



# **LINCOLN COLLEGE**

## **FEES POLICY 2017/18**

**POLICY CO/PO/12**

### **SPONSOR**

**Group Director of IT, Information Management & STEP**

## **Equality and Diversity Statement**

Lincoln College strives to treat all its members and visitors fairly and aims to eliminate unjustifiable discrimination on the grounds of gender, race, nationality, ethnic or national origin, political beliefs or practices, disability, marital status, family circumstances, sexual orientation, spent criminal convictions, age or any other inappropriate grounds.

# LINCOLN COLLEGE

## FEES POLICY

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## **SECTION A: OVERVIEW**

### **1 Purpose**

This Policy provides a summary of the College's position regarding the setting and payment of tuition, examination and ancillary fees.

### **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 College's policy on payment and refunds of fees will be clearly stated in all documentation with any reference to fees. Information on fees will be made easily available to students and potential students. Where a fee is not known at the time of publication it will be made clear that there will be a fee to pay with an indication wherever possible of the amount.

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

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

## **SECTION B: 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 F)
- Higher Education (HE) Courses (Section G)
- Apprenticeships (Section H)
- Courses or delivery not attracting public subsidy (Section I)
- 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 I)
- Advanced Learner Loans (Section D)

### **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**

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.

Tuition fees comprise of the standard individualised cost of course delivery.

Sundry teaching costs include the cost of all essential materials and equipment, together with any other essential expenses such as payments for, and any course-related services provided by the College.

Examination and registration fees reflect the cost to the College of registering students with Awarding Bodies.

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.

In line with the ESFA conditions of funding fees are not payable by any home students aged 16-18 in full time or part time further education regardless of

funding status. Further guidance on what charges can be levied for 16-18 year olds can be found in the ESFA Funding Guidance.

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 Advanced Learner 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.

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).

Exam resits may be subject to charge regardless of age with the exception of Functional Skills. Employers are expected to pay for resit fees on behalf of their Apprentice.

## SECTION C: FEE REMISSION

### 7 Fee Remission

*(Fee Remission is subject to any amendments indicated within the 2017/18 ESFA Funding Guidance documentation)*

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 Education and Skills Funding Agency through the ESFA's mainstream FE allocation.

### 8 Full Fee Remission

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

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

- Students aged 19-23 at the start of their course studying provision up to and including Level 1 to support progression to a first 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.
- Students studying GCSE English or Maths where they do not currently have these qualifications at A\* to C.
- Students studying Functional Skills English or Maths from entry to Level 2 who have not previously obtained a GCSE grade A\* to C in English and Maths.
- Students aged 19 to 23 at the start of their course studying a learning aim up to and including Level 2 who already have a Full Level 2 qualification and who are in receipt of either:
  - Job Seekers Allowance (JSA), including those receiving National Insurance Credits only
  - Employment and Support Allowance (ESA) in the Work Related Activity Group (WRAG)

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<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

- offenders in custody who are released on temporary licence (RoTL) and undertaking learning outside a prison environment and not funded through Offender and Learning Skills Service (OLASS)
  - receiving Universal Credit and are determined by Job Centre Plus (JCP) as being in the All Work Related Requirements Group, or Work Preparation Groups or Work Focused Group.
- Students aged 24 or older at the start of their course studying a learning aim up to and including Level 2 and who are in receipt of either:
    - JSA, including those receiving National Insurance Credits only
    - ESA in the Work Related Activity Group
    - offenders in custody who are RoTL and undertaking learning outside a prison environment and not funded through OLASS
    - receiving Universal Credit and are determined by JCP as being in the All Work Related Requirements Group, Work Preparation Groups or Work Focused Group.
- 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:
    - Universal Credit (but not in the All Work Related Requirements or Work Preparations or Work Focused Groups)
    - Income Support
    - Housing Benefit
    - Council Tax Support
    - Working Tax Credit (where the student is named on a Tax Credit Award Notice for 2017/18 where the Total Household Income is less than £16,190)
    - Incapacity Benefit
    - Disability Living Allowance
    - Severe Disability Allowance
    - Personal Independence Payment
    - Employment Support Allowance-Support Group and who want to enter employment and who are undertaking learning directly relevant to their employment prospects and the local labour market
- Students aged between 19 and 25 who hold an Education Health and Care Plan (EHCP). Fee remission stops on the student's 25<sup>th</sup> birthday unless the learner has not completed their learning programme as set out in their EHC plan by the end of the funding year **and** the student is placed with a training organisation and they have an EHC plan which confirmed that the student's needs can only be met by that training organisation **and** the student continues to make progress on the programme.
- For 2017/18 only, any student fee remitted in 2016/17 academic year and continuing the same qualification into 2017/18 will be entitled to the same fee remission that they had in 2016.

## **9 Extensions to the Policy**

At the discretion of the Director of Performance and Planning, following a request in writing, 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.

## SECTION D: ADVANCED LEARNER LOANS

### 10 Loan Fees and Charges

ESFA funding is no longer available for students aged 19+ 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, 4, 5 and 6 payment may be made via an 'Advanced Learner Loan'. For all non-apprenticeship learning (including classroom delivery) the fee charged will be the unweighted ESFA rate using the funding matrix, with the exception of Access to Higher Education, which will be charged at the *weighted* matrix rate.

Exam and miscellaneous fees will not be charged to students taking out an Advanced Learner Loan.

Resits may be chargeable.

Further information can be found at <https://www.gov.uk/advancedlearnerloans>

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.

Students who fail to pay fees, or whose Advanced Learner Loan application is not fully approved and activated by the Student Loans Company 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 E: PAYMENTS AND REFUNDS

### 11 Instalments

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 Group 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 will not be able to have an instalment plan if they have previously defaulted on payments.

Any student refused an instalment plan because they fail to satisfy the Group 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.

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.

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 Group Financial Controller or his/her deputy.

## **12 Refunds**

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 Education and Training.

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.

#### Scale of Refund

- 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 is overcharged shall be entitled to receive a refund equivalent to the full amount of the overpayment.
- 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.

### **13 Non Payment of Fees**

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
- Enhanced Learning Credits for Armed Forces (ELCAs) (terms and conditions apply)
- Fee remission via proof of benefits

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 Group 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/Training and Skills Lead to suspend the student accordingly.

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 F: INTERNATIONAL TUITION FEES**

### **14 International Tuition Fees**

The tuition fees for international students (any student not qualifying as a home student under ESFA Funding Rules see 16.3 below) are set for one academic year from September to June 2017/18.

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.

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 Group Financial Controller.

The fees quoted do not include accommodation costs.

### **15 Overseas students**

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 Adult education budget: draft funding and performance- management rules2017/18;

<https://www.gov.uk/government/publications/adult-education-budget-funding-and-performance-management-rules-2017-to-2018>.

Overseas students are not eligible for ESFA funding, and the provider may charge full-cost fees.

## **SECTION G: HIGHER EDUCATION FEES**

### **16 HE Fees (Full Time)**

A tuition fee of up to £7,500 per academic year will be applied to full time higher education courses (full honours degrees). Sub Degree courses will be up to £6,500 per academic year.

International tuition fees of £9,500 per academic year will be applied to full time Higher Education courses and £4,750 to part time.

### **17 Full time support**

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

- A vocational credit bursary to the equivalent of £500 per academic year will be made available to full time students on courses charging £7,500 or £6,500 per academic year. This will take the form of sector related qualifications, professional memberships, short courses or equipment. Students must choose how to spend this bursary throughout the academic year, there is no cash alternative. This bursary will be available to the student from the date of their enrolment and for the remainder of their active enrolment period for each separate academic year. Unspent bursary funds cannot be carried over to subsequent years.
- A bursary of £500 per academic year will be made available to existing full time students from 2015/16. 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 1 January provided the student remains enrolled with the College.

### **18 HE Fees (Part Time)**

**Part time tuition fees for 2017/18 are as follows:**

- £4350 per year for full time honours degrees
- £3300 per year for sub-degree programmes (foundation degrees and HNC/D courses)

### **19 Part time support**

A part time student who enrolls in 2017/18 will be entitled to the following support measures;

- A vocational credit bursary to the equivalent of £250 per academic year will be made available to part time students per academic year. This will take the form of sector related qualifications, professional memberships, short courses or equipment. Students must choose how to spend this bursary throughout the academic year, there is no cash alternative. This bursary will be available to the student from the date of their enrolment

and for the remainder of their active enrolment period for each separate academic year. Unspent bursary funds cannot be carried over to subsequent years.

## **20 Interruption of Study**

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.

## **21 Withdrawal from Study**

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 terminate their studies.

## **22 Accreditation of Prior Learning (APL)**

Students who successfully have an APL claim awarded are eligible for a refund or fee remission of 0.8 of the module or unit cost value (e.g. A 30 credit module on a validated degree is valued at £1,812.50; following APL a student can be refunded £1,450).

## **23 Refunds**

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 terminate their studies. Students cannot claim for a refund of tuition fees within the payment term of their withdrawal, but may be refunded for payments made for subsequent terms. Payment terms are set for each academic year as follows:

- Payment 1: 1<sup>st</sup> September – 3<sup>rd</sup> October
- Payment 2: 4<sup>th</sup> October – 1<sup>st</sup> February
- Payment 3: 2<sup>nd</sup> February – 1<sup>st</sup> May

## **SECTION H: APPRENTICESHIPS**

### **24 Apprenticeships**

Employers are contractually required to pay the agreed amount for each Apprentice as set out in the signed contract between the employer and Lincoln College Group, and a payment schedule will be agreed at the time of the contract being signed.

For employers with a levy account this will be on a monthly basis from their Digital Apprenticeship Service (DAS) account unless the funds are insufficient, at this point the employer is liable for the amount due for that month and until funds are available in the DAS

Employers who do not hold a DAS account are liable for the payment of the agreed amount in the time frame set out in the payment schedule.

## **SECTION I: FEES FOR COURSES NOT ATTRACTING PUBLIC SUBSIDY**

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

### **25 Fees for Courses not attracting public subsidy**

This section covers what is often termed full cost work and contracts to provide training directly to individuals, employers or external managing agencies such.

Where the College enters into an arrangement to provide education and training services that will not attract public subsidy (non ESFA, 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).

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 J: PCDL FEES**

### **26 PCDL Fees**

PCDL funding is aimed at students aged 19 and over on 1 August 2016 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.

The Head of Training and Skills Commercial and Community or his/her Training and Skills Lead will determine which category is appropriate for every PCDL course on offer.

