

2019/20 Fees and Charges Policy

Owner: Executive Director of Finance and Resources	Related Strategies: Financial Regulations
Relevant to: All Staff	

Office Use only:

Corporate Intranet Family:	Approval Board/Committee/Group: Finance, Employment and General Purposes Committee Executive Owner: Executive Director of Finance and Resources	Approval/Re-approval Date: March 2019	Implementation Date: 1 September 2019	Next Review Date: March 2020
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New Policy or Substantive Policy Review

Version	Date	Policy Development Agreed by <i>(Executive Owner)</i>	Policy Development Author	Draft Policy Verified by	Policy Approval	Impact Assessment <i>(if applicable)</i>
V1	February 2019	Executive Director of Finance and Resources	Executive Director of Finance and Resources	Finance and Estates Group	FE&GP Committee	

Rationale for new or substantive policy review	Fees and charges need updating annually to reflect changes in funding rules and support for students as well as the external commercial environment.
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Please make explicit if change/review relates to procedures, guidelines and associated documents only

Periodic Policy Review / Change History

Version	Date of Review / Revision	Description of Change	Reviewed By	Approved By <i>(Executive Owner)</i>

Communication

To be agreed by Executive Leadership Team

Announcement on hub <input type="checkbox"/>	SLT email <input type="checkbox"/>
College newsletter <input type="checkbox"/>	All staff email <input type="checkbox"/>
SLT meeting <input type="checkbox"/>	Cascade brief <input type="checkbox"/>
External website <input type="checkbox"/>	Training needed (specify who) <input type="checkbox"/>

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1. POLICY STATEMENT

College tuition fees are charged in accordance with Government funding guidance to ensure that they cover the costs of every programme.

2. DEFINITIONS

LARS database: Learning Aim Reference Service (LARS) offers a web-based search facility which allows users to search by most commonly used fields for Qualifications, Units, Apprenticeship Frameworks, Apprenticeship Standards along with their associated validity and funding details. LARS downloads are available to allow colleges, training organisations and employers (providers) to interrogate the same LARS data set that is used in the Funding Information System (FIS).

3. PRINCIPLES

The key principles that underlie the fees and charges policy are:

- fees will be based on published guidance from funding and relevant regulatory bodies;
- the cost of awarding body registration and examination fees for all further and higher education courses are included in the course tuition fee;
- commercial fees will be based on market prices;
- refunds will only be given where appropriate;
- tuition fees shall not include, unless included within the student's grant funding or otherwise stated on a course by course basis, provision of course books and individual's study materials, exam re-sit costs or retake costs for course modules. Fees do not include, and hence the College also expects students to pay separately for, non-essential activities e.g. photocopying and computer printing costs and for the costs of educational trips and visits, travel to and from College and meals and refreshments whilst at College;
- the College will, wherever possible, enable and facilitate students to access other funds available to contribute to the fees and charges for those students who would otherwise have difficulty in paying these costs

4. SCOPE AND LIMITATIONS

The fees policy covers all age groups, modes and levels of teaching.

The Policy provides information about what fees should be charged to students and when it might be appropriate for students to apply for a fee waiver.

5. RESPONSIBILITIES

The Chief Executive and Principal, as Accounting Officer, is responsible for the fees of the College.

The Executive Director of Finance and Resources is responsible for updating, monitoring the implementation of, and evaluation of the policy and for considering applications for fee waivers.

The Commercial Director is responsible for ensuring that fees are appropriately advertised to all prospective students.

The Commercial Director is responsible for proposing fees for Apprenticeships. The Vice Principal of the HE and Academic Studies faculty is responsible for proposing the fees for Higher Education.

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Student Records and Information Services (SRIS) staff are responsible for ensuring that the correct fees are captured in the College's system and are available to students throughout enrolment.

6. IMPLEMENTATION ARRANGEMENTS

The following fees and charges will be implemented for the academic year commencing August 2019.

7. MONITORING AND REVIEW

This Policy is subject to annual review. Such review would normally take account of any changes to government funding policies, changes in the College's costs in providing programmes and market conditions, as appropriate.

8. SUPPORTING/RELATED DOCUMENTS

External funding guidance

16-19 funding rules (guidance for 2019/20 is expected to be released in March 2019; this policy will be updated when released)

<https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision>

Adult education funding rates and formula (including programme weightings/bands)

<https://www.gov.uk/government/publications/adult-education-budget-funding-rates-and-formula-2018-to-2019>

Adult education budget funding rules

<https://www.gov.uk/government/publications/adult-education-budget-funding-rules-2018-to-2019>

Apprenticeship funding information for employers

<https://www.gov.uk/government/publications/apprenticeship-levy-how-it-will-work/apprenticeship-levy-how-it-will-work>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/733034/1819_Employer_Rules_v1.0.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/733056/1819_Employer-Provider_Rules_v1.0.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/733050/1819_Provider_Rules_v1.0.pdf

Internal policy documents

Financial Regulations
Subcontracting Fees and Charges Policy

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9. GUIDELINES

9.1 ESFA funded Courses

Tuition Fees - College fees vary according to a student's age, level of study, qualifications on entry, the type of programme being studied and where and how the course is delivered.

Students aged 16-18 (excluding apprentices) who meet the following criteria will **NOT** be charged a tuition fee:

Students who start their full or part time study programme aged:

- 16-18 (i.e. under 19 on 31 August in the teaching year when the study programme commenced); or
- 19-24 and have an Education Health Care (EHC) plan; and
- meet the student eligibility requirements in section 3 of the Funding Guidance for Young People 2019 - 20

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/723721/16_to_19_funding_guidance_Regulations_2018_to_2019-v1b.pdf

Adult Students (excluding apprentices) who meet the following criteria will **NOT** be charged a tuition fee:

- for individuals aged 19 and over who have not yet previously attained a GCSE grade A*-C/9-4 enrolling onto an English and/or Maths programme up to and including level 2
- Enrolment to a first full qualification at level 2 for individuals aged 19-23 and / or
- Enrolment to a first full qualification at level 3 for individuals aged 19-23

The list of qualifications that are eligible for funding can be found in the [Adult education budget: funding rules](#).

Adult Students (excluding Apprentices) who do **NOT** meet the above criteria:

Where an adult student does not fit into the above criteria, and for all non-approved courses, fees are payable by students based on the LARS database. A summary of fees is provided in **Appendix 1**.

The rules concerning instances when students are eligible for 100% remission from payment of the fees can also be found within this guidance. In addition to funded remission, the College has additional local remission for certain categories of student – See **Appendix 2**.

The College recognises that there may be exceptional circumstances in which a certain level of discretion may need to be exercised in terms of charging tuition fees and associated charges, in particular because of market forces. In such cases, staff should consult the Executive Director of Finance and Resources for consent for the relevant fees to be reduced. It is not expected that any such requests will be made on the basis that a student is unable to pay their fees.

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Other charges

Students will not be charged for additional costs with the exception of the following:

- **Any examination or awarding body fees** incurred where a student chooses not to attend an examination without informing the College in advance or where they do not have evidence that the lack of attendance was unavoidable;
- **Resit examination fees or awarding body fees** will apply for all students who choose to re-sit an examination previously sat with The Sheffield College. The re-sit fee for each exam will be the examination fee set by the relevant awarding body. Re-sit fees must be paid in full in advance. Students must re-sit the relevant exam at the first appropriate opportunity. After this, they will be required to pay the external candidate fee.
- **Health and Safety Clothing and Equipment** which is necessary to undertake their programme of study and where the equipment will remain the property of the student once the course has been completed. Alternatively, students can borrow safety equipment / special clothing free of charge.
- **Materials on practical courses** e.g. art and design programmes. Contributions will be voluntary, but a student who does not make the specified contribution will not be able to retain any practical work they have completed.
- **Trips or visits undertaken as part of the programme of study** - where a fee is charged to attend such activities.

Any student enrolled onto a Functional Skills programme will be allowed one re-sit free of charge where a fail is recorded against their first assessment or examination attempt for a particular learning aim. The awarding body fee in respect of any subsequent examination attempt will be passed on in full to the student; this may be waived at the discretion of the College.

Exam only

External candidates may sit an exam at the College for an administration fee of £50.00 plus the relevant examination fee. This must be paid in full in advance. An external candidate is defined as an individual who is not enrolled on the course to which the exam relates.

Withdrawals

On enrolment, every student signs a contract with the College. This contract will include the relevant tuition fee to be paid by that student. Should a student subsequently withdraw from their course they will still be liable for their full tuition fee.

Students who have taken out a tuition fee loan will no longer be able to access this once they have withdrawn but they will still be liable for their full fee, subject to the application of the College Refund Policy.

Payments

Students may be able to apply for an Advanced Learner Loan. Guidance on who can access these loans can be found at the [Advanced Learner Loan](#) website.

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Course Fees must be paid in full at enrolment, unless:

- Written confirmation of liability for fees has been supplied by an employer;
- Evidence of student loan, advanced learner loan, or career development loan funding is provided;
- A direct debit or Instalment agreement has been completed;
- Confirmation of acceptance of an application for Discretionary Learner Support is provided.

Discount

An early payment discount of 10% will be applied to all provision (other than Higher Education and self-funded ESOL provision) for payment in full before the course commencement date.

Instalments

Students on programmes that are longer than 12 weeks and where the total cost is above £150, have the option of paying in three instalments, the first instalment being paid on enrolment.

Students on programmes that are longer than 26 weeks and where the cost is more than £500, have the option of paying in six instalments, the first instalment being paid on enrolment.

Students on programmes that are longer than 26 weeks and where the cost is more than £3,000, have the option of paying in ten instalments, the first instalment being paid on enrolment.

Extended payment terms may be agreed for individual students by the Head of Finance. However, in such cases the final instalment must be received no later than 4 weeks before the published end date of the relevant programme.

For courses extending over more than one year, the whole course fee is payable in the first year of the course, with the number of monthly instalments prescribed above. Course fees can only be split across more than one year with the consent of the Head of Finance.

Withdrawals & Advanced Learner Loans

Students funding their learning through Advanced Learner Loans should be aware that, in the event that they cease to attend their course, amounts due in respect of tuition fees cease to be paid by Student Finance Company to the College on behalf of the student. In the event that the student withdraws or does not resume attendance of their course within an acceptable period the outstanding balance of tuition fees not paid by Student Finance will become immediately payable to the College by the student.

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9.2 Courses not funded by the ESFA or regulated by the Office for Students

Tuition fees are charged based on a full cost model. This includes Distance Learning and Flexible IT courses.

9.3 Apprenticeships Tuition Fees (including Intermediate, Advanced, Higher and Degree Level Apprenticeships)

For apprenticeships started after May 2017, the College will negotiate the fee to be charged for any apprenticeship it provides with the relevant employer. The fee will be informed by current Government funding guidance.

This guidance does not limit the total that any employer can be charged for an apprenticeship. It does limit the amount of funding that Government will provide or can be drawn from an employer's digital apprenticeship account towards the cost of an apprenticeship. It also stipulates the minimum contribution that any employer must make towards the total cost of an apprenticeship programme.

Tuition Fee Discount (levy and non-levy employers)

The College may offer a discount on the cost of its apprenticeship provision and/or the level of co-investment required from an employer. Any such discount can only be offered with the prior consent of the Commercial Director or the Executive Director of Finance and Resources, where the proposed discount is up to 10% of programme funding. Any proposed discount above this level must be approved in advance by the Chief Executive and Principal.

Incentives

A range of financial and other incentives are available to employers that take on apprentices. The Sheffield College is able to offer advice on these.

Other Charges

Additional training or skills development provided for an employer which is over and above that required for the relevant apprenticeship may be charged for. The payment terms for this additional charge will be subject to negotiation and agreed in writing prior to delivery.

End-point assessment may be charged to the employer by co-investment. However, in most cases it is anticipated that such a charge will not be necessary. Any additional co-investment in respect of end-point assessment must be authorised in advance by the Commercial Director, the Executive Director of Finance & Resources or the Chief Executive and Principal.

Withdrawals

Should an apprenticeship be terminated prior to completion of the Apprenticeship programme for any reason, the College will comply with ESFA funding regulations in operation at that time.

Payment

Levy Paying Employers (typically companies with an annual payroll of £3 million or more)

Employers **that pay** the apprenticeship levy must meet the full cost of any apprenticeships they purchase from the College up to the balance of funds in their digital service account.

Where the monthly cost of apprenticeship training provided by the College cannot be met in full from an employer's digital service account, that employer must contribute or co-invest at least 10% of the

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outstanding cost of their apprenticeships for that month. The government will then contribute the remaining 90%.

Non Levy Employers

Employers that do not pay the apprenticeship levy are required to make a co-investment payment towards the cost of any apprenticeships they purchase. The current 10% co-investment rate applies up until 31st March 2019, thereafter the Government has indicated that the rate will drop to 5% from 1st April 2019 (subject to Government confirmation), In some circumstances, a higher employer co-investment may be required.

For employers with 50 staff or less, where the apprentice is 16 to 18 years old at the start of their programme, the Government will fund the apprenticeship training in full up to the maximum allowed under the current Government funding rules. Such rules are liable to change from time to time and the College reserves the right to charge fees where the full cost is not met by government funding.

Instalments

If the total value of co-investment required for an apprenticeship is £250 or less, the College will collect this in full at the start of the apprenticeship. Any employer co-investment in excess of £250 in total will be collected by direct debit. A total co-investment of more than £250 will be collected in equal monthly instalments as set out in the table below:

Minimum Employer Co-Investment	Monthly Instalments	Monthly Instalment Amount
Up to £250	1	up to £250
Up to £600	3	up to £200
Up to £1,200	6	up to £200
Up to £1,800	10	up to £180
Up to £2,700	15	up to £180
£2,701+	16 or more	up to £180

Direct debit instructions for employer co-investment will be presented each month. If a direct debit request is not completed for any reason, the College will present this for payment again within 14 days. If an employer fails to meet three consecutive direct debit requests, the College reserves the right to terminate the relevant apprenticeships.

Should an employer not make the minimum co-investment stipulated by government, the College will not be able to draw down the associated apprenticeship funding.

Where this is the case, the College reserves the right to pursue the employer for the full cost of any apprenticeship delivery that has been undertaken.

Non Completion of the Apprenticeship Programme

Where a student withdraws from the apprenticeship programme before all training has been delivered, a refund will be made to the employer based on the number of months of the course which were completed. For employers who pay the apprenticeship levy, the refund will be credited to their Digital Apprenticeship Account ('DAS'). For non-levy employers, a refund will be made where the employer has paid up front.

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9.4 Higher Education

The Office for Students defines Higher Education courses in terms of Schedule 6 of the Education Reform Act 1988. This includes Higher and Degree apprentices where the study involves at least one element at level 4 or higher. These fees are calculated as set out in section 9.3.

Tuition Fees

These are reviewed on an annual basis in line with Office for Students guidelines, the Access and Participation Plan, the Teaching Excellence Framework and with due regard for financial viability, and market forces. The fees are set as follows:

Award	Mode	New students 2019/20 Fee per annum
BA top up	Full time (1 year)	£6,500
Foundation Degrees	Full time (2 years)	£6,500
	Part time	pro-rata*
HND	Full time (2 years)	£6,500
	TOP UP Part time (12 months)	£4,330
HNC	Full time (1 year)	£6,500
	Part time (12 months followed by a further 12 months)	£4,062 (12 months) then £4,062 (12 months)

* based on the number of credits being studied, based on the fee at the time of study.

Where fees are not included in the above table they will be charged on a pro rata basis. The fees for Higher and Degree apprentices where the study involves at least one element at level 4 or higher are calculated as set out in section 9.3.

Other Charges

Unless specified in the course information provided prior to application, the tuition fee covers all teaching delivery costs.

Fees for repeated modules with assessment

Fees will be calculated based on the number of credits to be re assessed at the rate when the module is retaken.

Withdrawals

Where a student withdraws from the course, the student's fee liability will mirror the Student Finance England's methodology (except where an employer / sponsor pays the fees), whereby a student's total fee liability is determined by confirmation of attendance at three liability points during the academic year.

Date of liability	Fee Liability
After the start of term 1	25%
The start date of term 2	50%
The start of term 3	100%

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Where a student withdraws from the course and a tuition fee loan is in place, there will be no further liability on the student for the element of the tuition fee not covered by the loan which has been received by the College as at the date of withdrawal. No refund will be given in this situation.

Where a student withdraws from the course and a tuition fee loan is not in place, the student will be liable for the portion of the tuition fee per the SFE table above.

Payment

Students may pay their tuition fees via a tuition fee loan from Student Finance England. Guidance on who can access these loans can be found at [Student Finance England](#) government website.

If a student is unsuccessful in securing a tuition fee loan or decides not to access one then they will be required to pay the tuition fee themselves.

All non-loan learners have the option to pay fees in full at the time of enrolment or in ten instalments.

9.5 International Fees

Tuition Fees

Fees for European (UK/EU and EEA) and overseas students to study English as a Foreign Language either part time or full time are as follows:

English as a Foreign Language - Full-time, 20 hours per week (10/09/2018 to 28/06/2019)		
Dates	European students	Overseas students
Weekly price - study 2 to 14 weeks	£170	£200
Weekly price - study 15 to 33 weeks	£150	£180

English as a Foreign Language - Part-time, 12 hours per week		
Dates	European students	Overseas students
Weekly price	£120	£140 *subject to availability

Intensive English with IELTS focus - Full-time, 23 hours per week		
Dates	European students	Overseas students
TERM 1 - 10/09/2018 - 21/12/2018 (14 weeks)	£2940	£3360
TERM 2 - 07/01/2019 - 29/03/2019 (11 weeks)	£2310	£2640
TERM 3 - 15/04/2019 - 28/06/2019 (10 weeks)	£2100	£2400

Other Charges

Other charges may be made for services requested by students including for accommodation.

Withdrawals

If having accepted an offer, a prospective student does not enrol because their visa has been refused or for any other reason, the deposit is non-refundable.

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Payment

A deposit of £150 is required when accepted onto the course, for the College's reasonable administration costs and is non-refundable.

The balance of fees are payable in full before enrolment. The student is responsible for any bank charges incurred in making the payment(s).

9.6 Student Support

The College has a limited, means tested student support fund which can help current students with tuition fee costs in some circumstances. Details are available from the Head of Student Support.

9.7 Debt and Debt Collection

If arrangements to pay tuition fees are not made by the student at the point of registration, the College will subsequently make every effort to remind students that fees are due. However these are reminders only and students are responsible for paying fees on time whether reminders are received or not.

If a student fails to make arrangements to pay fees they will be withdrawn from their course. Even though they are no longer a student, they will still be liable to pay the full tuition fees for the course.

Students will receive written confirmation from the College of direct debit instalment dates and amounts at least ten days before the first payment is due. Reminders for individual instalments will not be sent.

In the event of a failed instalment payment or cancelled direct debit, the option of payment by instalment will cease and all outstanding fees will be due immediately. If a student knows in advance that a direct debit will fail, it is essential that they contact the Finance office immediately in person or telephone to agree alternative arrangements for payment.

Students who do not secure loan finance from funding bodies such as Student Finance England are required to make arrangements for the payment of tuition fees via direct debit or instalment plan in order to complete their enrolment / continue with the course.

If loan finance is not secured by the end of November following a September enrolment, the College reserves the right to raise an invoice to the student, which must be settled immediately. The College may agree to settlement via direct debit or instalment plan. If payment is not made, the College reserves the right to prevent the student from attending classes until satisfactory arrangements for payment of outstanding fees have been made.

On an exceptional basis, where extenuating circumstances have been demonstrated, Finance may approve an individual payment plan with a student. If the terms of an exceptional payment plan are not met, the payment plan ceases and any outstanding balance of fees will be due for immediate payment. Students experiencing financial difficulties should contact the Finance office as soon as they are aware of the problem.

The College will use appropriate debt recovery procedures where students breach the terms of the instalment agreement and may exclude such students from the College or remove access to teaching or services until the full debt is paid.

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The College will refer unpaid amounts to an external agency to pursue payment. Any additional costs incurred by the College in the collection of the debt will be the liability of the student and will be added to the debt.

If an outstanding tuition fee debt over £50 is due to the College on completion of the course, the student may, until the outstanding fee is paid:

- Not be permitted to re-register for new courses or to continue their course
- Not be entered for assessment or examinations pertaining to the course
- Not be permitted to attend the Awards Ceremony
- Not be issued with any academic references

If a student owes the College any other debt (such as library fines, nursery fees, and tuition fees under £50), the College will use its debt procedures to recover these.

Exceptions to the above (e.g. allowing a student to enroll on a course when there is an outstanding tuition fee debt) will only be granted with the consent of the Executive Director Finance and Resources.

9.8 Transfers between Courses and Other Changes in Learning Outcomes (19+ Students)

Transfers between courses initiated by the student

Where a student requests a transfers between courses / between qualifications on the same level, which results in a change to the course fee, or a change to the portion of the course which is funded by ESFA (e.g. the student moves from a course which is fully funded by ESFA to one which is part funded), the student will be liable to pay the amount which is not funded by ESFA. Before transferring to the new course, the student must talk to their tutor, who will refer the student for appropriate information, advice and guidance. This should include the financial implications of the course change.

Changes in Learning Aims made after enrolment

Where a change is proposed to the learning outcome of a course on which a student is enrolled, and this impacts on the fee payable by the student (e.g. the course would move from being fully funded as a L2 / L3 qualification by the ESFA to no longer being fully funded, a change in awarding body, or a change between different sizes of a Level 3 qualification), the College will not make any additional charge or fee to the student.

9.9 Fee Refund Policy

The College will provide a full refund of fees when a course does not run or closes as a result of a decision by the College.

The full fee for a course is payable even if the student decides not to complete the course. The College will not grant refunds.

For students on HE courses, fee waivers may be made where appropriate in accordance with the College's Student Protection Plan.

The provisions under this policy do not affect the student's statutory rights where acting as a consumer.

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Cooling Off Period

The College may agree to provide a full refund of any fees paid where a student withdraws from their programme within 14 days of the course start date (typically the first date of attendance unless otherwise notified).

Online Enrolments

Cancellation requests in respect of online enrolments should be submitted by email to SRISOnlineQueries@sheffcol.ac.uk.

9.10 Annual Review of Fees and Charges

Students should be aware that course fees are reviewed annually and may increase in line with inflation or as permitted by relevant regulations. The College will not make in-year changes to increase course fees once a student enrolls for that year's course.

9.11 Correspondence

Any correspondence regarding fees and charges should be addressed to:

Executive Director of Finance and Resources:

The Sheffield College

Granville Road

Sheffield

S2 2RL

Please note that there is no right of appeal against any decision made in respect of a fee refund request.

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Appendix 1: Adult Education Budget (AEB) funding for Guided Learning Hours.

Qualifications are funded on the number of credits per qualification as indicated in the single activity matrix (SAM) below. For non-approved qualifications, where the funding band is determined by the Guided Learning Hours, these are mapped to the equivalent credits.

Guided Learning hours	Activity type	Programme weighting (PW)				
		A – Base (unweighted)	B – Low	C – Medium	D – High	E or G* (specialist)
7 to 12	Small provision (1)	£50*	£56	£65	£80	£86
13 to 20	Small provision (2)	£100	£112	£130	£160	£172
21 to 44	Small provision (3)	£150	£168	£195	£240	£258
45 to 68	Medium provision (1)	£300	£336	£390	£480	£516
69 to 92	Medium provision (2)	£450	£504	£585	£720	£774
93 to 100	Medium provision (3)	£600	£672	£780	£960	£1,032
101 to 196	Certificate (18-24)	£724	£811	£941	£1,159	£1,246
197 to 292	Certificate (25-36)	£1,265	£1,417	£1,645	£2,025	£2,176
293 to 388	Certificate (37-48)	£1,987	£2,225	£2,583	£3,179	£3,417
389 to 580	Certificate (49-72)	£2,573	£2,882	£3,345	£4,117	£4,425
581 to 1060	Certificate (73-132)	£4,170	£4,670	£5,421	£6,671	£7,172
1061 or more	Certificate (133+)	£6,602	£7,395	£8,583	£10,564	£11,356

**NB table based on 2018/19 guidance and will be updated once final rates are published*

Please note that every qualification attached to a course will attract a fee, so that a student enrolling on a programme made up of multiple learning aims will be charged a composite fee.

Courses will be charged according to the programme weighting in the above table. For courses which attract a programme weighting of C or higher (up to G), the fee may be reduced to a lower weighting with consent from the Executive Director Finance & Resources. This will not apply to the second year of a two year course which commenced in academic year 2018/19.

Exceptions to the single activity matrix above:

Qualification type	Programme weighting (PW)				
	A – Base (unweighted)	B – Low	C – Medium	D – High	E or G* (specialist)
GCE AS-level	£724	£811	£941	£1,159	
GCE A-level	£1,987*	£2,225	£2,583	£3,179	-
GCSE	£724	£811	£941	£1,159	-
GCSE short course	£300	£336	£390	£480	-
Functional skills in English or maths	£724	-	£941	-	-

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Functional skills in IT	-	£336	-	-	-
Access to Higher Education	£3,022	£3,384	£3,928	£4,835	£5,197

**NB table based on 2018/19 guidance and will be updated once final rates are published*

Appendix 2: LOCAL REMISSION

Local Remission Category : Students	Fees/Discount % (applies to tuition fees shown on EBS)	Comment
Full-time 19 year old students taking new subjects integral to existing programmes	50%	Protecting an existing programme
Courses specifically designed for students with Learning Difficulties and Disability (LDD) including sensory impairment but excluding Sign Language	100%	Inclusiveness : providing assistance to LDD students
Students under 25 who have an Education, Health & Care Plan	100%	Inclusiveness : providing assistance to students with an EHC
Full-time 19+ Sheffield College students requiring GCSE English and/or Maths at grade B/4 or higher to progress to Higher Education	100%	Attract potential HE students to the College

Local Remission Category : College Staff	Fees/Discount % (applies to tuition fees shown on EBS)
Staff training mandated by the College	100%
Staff infill (staff are eligible to join a course only after last enrolment session if spaces are available, no waiting lists) Note that this does not apply to Level 3 courses or above for staff aged 24 or greater, as staff will be eligible for a loan to cover the course fee	50% Additional charges, such as exam fees, are payable. Conditions apply
PGCE	50%

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