be** required to pay exams and miscellaneous fees direct to the College (through an instalment plan if they so wish) as well as taking out a 24+ Advanced Learning Loan for the tuition fees.

Resits may be chargeable.

Further information can be found at <https://www.gov.uk/advanced-learning-loans>

Students who do not wish to pay for these courses using a loan must pay the same fee as above, in accordance with Section 4.8.

Students undertaking awards and unitised provision are not entitled to apply for a loan and will be required to pay full cost for these courses.

- 12.3 Students who fail to pay fees, no matter their mode or length of attendance and proposed method of payment will be charged the amount that the College should have received from Student Finance England/Student Loans Company. Failure to pay fees will result in suspension and non access to the College's IT system.

## **SECTION D**

### **PAYMENTS AND REFUNDS**

#### **13 INSTALMENTS**

##### Scope

- 13.1 This section of the policy covers all aspects of the College's provision for the payment of course fees on an instalment basis; it does not relate to the provision of any other products or services in respect of which instalment payments are permissible.

## Eligibility

13.2 Any student of the College who pays his/her own course costs is entitled to do so on a monthly instalment basis, over a maximum of 6 payments, by direct debit provided that:

- The course concerned lasts for a minimum of two complete terms and the total fees due per annum are at least £200.
- The student signs an official agreement with the College undertaking to remit each instalment in accordance with a clearly stipulated timetable.
- The student to remit the first instalment at the time of enrolment, with the exception of some HE students paying their fees via an SFE maintenance loan. These students must pay within 7 days of enrolment or will be withdrawn.
- The student is able to satisfy the Financial Controller (or his/her nominated deputy) as to his/her ability to fulfil the terms of the instalment agreement, if asked to do so.
- The student is aged 18 years or over on 1 September in the current academic year.
- The student will not be able to have an instalment plan if they have previously defaulted on payments.

13.3 Any student refused an instalment plan because they fail to satisfy the Financial Controller of his/her ability to fulfil the terms of an instalment agreement shall have recourse to the College's Customer Complaint and Grievance Procedure.

## Administration

13.4 In instances where a student is entitled to pay his/her course fees on an instalment basis the total amount payable shall be:

- The basic costs for the course.
- Any essential materials and equipment costs relating to the course.
- Any examination and registration fees relating to the course which are required to be paid at enrolment.
- Less the full amount of any third party contribution which shall be used to offset firstly those elements of the overall fee which are payable on enrolment, and secondly those elements of the fee which relate to items or services delivered continuously throughout the entire duration of the course.

- 13.5 Students wishing to pay their course fees on an instalment basis will be expected to complete a Direct Debit Mandate document confirming this.
- A student's continued attendance on a course is dependent on his/her payment of each instalment by the due date.
  - Failure by a student to fulfil any of the terms and conditions of an instalment agreement shall result in the student becoming immediately liable for the full outstanding balance and will result in suspension and non access to the College's IT system.
  - The original copy of each instalment agreement shall be lodged in the Finance Office, with additional copies being retained by the Enrolments Team and by the student.
  - All instalments must be paid in full before the course ends
  - Where a student has defaulted on previous instalment payments, they will not be offered this facility again, without prior approval of the Financial Controller or his/her deputy.

## **14 REFUNDS**

### **14.1 Scope**

This section of the policy relates to all refunds issued by the College in respect of course fees.

Refunds in respect of other payments to the College are dealt with in the College's Financial Regulations.

### **14.2 Eligibility**

Refunds will normally only be issued to students (or their sponsors) in the following circumstances:

- After a course is cancelled by the College.
- Where a student is prevented by ill health from continuing to attend a course providing (1) that he/she has not attended any sessions during the final term's study, and (2) corroborative medical evidence is submitted.
- Where a student is overcharged for his/her course.
- Where a student transfers between College courses on academic grounds and there exists a price differential between the two courses necessitating a refund.
- Where a student withdraws from a course before the commencement of the final term's study for a reason not specified in this section. This will be in exceptional

circumstances only and deemed so by the Director of Student Services or his/her deputy. Refunds issued in accordance with this aspect of the policy are not to be considered as establishing precedents.

- Where appropriate in response to an upheld significant complaint about a course as judged by a Director of School.

In all of the instances referred to above a refund will only be approved:

- After the student (or sponsor) has completed an official College refund application form unless a course is cancelled by the College in which case a refund will be paid automatically.
- If application is submitted no later than the last day of the term following the student's cessation of attendance or change in status.

#### 14.3 Scale of Refund

- Refunds are only obtainable in respect of fee payments actually made by the student (or sponsor) and not in respect of any third party contribution towards fees. Moreover, in all of the paragraphs which follow it is pre-supposed that the third party contribution in its entirety has been subtracted from the total fees paid by the student before the degree of entitlement to refund is calculated.
- When a student's course is cancelled by the College the student shall be entitled to a full refund of all fees paid.
- A student who withdraws before the end of a course, as described under above, shall be entitled to receive a refund equivalent to all the costs associated with any complete terms of study remaining on the course.
- A student who is overcharged shall be entitled to receive a refund equivalent to the full amount of the overpayment.
- A student who transfers between courses on academic grounds where a price differential exists shall be entitled to a refund equivalent to the full amount of the price differential taking into account all the costs already incurred in relation to the student's original course.
- A student's eligibility for fee remission is assessed at the start of each course. If circumstances change after they have commenced their course this does not affect their entitlement or otherwise to fee remission and no refunds will be given in these circumstances.
- Examination and/or registration fees will only be refunded when the College has not incurred any expenses in relation to examination entries or registrations on behalf of the student.

#### 14.4 Administration

- Refund applications should be submitted on an official College refund application form.
- The Director of Student Services (or his/her nominated deputy) is responsible for determining a student's eligibility for a refund in accordance with this policy.
- The Director of Student Services (or his/her nominated deputy) is responsible for calculating the level of any refunds due.
- The Chief Operating Officer (or, in his/her absence the Managing Director (E&TD)) shall have the authority to authorise the refund and arrange for its payment.
- Students whose refund applications are refused due to not meeting the criteria will be notified of this in writing by the Director of Student Services or his/her deputy and full payment of fees are due, regardless of payment method.
- Copies of all refund applications shall be lodged in the Enrolments Team and Finance Office, with a further copy being retained by the student if desired.

### **15 NON PAYMENT OF FEES**

15.1 All students are expected to pay fees at enrolment. This may be by:

- Cash / Credit Card payment
- Evidence of student loan payment
- Evidence from employer that they agree to pay
- Financial instalment plan (as at section 13)
- Enhanced Learning Credits for Armed Forces (ELCAs) (terms and conditions apply)
- Fee remission via proof of benefits

15.2 Where fees are being paid by a loan, payments will need to be confirmed six weeks from the student enrolment date. After six weeks student details / costs will be given to the Financial Controller to enable invoices to be sent to the student for fees. Failure to pay within 30 days of invoice will result in the student being suspended from class. Notification will be sent to the Learning Lead to suspend the student accordingly.

15.3 Students who fail to pay fees, no matter their mode or length of attendance and proposed method of payment, will be charged the amount that the college should have received from Student Finance England/Student Loans Company. Failure to pay fees will initially result in suspension and non access to the college's IT system followed by withdrawal from the course.

## **SECTION E**

### **16 INTERNATIONAL TUITION FEES**

- 16.1 The tuition fees for international students (any student not qualifying as a home student under SFA Funding Rules see 13.1 below) are set for one academic year from September to June 2015/16.

The International Department in the College have a range of courses and fee rates for students studying:

- A Levels
- Higher National Courses
- Foundation Degrees
- English as a Foreign Language (EFL)

Tuition fees and course details can be provided upon application. Please contact [international@lincolncollege.ac.uk](mailto:international@lincolncollege.ac.uk) or visit our website.

- 16.2 A minimum deposit of 40% of the full course fee is payable to reserve an offered place, if the place cannot be taken due to visa restrictions a minimum of £200 will be deducted from the deposit to cover administration charges. All fees are payable on commencement of the course and any instalment arrangements must be agreed in advance by the Financial Controller.

The fees quoted do not include accommodation costs.

#### **Overseas students**

- 16.3 For funding purposes, an “overseas” student is defined as one who does not meet the criteria defining a “home” student as set out in the following paragraphs of the SFA Funding Rules 2014/15 (*these are reproduced below in italics for convenience*). Overseas students are not eligible for SFA / EFA funding, and the provider may charge full-cost fees.

*Please note that the numbering of this section is quoted directly from the guidance document.*

#### ***Introduction***

154. *You must make sure that learners are eligible to be funded on the day that they start learning. Eligibility is not determined on the day that the learner enrolls. If the learner becomes eligible after they have started a learning aim, we will not fund this learning aim.*



155. *An individual having the right to live or work in England does not make that person eligible for state funding for education and training. For example, they may have permission to work in England, through a Tier 4 visa (general student), but not to state funding for education or training.*
156. *Different eligibility criteria apply for individuals applying for a 24+ Advanced Learning Loan. The Student Loans Company assesses all individuals for their eligibility. You can find more information on eligibility on the GOV.UK website.*
157. *Most individuals will be eligible for funding if they*
- 157.1. *are a citizen of a country within the European Economic Area (EEA) or other countries determined within the European Economic Area, or have the Right of Abode in the UK. EEA countries are listed within Annex 1, paragraphs a to c*
- 157.2. *have been ordinarily resident in the EEA for at least the previous three years on the first day of learning and*
- 157.3. *the learning is taking place in England*
158. *Eligibility of individuals who do not meet the requirements listed in paragraph 157 is discussed below.*

### **Non-EEA citizens**

159. *A non-EEA citizen is eligible for funding if they have permission granted by the UK government to live in the UK, which is not for educational purposes, and have been ordinarily resident in the UK for at least the previous three years before the start of learning.*

### **Individuals with certain types of immigration status and their family members**

160. *Any individual with any of the statuses listed below, is eligible to receive funding and are exempt from the three-year residency requirement rule. You must have seen the learner's immigration permission in these circumstances.*
- 160.1. *Refugee Status.*
- 160.2. *Discretionary Leave to Enter.*
- 160.3. *Discretionary Leave to Remain.*
- 160.4. *Exceptional Leave to Enter.*
- 160.5. *Exceptional Leave to Remain.*
- 160.6. *Indefinite Leave to Enter.*
- 160.7. *Indefinite Leave to Remain.*

- 160.8. *Humanitarian protection.*
- 160.9. *Leave Outside the Rules.*
- 160.10. *The husband, wife, civil partner and child of any of the above in this paragraph. (160.1 – 160.9)*
- 161. *The learner's immigration permission in the UK may have a 'No recourse to public funds' condition. This does not include education or education funding, so this does not affect a learner's eligibility, which must be decided under the normal eligibility conditions.*

### **Asylum seekers**

- 162. *Asylum seekers are eligible to receive funding if:*
  - 162.1. *they have lived in the UK for six months or longer while their claim is being considered by the Home Office, and no decision on their claim has been made, or*
  - 162.2. *they are in the care of the local authority and are receiving local authority support under section 23C or section 23CA of the Children Act 1989 or section 21 of the National Assistance Act 1948*
- 163. *An individual who has been refused asylum will be eligible if:*
  - 163.1. *they have appealed against a decision made by the UK government against granting refugee status and no decision has been made within six months of lodging the appeal, or*
  - 163.2. *they are granted support for themselves under section 4 of the Immigration and Asylum Act 1999, or*
  - 163.3. *they are in the care of a local authority and are receiving local authority support for themselves under section 23C or section 23CA of the Children Act 1989, or section 21 of the National Assistance Act 1948*

### **Family members of EU and EEA nationals**

- 164. *In the explanations below, the 'principal' is the European Union (EU) or EEA national. The 'family' or 'family member' is the learner, and must be the husband, wife, civil partner, child, grandchild, dependent parent or grandparent of the 'principal'.*
- 165. *If a learner, who is a family member of an EEA national, has been ordinarily resident in the EEA for the three years prior to the start of their course, they are eligible for funding.*
- 166. *This table shows the eligibility for family members if:*

166.1. the family member is now ordinarily resident in England, but has not been ordinarily resident in the EEA for at least the previous three years before the start of learning, and

166.2. a principal has been resident within the EEA for the last three years

		<i>Principal ordinarily resident in the EEA for three years</i>		
		<i>EU (including UK citizen)</i>	<i>Non-EU EEA citizen</i>	<i>Non-EEA citizen</i>
<i>Family member not ordinarily resident in the EEA for three years</i>	<i>EU (including UK citizen)</i>	<i>Eligible</i>	<i>Eligible</i>	<i>Not Eligible</i>
	<i>Non-EU EA citizen</i>	<i>Eligible</i>	<i>Not Eligible</i>	<i>Not Eligible</i>
	<i>Non-EEA citizen</i>	<i>Eligible</i>	<i>Not Eligible</i>	<i>Not Eligible</i>

## **SECTION F**

### **HE FEES**

#### **17 FULL TIME**

17.1 A tuition fee of up to £6,750 per academic year will be applied to full time higher education courses (full honours degrees). Sub Degree courses will be up to £5,990 per academic year.

International tuition fee of £9,000 per academic year will be applied to full time Higher Education courses and £4,500 to part time.

#### **Full time support**

17.2 A full time student will be entitled to the following support measures;

- A bursary of £500 per academic year will be made available to full time students on courses charging £6,750 or £5,990 per academic year. This will take the form of either a sector related bonus (for example membership of an accrediting body) or a cash lump sum, whichever is opted for by the student. This bursary will be available to the student from January 1<sup>st</sup> provided the student remains enrolled with the College.
- A bursary of £250 per academic year will be made available to existing full time students. This will take the form of either a sector related bonus (for example membership of an accrediting body) or a cash lump sum, whichever is opted for by the student. This bursary will be available to the student from January 1<sup>st</sup> provided the student remains enrolled with the college.

## **18 PART TIME**

18.1 A part time tuition fee of pro rata the full time course per academic year, based on the HEFCE FTE value of the course, will be applied to part time higher education courses.

*For example:*

- A two year part time Higher National Certificate (HNC) attracts a HEFCE FTE value of 0.5, therefore a fee of £2,750 will be made per academic year for existing students. A Fee of £2,995 will be made per academic year for new students.
- A three year part time Foundation Degree attracts a HEFCE FTE value of 0.66, therefore a fee of £3,667 will be made per academic year for existing students.

## **19 INTERRUPTION OF STUDY**

19.1 Students who interrupt their studies, no matter their mode or length of attendance and method of payment, will be charged the amount that the college should have received from Student Finance England/Student Loans Company at the date they interrupt their studies.

## **20 WITHDRAWAL FROM STUDY**

20.1 Students who withdraw from their studies, no matter their mode or length of attendance and method of payment, will be charged the amount that the college should have received from Student Finance England/Student Loans Company at the date they interrupt their studies.

## **SECTION G**

### **21 WBL FEES**

21.1 No fees are charged for 16-18 year old apprentices in line with SFA guidance. The College has reviewed the rates to be charged to employers for the College's own directly funded adult worked based learning and has decided on the following:

### **22 APPRENTICESHIPS:**

22.1 In an effort to move towards the Skills Funding Agency's (SFA) expected employer contribution towards 19+ students Lincoln College will continue to charge a fee for 19+ Apprenticeships. The 2015/16 fee will apply to anyone commencing an apprenticeship from August 2015 or an apprenticeship at a new level.

22.2 Please see the table below for rates for 2015/16.

- A one off fee per programme will be charged for an apprenticeship which is delivered wholly in the workplace (non attendance at College). If an apprenticeship is delivered where attendance is required at College, then the fee will be charged per annum.
- Where the College develops new Apprenticeship provision for specific employers the College will agree the appropriate fee to be charged with those employers.
- Any deviation from this must be authorised by the Managing Director (E&TD).

<b>Apprenticeships £250 per annum Advanced Apprenticeships £350 per annum</b>	<b>Apprenticeships £350 per annum Advanced Apprenticeships £450 per annum</b>
Activity Leadership	Accounting
Business Administration	Brickwork
Business Improvement Techniques	Carpentry and Joinery
Beauty Therapy	Civil Engineering
Childcare	Construction in the Built Environment
Customer Service	Electrical Engineering Maintenance
Dental Nursing	Electrical Installation
Equine	Engineering Manufacturing/Maintenance
Exercise and Fitness	Furniture Furnishing and Interiors
Hairdressing	Installing Security Alarm Systems
Health and Social Care	Painting and Decorating
Hospitality and Catering	Plastering
IT Professional Competence	Plumbing
IT Application Specialist	Vehicle Body & Paint Operations
Management	Vehicle Maintenance and Repair
Retail	Welding and Fabrication
Small Animal Care	Vehicle Fitting
Supporting Teaching and Learning	
Team Leading	
Technical Theatre	
Warehousing and Logistics	

22.3 Higher Level Apprenticeships in Accountancy, Business Administration, Construction, Leadership for Health and Social Care and Children and Young People's Services and Management will be charged a £550 per annum fee.

## **23 WORKPLACE LEARNING:**

23.1 If the eligibility criteria determines the student will not be fully funded the following will apply:

- If the student is eligible for co funding ie the SFA only fund 50% of the fully funded amount, the College will charge 50% of the unweighted fully funded amount calculated using SFA matrix values.
- If the student is not eligible for any funding ie the SFA issues 0% funding to the College, the College will charge 100% of the weighted funded amount calculated using SFA matrix values.

23.2 Any deviation from this must be authorised by the Managing Director (E&TD).

## **SECTION H**

**Note: Full cost and commercial courses do not attract Learner Support Funding**

### **24 FEES FOR COURSES NOT ATTRACTING PUBLIC SUBSIDY**

- 24.1 This section covers what is often termed full cost work and contracts to provide training directly to individuals, employers or external managing agencies such as CITB/JTL etc.
- 24.2 Where the College enters into an arrangement to provide education and training services that will not attract public subsidy (non SFA, HEFCE, ESF, or other public funding) the College will normally seek to charge a fee(s) that cover the direct costs of delivery and preparation (to include as a minimum the following costs: labour, materials, exam, Internal Quality Assurer (IQA), External Quality Assurer (EQA), travel and room/venue costs) plus an appropriate (ideally 40%) contribution to overheads that allows the College to deliver quality provision that meets the needs of the client group and allows for future investment into College services.
- 24.3 The above must be taken into account when considering setting full cost fees but as a rule the College will charge fees competitive with what the market will bear. As a model daily rates should not be less than £675 per day (£135 per hour) assuming 5 GLH plus lunch and other breaks. This assumes no upper limit on student numbers other than those naturally imposed by facilities and the need for quality delivery. Should a customer require a rate per participant then this would equate to £67.50 per candidate per day for a minimum of 10 candidates given the above model assuming 5 GLH plus lunch and other breaks.
- 24.4 Staff should not go below the above rates unless written agreement is sought and given by the Managing Director (E&TD). Similarly where the College enters into an arrangement that requires it to provide services in exchange for a grant other than the core funding streams, this must be declared to the Managing Director (E&TD).

- 24.5 In all cases and in line with Financial Regulations approval must be sought and given prior to entering into such arrangements and all fees are payable in advance unless approval is given.

## **SECTION I**

### **25 PCDL FEES**

- 25.1 PCDL funding is aimed at students aged 19 and over on 1 August 2015 and it is for non accredited provision between 3 and 30 GLH. There are two fee categories as follows:
- Provision which is for the purpose of widening participation which will be free to all students
  - All other PCDL provision will be charged at between £2.50 and £5.00 per GLH unless eligible for fee remission in line with section C noted above.
- 25.2 The Programme Manager for Skills for Life, Functional Skills and Community Education will determine which category is appropriate for every PCDL course on offer.