
Bury College Policy and Procedures

Fees Policy 2021-22

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BURY COLLEGE
FEEES POLICY
2021 to 2022

APPROVED BY THE CORPORATION BOARD 29TH JUNE 2021

BACKGROUND

This document outlines the Fees Policy of Bury College. Tuition Fees are an important part of the income that Bury College generates for the education and training it delivers.

There are a range of factors that influence the Fees Policy, in particular Government priorities and funding rules.

1. CONTEXT

This Fees Policy has been developed to reflect the Education and Skills Funding Agency (ESFA) and Greater Manchester Combine Authority (GMCA) Priorities and Funding for 2021 to 2022.

The Funding Rules emphasise priorities in specific areas:

- **16 to 18 year olds** – funding to deliver high quality study programmes offering substantial qualifications, English and Maths, and other value added activities including work experience where appropriate, enabling students to progress to higher levels of study or skilled work.
- **Apprenticeships** – Employers pay the apprenticeship levy if they have a pay bill more than £3 million each year. They will receive funds through the apprenticeship service to spend on training and assessing apprentices. The government will add 10% to these funds and the cost of apprenticeship training is paid directly to the provider. An employer that doesn't pay the apprenticeship levy will pay 5% towards the cost of the apprenticeship. The government will pay the rest (95%) up to the funding band maximum, directly to the training provider. Employers may be eligible to receive full funding to cover the cost of apprenticeship training, plus additional support, depending on the age of the apprentice and the size of employer.
- **English and Maths** – students have a statutory entitlement to fully funded English and maths to enable them to progress to Level 2 and achieve a GCSE in these subjects if they have not already done so.
- **First Full Level 2** – students have a statutory legal entitlement to a first full Level 2 qualification and will not pay fees.
- **Full Level 3**
 - Students aged 19+ studying their first full level 3 qualification from the Legal Entitlement list will be fully funded and not pay fees. This is a statutory legal entitlement.
 - Students aged 19+ studying their first full level 3 qualification from the National Skills Fund list will be fully funded and not pay fees.
 - Students aged 19+, that reside in Greater Manchester, studying their first or second full level 3 qualification from the GM Level 3 Offer list will be fully funded and not pay fees.
- **Engaging Adults** – to provide the skills and learning they need to equip them for work, an apprenticeship or further learning.
- **Advanced Learner Loans** – Loans will be available to those aged 19 and above studying qualifications at levels 3 to 6, where they are not eligible for a fully funded Level 3.

2. POLICY OBJECTIVES

The objectives of this policy are:

- To provide a framework for setting tuition fees that is fair, transparent and clear.
- To ensure that tuition fees are set in accordance with government priorities and that the expectations of the funding bodies are met.

- To ensure efficiency and fairness in the fee collection procedures, and provide clarity relating to the refund policy, appeals and financial assistance.
- To ensure that the tuition fee income is optimised, whilst remaining competitive and reflecting the quality of the offer.

3. FEES STRUCTURE

Courses are available to all applicants.

It is the student's responsibility to provide information that is both accurate and complete at enrolment to ensure that correct decisions are made in relation to fees. Failure to correctly declare any information used to determine eligibility for funding may result in fees being invoiced at a later date.

3.1 Students Age 16 to 18 on August 31st 2021

In accordance with Education and Skills Funding Agency (ESFA) 2021 to 2022 Funding Rules, Bury College does not charge tuition, registration or examination fees to students aged 16-18 taking full or part-time courses funded by the ESFA.

However, the Funding Regulations do allow colleges to apply reasonable conditions of attendance in order for students to qualify for free examination entry.

Bury College may charge students aged 16-18 for examinations and resits as follows:

- where the required attendance or completion of work has not been achieved
- where the student fails without good reason to sit the examination
- where a student resits an examination resulting from an initial examination failure
- where a student resits an exam with the aim of achieving improvements in grades

3.2 Students Age 19 and over on 31st August 2021

All courses are subject to the Funding Rules issued by the Education and Skills Funding Agency (ESFA) and the Greater Manchester Combined Authority (GMCA) and other funding organisations.

Courses are open to applications from all age groups. However, ESFA/GMCA funding for tuition fees will only be provided in relation to: specific age groups, previous achievement, home postcode and economic circumstances at the date the course commences. The ESFA/GMCA will fund 100% of the tuition fee for students who they fully fund. They will fund 50% of the tuition fee for students they co-fund. Students will be required to pay the balance of their tuition fee.

3.2.1 Eligibility for ESFA full and co-funding is given in Appendix 1.

Note that:

- The GMCA will fully fund all students who have a legal entitlement to their first full level 2, that have a Greater Manchester home postcode.
- The EFSA/GMCA will fully fund Level 1 and Level 2 students who are unemployed and in receipt of eligible benefits, or are employed on low wage.
- The EFSA/GMCA will fully fund students
 - aged 19-23 who have a legal entitlement to their first full level 3.
 - Aged 19+ who are eligible for a National Skills Fund first full level 3.
 - Aged 19+ who are eligible for a GM Level 3 Offer first full level 3, that have a Greater Manchester home postcode.

3.2.2 The ESFA/GMCA will not fund any qualifications at level 3 or above, except for Apprentices, and students eligible for a first full level 3 qualification as defined in 3.2.1. If not eligible for full funding, the student is required to pay the ESFA/GMCA tuition fee in full. This fee includes all examination and registration fees. Students may be eligible for an Advanced Learner Loan from the Students Loans Company

(SLC) to pay all or part of their fees. Advanced Learner Loans will be paid directly to the College by the SLC.

3.3 ENGLISH, MATHS AND ESOL

The ESFA/GMCA will fully fund students aged 19 or older, who have not previously attained a GCSE grade A* or 4 or higher in English and maths, to study English and maths, as part of their legal entitlement. Qualifications available include GCSE English and maths, and Functional Skills English and maths from entry to Level 2.

3.4 APPRENTICESHIP AND WORKPLACE LEARNING

3.4.1 Apprenticeship Students

- i) Employers with 49 or less employees and a salary bill of less than £3 million will not make any contribution to the cost of training if the apprentice is aged between 16-18 or 19–24 and is a care leaver or has an Education and Health Care plan. If the apprentice is aged 19 and over, the Government will contribute 95% of the apprenticeship training costs.
- ii) For employers with 50 or more employees and a salary bill of less than £3 million the Government will contribute 95% towards your training costs.
- iii) If the employers pay bill is more than £3 million, they will pay an annual apprenticeship levy, which is 0.5% of gross annual payroll, less a £15,000 allowance. Digital accounts are also topped up by 10% each month by the Government. The funds within the account can only be used to fund apprenticeships.
- iv) Apprenticeship Standards are set within a funding band. The cost of the Apprenticeship can be negotiated within this funding band, up to the upper limit.
- v) Where funds of the Levy payers' digital account are not sufficient to cover the negotiated price, the government-employer co-investment model will apply to the shortfall in Levy funds. The Employer will be required pay a fee as per the government-employer co-investment model in accordance with the Funding Rules. We will write to employers that this applies to, and they will be invoiced for the co-investment fee.
- vi) Apprenticeship Fees and payment method will be agreed before the start of the apprenticeship. Employers may pay fees by Direct Debit. The college or employer must not ask an apprentice to contribute financially to the cost of their learning.
- vii) The Employer is responsible for the payment of the costs incurred for any resits of examination or assessment including, but not limited to, End Point Assessments.

3.4.2 Workplace Learning

- i) The ESFA/GMCA will fully fund learning in the workplace for students who are eligible under the L2 and L3 Legal Entitlement, National Skills Fund and GM Level 3 Offer.
- ii) Students aged 19 and over who are studying a qualification at level 3 or above may be eligible for an Advanced Learner Loan from the Students Loans Company (SLC) to pay all or part of their fees. The Advanced Learner Loan will be paid directly to the College by the SLC
- iii) The Student is responsible for the payment of the costs incurred for any resits of examination or assessment.

- 3.7.6** For refunds and compensation please refer to the Bury College Student Protection Plan and the Compliments and Complaints Policy and Procedure.
- 3.7.7** Students wishing to transfer to Bury College from another higher education institution (or vice versa) are advised to discuss the financial implications with both institutions before proceeding with the transfer.

Please note depending on the date of transfer into Bury College, students may still be liable for the full annual course fees even if the initial institution has claimed part liability.

Example: You transferred into Bury College to commence your course after term starts. You started in September at Institution A and attended for a short period of time after their term start date. Institution A charges 25% of your annual fee then you transfer to Institution B (Bury College) in term one – Bury College will charge you the full annual fee

For internal transfers, course transfer dates will be aligned to students' points of engagement on both courses. The student should notify Student Finance of any change in course and fees.

3.8 L.E.A. AND SCHOOL LINKS – PRE-16 FEES

All Pre-16 courses are costed at an hourly rate, have a minimum group size and adhere to the following conditions:

- 3.8.1** Registration and examination costs, including re-sits, will be paid by the school.
- 3.8.2.** Pupils withdrawing from their course prior to the completion of the autumn term in year 10 or 11 will be charged at the pro-rata rate for the number of weeks attended up to, and including, the final date of attendance.
- 3.8.3** Pupils withdrawing in either the spring or summer term of year 10 or 11 will be charged for the full academic year.
- 3.8.4** The rate per hour relates to the Bury College minimum group size. If the viability of any group becomes uncertain due to group size falling below the minimum number, Bury College will issue the school with an 'early warning' and explore possible solutions, which may include a fee increase.
- 3.8.5** Payment will be made whether or not students attend on a regular basis.

3.9 ELECTIVE HOME EDUCATED STUDENTS

Funding is drawn down from the ESFA for home educated students studying college courses. Specific eligibility criteria will apply and these will be set out in a contract between the learner, parents/carers and the college.

3.10 FEES FOR COURSES PROJECT FUNDED COURSES

Bury College may secure project funding to deliver specific initiatives. Fees for such courses will be calculated as specified within the project/initiative.

4. REFUND POLICY

- 4.1** A full refund will be given to a student who withdraws before the start date of a course.
- 4.2** For Full Cost Courses no refund is given after the start date. Cancellations 14 days or fewer before the start date will incur a 50% cost. Cancellations more than 14 days before the start date will incur a 10% cost (or minimum £25 fee)

- 4.3 For ESFA/GMCA funded courses of 168 days (24 weeks) or more, an application for a refund of the full course fee must be made within the first six weeks of commencement of course.
- 4.4 For ESFA/GMCA funded courses of 14 days to 167 days, an application for a refund of the full course fee must be made within the 14 days of the commencement of the course.
- 4.5 For ESFA/GMCA funded courses of less than 14 days, a refund of the full course fee will not be made if the learner has attended for 1 or more days.
- 4.6 A £15.00 administration fee may be deducted from the refund. Any costs incurred for examination entry will not be refunded.
- 4.7 If a student on an ESFA/GMCA funded course withdraws from the course after the threshold for a full refund as outlined above, the student will be liable for the balance of the fee to the end of the term in which they withdraw.
- 4.8 If a student has an Advanced Learner Loan it is the student and not the SLC who is liable for the full fee. If a student withdraws from the course after 6 weeks the SLC loan payments will cease and the student will be liable for the balance of the fee to the end of the term in which they withdraw.
- 4.9 Requests for refunds should be made in writing to the Planning and Funding Manager.

5. METHODS MODES AND TIMING OF PAYMENT

- 5.1 Payment can be made by cash, cheque, debit or credit card or through the On-Line Gateway, in full or by recurring card payment (RCP). Payment can also be made via SLC Student Loans.
- 5.2 The College will accept a letter confirming that the student's employer will pay and to subsequently invoice the employer.
- 5.3 Payment by instalment is permitted by setting up an online recurring card payment plan (RCP) at the time of enrolment with the exception of Full Cost courses.
- 5.4 Full Cost course fees must be paid in full three weeks prior to the commencement of the course in all instances
- 5.6 Higher Education students. Please refer to Section 3.7 above.
- 5.7 The Consumer Contracts Regulations 2013 will be fulfilled by the College where appropriate, i.e. where contract is made without any face to face contact between the College and Student.

6. ADDITIONAL COURSE COSTS

There may be additional costs on some courses associated with obligatory residentials and/or the purchase of specialist clothing and/or equipment. These will be fully explained prior to commencement of the course.

Where clothing and equipment is necessary for an ESFA/GMCA fully funded student to achieve their learning aim, a charge will only be made if the student retains such clothing or equipment. If an ESFA/GMCA fully funded student does not wish to retain clothing and equipment the student may borrow the clothing or equipment free of charge.

7. FINANCIAL ASSISTANCE

Students can enquire at Student Services regarding all forms of funding that they are entitled to receive to support their studies.

8. OUTSTANDING FEES

Any student who has not paid their fees, set up a payment plan or applied for a Loan by the invoice due date, will be withdrawn from their course of study.

Any student, who has fees outstanding from a previous year, will not be allowed to enrol until the outstanding amount has been settled.

In addition, exam certificates will not be applied for, references will not be issued and the college may take legal action if the debt remains outstanding.

9. APPEALS PROCEDURE

In exceptional circumstances, a student has recourse to appeal to the Director of Planning & Information Services to waive or refund fees.

10. EQUALITY ANALYSIS

The college is required to follow the funding methodology prescribed by the ESFA and GMCA. This has age and circumstance related conditions which may negatively impact on the student.

For anyone excluded from free/reduced fees on the basis of age or circumstance as a result of national guidance, the same provision is available but at an increased fee based on actual cost of providing the service. Advanced Learner Loans may be available for this provision.

Appendix 1

Provision	19 to 23-year-olds	Notes
English and maths, up to and including level 2 (paras 148 to 154)	Fully funded	Must be delivered as part of the legal entitlement qualifications
Essential Digital Skills Qualifications up to and including level 1 (paras 155 to 158)	Fully funded	Must be delivered as part of the Digital legal entitlement qualifications list
First full Level 2 (excluding English & maths and Digital) (paras 131 to 132)	Fully funded	First full level 2 must be delivered as part of the legal entitlement qualifications
Learning aims to progress to a full level 2 – up to and including level 1 (para 116)	Fully funded	Must be delivered as entry or level one provision from local flexibility
Level 3 legal entitlement (learners first full L3 (paras 133 to 136)	Fully funded	First full level 3 must be delivered as part of the legal entitlement qualifications
Level 3 adult offer (paras 128 to 130)	Fully funded	Learners without a full level 3 or above can access a qualification on the level 3 adult offer qualification list
Level 3 Advanced Learner Loan	Loan funded	A learner has already achieved a full level 3 (Advanced learner loans funding rules)
Traineeship (16 to 24-year olds) (section 3)	Fully funded	<ul style="list-style-type: none"> - 16- to 18-year-old learners must be eligible under the ESFA's young people's residency requirements. - Excludes flexible element where funding depends on age and level. - Note this offer goes up to 24 years olds
English for speakers of other languages (ESOL) learning up to and including level 2 (paras 163 to 166)	Fully funded	For those eligible through unemployed (paras 120 to 121) or on a low wage (paras 122 to 124)
	Co-funded	For those who do not meet the definition of unemployed (paras 120 to 121) or do not meet the eligibility criteria for low wage (paras 122 to 124)
Learning aims up to and including level 2, where the learner has already achieved a first full level 2, or above (para 118)	Fully funded	For those eligible through unemployed (paras 120 to 121) or on a low wage (paras 122 to 124)
	Co-funded	For those who do not meet the definition of unemployed (paras 120 to 121) or do not meet the eligibility criteria for low wage (paras 122 to 124)

Provision	24+	Notes
English and maths, up to and including level 2 (paras 148 to 154)	Fully funded	Must be delivered as part of the legal entitlement qualifications list
Essential Digital Skills Qualifications up to and including level 1 (paras 155 to 158)	Fully funded	Must be delivered as part of the legal entitlement qualifications list
Level 2 (excluding English and maths) (paras 131 to 132)	Fully funded	For those eligible through unemployed (paras 120 to 121) or on a low wage (paras 122 to 124)
	Co-funded	For those who do not meet the definition of unemployed (paras 120 to 121) or do not meet the eligibility criteria for low wage (paras 122 to 124)
Learning to progress to level 2 (para 119)	Fully funded	For those eligible for their first full level 2 through unemployed (paras 120 to 121) or low wage (paras 122 to 124)
	Co-funded	For those who do not meet the definition of unemployed (paras 120 to 121) or do not meet the eligibility criteria for low wage (paras 122 to 124)
Level 3 adult offer (paras 128 to 130)	Fully funded	Learners without a full level 3 or above accessing a qualification on the level 3 adult offer qualifications list
Level 3 (paras 133 to 136)	Loan funded	A learner has achieved a full level 3 (Advanced learner loans funding rules)
English for speakers of other languages (ESOL) learning up to and including level 2 (paras 163 to 166)	Fully funded	For those eligible through unemployed (paras 120 to 121) or on a low wage (paras 122 to 124)
	Co-funded	For those who do not meet the definition of unemployed (paras 120 to 121) or do not meet the eligibility criteria for low wage (paras 122 to 124)
Learning aims up to and including level 2, where the learner has already achieved a first full level 2, or above (para 118)	Fully funded	For those eligible through unemployed (paras 120 to 121) or on a low wage (paras 122 to 124)
	Co-funded	For those who do not meet the definition of unemployed (paras 120 to 121) or do not meet the eligibility criteria for low wage (paras 122 to 124)
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