

2016/17 Fees & Charges Policy

1.0 Introduction

- 1.1 The Sheffield College approach to setting and collecting tuition fees and associated charges is reviewed on an annual basis.
- 1.2 The approach of the College to recovering fees is largely dictated by its principal funding bodies. For the 2016/17 academic year these will be:
 - i. The Education Funding Agency (EFA) - for 16-18 further education learners.
 - ii. The Skills Funding Agency (SFA) - for 19+ further education learners and apprenticeships.
 - iii. Student Finance England (SFE) - which provides tuition fee loans for higher and some further education learners.
 - iv. The Higher Education Funding Council for England (HEFCE) - which provides some modest capital and widening participation funding to help support our higher education provision.
- 1.3 The Sheffield College is an exempt charity under the 2001 Further & Higher Education Act. However, the College is required to adopt a commercial and robust but fair approach to the setting and collection of tuition fees and associated charges.
- 1.4 College staff are reminded that failure to comply with this policy constitutes a breach of Financial Regulations, and as such may be a disciplinary matter.

2.0 Objectives

- 2.1 The aim of this policy is to ensure that:
 - i. The Sheffield College has a fees policy that is fair, equitable and clear.
 - ii. Tuition fees and associated charges are calculated and applied consistently across the entire curriculum offer of The Sheffield College.
 - iii. Any barriers to participation presented by tuition fees and associated charges are mitigated as much as possible by providing flexible payment options and/or assisting learners to access appropriate financial support to meet the cost of these.
 - iv. The Sheffield College can respond flexibly to market forces and government policy, including fee guidance issued by our various funding bodies.
 - v. The College generates an increasing proportion of overall income from tuition fees and associated charges.
 - vi. The College performs well against the most recent benchmarks for general further education colleges in relation to fee income recovery.
 - vii. The College reduces the proportion and overall value of local discretionary fee remission and discounts, ensuring that these are focussed only on the most vulnerable and disadvantaged learners.

3.0 Context - Further Education Course Fees

- 3.1 The Education Funding Agency prohibits the College from charging 16-18 year old learners enrolling on further education courses any tuition fees. There are also significant restrictions on any other charges that can be applied to learners in this age group.
- 3.2 2013 saw the introduction of 24+ Advanced Learner Loans for adult further education students. Advanced Learner Loans will be extended to learners aged 19+ for 2016/17. Loans are administered by Student Finance England.

- 3.3 The Skills Funding Agency cannot dictate the tuition fees set by the College for adult learners, but they assume that providers will maintain income levels by setting tuition fees equal to the qualification funding rate published in the Learning Aims Rate Service (LARS). Students are only able to access Advanced Learner Loans for programmes up to the funding value set out in LARS. For programmes in areas of learning that are deemed to be more resource intensive such as engineering, the fee charged to learners can be weighted accordingly.
- 3.4 The Skills Funding Agency has confirmed that the following learners will be entitled to funded fee remission when enrolling on a course starting on or after 1 August 2016:
- i. 19-23 year old learners studying for their first full Level 2 qualification.
 - ii. 19-23 year old learners studying for their first full Level 3 qualification.
 - iii. 19+ learners who are in receipt of Job Seekers Allowance (JSA) or work-related activity group Employment Support Allowance (ESA).
 - iv. Adult learners enrolling on skills for life or literacy/numeracy functional skills courses including GCSE English and Maths (where students have not got A*-C only).
- 3.6 In addition, the Skills Funding Agency has confirmed that learners in receipt of certain benefits will be eligible for funded fee remission when enrolling on a course starting on or after 1 August 2016 as long as they are unemployed and need skills training to enter employment, conditions apply. A full list of the relevant benefits is set out at Appendix 5. Such learners will need to confirm to the College in writing that they are in receipt of the relevant benefit and are enrolling on a college course to facilitate them gaining employment.
- 3.7 A number of learning aims that are funded by the Education Funding Agency for 16-18 year old learners are not funded by the Skills Funding Agency for adult learners. The number of learning aims not funded by the Skills Funding Agency has increased since its creation in April 2010.
- 3.8 Learners continuing on a further education course from 2015/16 that qualified for fee remission will not be required to pay a fee for that qualification in 2016/17. However, learners progressing to a new course may be required to pay a fee if they do not now fall into one of the fee remission categories set out in Appendices 5 and 6.
- 4.0 Further Education Course Fees & Associated Charges**
- 4.1 The College will base the fees it charges for further education courses in 2016/17 on the qualification base rates published on the Learning Aims Reference System (LARS) maintained by the Data Service. Where appropriate the LARS weighting will be applied to the base rate fee, up to a maximum weighting of 12%.
- 4.2 The fee for any further education course not funded by the Skills Funding Agency may be set a level higher than that indicated by the fee table shown at Appendix 1, should market conditions allow this.
- 4.3 No learner may be enrolled on a programme of study in excess of 650gh without the prior consent of the Executive Director of Finance & Resources.
- 4.4 Although the College is prohibited from charging 16-18 year old learners tuition fees in respect of Education Funding Agency funded further education courses, in 2016/17 the following costs will be passed on to these learners:
- i. The cost of any equipment necessary to undertake their programme of study if this equipment will remain the property of the learner once the course has been completed.
 - ii. Where required as a pre-requisite of the course, the cost of a Criminal Records Bureau or Independent Safeguarding Authority check.
 - iii. A contribution towards the cost of any materials on practical courses such as art & design programmes. In the case of 16-18 learners such a contribution will be voluntary, but a learner that does not make the specified contribution will not be allowed to retain any practical work they have completed.
 - iv. A contribution towards the cost of any trips or visits undertaken as part of the programme of study.

- v. Any exam or awarding body fees incurred where a learner chooses not to attend an examination without informing the College in advance.
- 4.5 Where an adult learner wishes to enrol on a course where the learning aim is not funded by the Skills Funding Agency and the adult learner in question is infilling into a viable group of 16-18 funded learners the tuition fee should be set with reference to the table set out in Appendix 1. Where this is not the case, the tuition fee should be calculated in the same manner as that for a full cost course. Adult learners in this position will not be able to access Advanced Learner Loans.
 - 4.6 Any adult learner withdrawing early from a further education course will still be liable for their full course tuition fee. Where a learner has taken out an Advanced Learner Loan, early withdrawal will mean that a learner is only able to access part of their loan and the learner will therefore be personally liable for the balance of their fee.
 - 4.7 A full list of Skills Funding Agency fee remission categories for 19+ learners is set out at Appendix 5.
 - 4.8 A full list of College discretionary fee remission categories is set out at Appendix 6.
- 5.0 Further Education Course Examination Fees**
- 5.1 The cost of awarding body registration and examination fees for all further education courses are included in the course tuition fee.
 - 5.2 Re-sit examination fees will apply for all learners (excluding 16-18 Skills for Life) who choose to re-sit an examination previously sat with The Sheffield College. This includes learners who are in receipt of Skills Funding Agency funded fee remission for means-tested benefit. The re-sit fee for each exam will be the examination fee set by the relevant awarding body plus an administration fee of £5.00 per entry. Re-sit fees must be paid in full in advance. Learners must re-sit the relevant exam at the first appropriate opportunity. After this, they will be required to pay the external candidate fee.
 - 5.3 Any learners enrolled on a Skills for Life 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 plus an administration fee of £5.00 will be passed on in full to the learner.
 - 5.4 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 which the exam relates to.
- 6.0 Context - Higher Education Course Fees**
- 6.1 The majority of foundation degree provision at The Sheffield College is validated by Sheffield Hallam University. Sheffield Hallam University charge an annual tuition fee of £9,000 for full time undergraduate courses starting in 2016.
 - 6.2 The College offers higher education learners the same facility to pay by instalments that is open to further education students, although many instead elect to apply for a student loan to cover their fees.
- 7.0 Higher Education Course Fees & Associated Charges**
- 7.1 Fees on College higher education programmes for new home students will be £6,500 per annum for a full time course.
 - 7.2 Returning higher education students in 2016/17 will be charged the same fee as in 2015/16 (£5,900 per annum).
 - 7.3 Learners enrolled on part time courses will be charged a pro-rata fee. A full listing of higher education course fees for 2015/16 is set out in Appendix 3.
 - 7.4 Higher education students requiring additional learning support must be assessed prior to enrolment. The College will recharge the full cost of any additional learning support to the student's home local authority although it is important to note that the funding available for additional learning support is likely to be limited. Any student requiring support that cannot be funded may be asked to meet the cost of this themselves.

- 7.5 Any learner withdrawing early from a higher education course will still be liable for at least some of their course tuition fee. A learner with drawing on or before 31 January 2017 will be liable for 50% of their course fee. A learner withdrawing after this date will be liable for the full course fee. Early withdrawal will mean that a learner is only able to access part of their tuition fee loan from Student Finance England.
- 7.6 All full time higher education students that pay a tuition fee will receive a £500 technology voucher in 2016/17. Part time higher education students will also receive a technology voucher but the value of this will be calculated on a pro-rat basis.

8.0 Apprenticeship Fees & Charges

- 8.1 The funding for apprenticeships will undergo radical change during 2016/17, with the introduction of an apprenticeship levy from 1 April 2017.
- 8.2 Up to 31 March 2017, all apprenticeship funding will originate from the Skills Funding Agency. After this date, apprenticeship funding will be derived from the levy, which will be recovered directly from employers.
- 8.2 No fee or employer contribution will be sought in respect in of any 16-18 learner enrolling on an apprenticeship programme.
- 8.3 Up to 31 March 2017 a minimum employer contribution will be charged in respect of any 19+ learner enrolled on an apprenticeship programme. Details of the minimum contribution levels are set out in Appendix 2. Where the market permits, a greater contribution can be sought from employers.
- 8.4 Where a managing agent is used to deliver an apprenticeship programme the fee will be £7.20 per hour for an individual learner or £87.50 per hour per group plus any direct material costs plus and awarding body registration and certification costs.
- 8.5 The College is currently reviewing its fees and charges policy in respect of apprenticeship fees from 1 April 2017.

9.0 14-16 Provision Fees & Charges

- 9.1 The College will seek to recover fees in respect of any provision delivered to 14-16 year old learners on behalf of partner schools. The fee for any such provision will be determined on a case by case basis by the Executive Director of Finance & Resources or the Product Development Steering Group, but is likely to follow the rates set out in Appendix 2.
- 9.2 Returning learners continuing qualifications in 2016/17 will be charged the same fee as in 2015/16.
- 9.3 Home educated learners returning to education and other learners under 16 attending college on a full time basis by arrangement with the Local Authority will pay a fee to be determined by either the Executive Director of Finance & Resources or the Product Development Steering Group. This will be informed by funding body rates for the relevant learning aim.
- 9.4 All 14-16 learners must be subject to an assessment for additional learning support before they are enrolled. Enrolment will only be permitted if the College receives written confirmation that the cost of any additional learning support will be met by the student's sponsor or home local authority.

10.0 Market Price Cost Course Fees & Charges

- 10.1 Market price fees are charged for courses where funding from the Education Funding Agency, Skills Funding Agency, National Apprenticeship Service or the Higher Education Funding Council for England is unavailable, or the College elects not to claim it.
- 10.2 Market price course fees are an increasingly important source of income for the College and the growth this revenue stream will continue to be a priority across College in 2016/17.
- 10.3 The fee for any market price provision should be set using the full cost calculator tool that can be found on the Finance section of the College intranet. Full cost provision is expected to deliver a minimum 45% contribution towards College overheads as well as an element of profit. The fee for any market price course will need to be approved in

advance by either the Executive Director of Finance & Resources or the Product Development Steering Group.

11.0 International Fees

- 11.1 International learners must pay their fees in full on enrolment.
- 11.2 The College will retain £500 of any deposit paid by an international learner should they subsequently decide not to enrol on a course at the College.

12. Collection of Fees

- 12.1 Learners on programmes that are longer than 12 weeks, and where the total cost is above £150, learners have the option of paying in three instalments, the first instalment being paid on enrolment. Learners on programmes that are longer than 26 weeks, and where the cost is more than £500 will have the option of paying in six instalments, the first instalment being paid on enrolment.
- 12.2 Extended payment terms may be agreed for individual learners 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.
- 12.3 The College will use appropriate debt recovery procedures where learners breach the terms of the instalment agreement, and may exclude such students from the College.
- 12.4 Students with an outstanding debt to the College can only be enrolled with the consent of the Executive Director of Finance & Resources.
- 12.5 An early payment discount of 10% will be applied to all provision (other than higher education and international) for payment in full before the course commencement date.

13. Fee Refunds

- 13.1 The College will only refund tuition fees and associated charges in exceptional cases. Full details of the refund process are set out at Appendix 7.

14. Print & Reprographic Charges

- 14.1 The College provides a range of printing, photocopying and other reprographic facilities for learners. These are operated on a non-profit making basis, but learners are expected to meet the cost of any printing or copying they undertake.
- 14.2 Dedicated print rooms are in place at Sheffield City College, Norton College and Hillsborough College. These provide a bespoke printing service and higher quality printouts, and this is reflected in the pricing structure:

	Price per impression: Print Room	Price per impression: Other
A4 Monochrome	£0.05	£0.05
A4 Colour	£0.30	£0.20
A3 Monochrome	£0.10	£0.10
A3 Colour	£0.60	£0.40

15. Library Charges

- 15.1 All students of the Sheffield College can borrow from any College Library. In order to borrow resources students must produce their student card at the issue desk.
- 15.2 Ordinary and short loan items can be renewed twice, reserved and overdue items will not be renewed.
- 15.3 Overdue ordinary loan items are charged at 10p per item per working day, up to a maximum of £5 per item.
- 15.4 Overdue short loan items are charged at 50p per item per working day, up to a maximum of £5 per item.
- 15.5 When very overdue items are not returned, the College will issue an invoice for the full cost of replacement plus an administration fee of £15.00 plus VAT.

- 15.6 Items that are lost or returned damaged will be charged at the full cost of replacement. Where direct replacement is not possible, the Librarian will determine an appropriate charge.
- 15.7 Staff are not expected to pay overdue charges, however invoices will be issued for the full cost of replacement of very overdue or lost items. Invoices can be paid via salary deduction.

16. Equipment, Clothing & Studio Charges

- 16.1 A substantial proportion of College courses require learners to purchase specialist equipment or clothing. The College provides any such items on a non-profit making basis. Payment of such charges must be made in advance. Payment by instalment is not available for equipment, clothing or studio charges. The College may offer learners facing substantial financial hardship assistance with these costs.

17. Trips & Visits

- 16.1 A learner contribution will be required for all College trips and visits.

18. Other Charges

- 18.1 The College will charge £25.00 for the provision of any information required to support an application for UK citizenship from either current or ex-students.

19. Interpretation of the Policy

- 19.1 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 as a result of market forces.
- 19.2 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 learner is unable to pay their fees.
- 19.3 This policy sets out the minimum tuition fee to be charged for different aspects of the College curriculum offer. Where appropriate, a higher tuition fee can be charged at the discretion of the relevant Head of Department or Curriculum Manager.

Appendix 1

Further Education Tuition Fees - UK Learners

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

Funding Band (credits)	Guided Learning Hours	Un-weighted Fee
Small Provision (1)	Up to 12	£50
Small Provision (2)	13 to 20	£105
Small Provision (3)	21 to 44	£155
Medium Provision (6)	45 to 68	£310
Medium Provision (9)	69 to 92	£465
Medium Provision (12)	93 to 100	£620
Certificate (13-24)	101 to 196	£745
Certificate (25-36)	197 to 292	£1,300
Diploma (37-48)	293 to 388	£2,050
Diploma (49-72)	389 to 580	£2,650
Diploma (73-132)	581 to 1060	£4,300
Diploma (133+)	1061 +	£6,800

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

The fee charged for Access to Higher Education qualifications will be £3,022.

Appendix 2

Apprenticeship Fees

The funding for apprenticeship provision will change dramatically during 2016/17, with the planned introduction of the new apprenticeship levy on 1 April 2017. Under the existing apprenticeship funding methodology, the College is required to seek a financial contribution from employers towards the cost of delivering apprenticeships to learners aged 19 and over.

No employer contribution will be sought from employers in respect of 16-18 apprentices.

Until the introduction of the apprenticeship levy, employer contributions in respect of learners aged 19 and over will normally be a minimum of £150.00 per learner to be paid in full on enrolment.

Where the market permits, a higher employer contribution should be sought.

Managing Agents

Managing Agents fees a minimum of £7.20 per hour (in-fill rate) or £87.50 per group + material costs + registration/certification costs.

14-16 year old Learners Fees

Continuing learners in 2015/16 will be charged a minimum of £75.00 per group per hour irrespective of the group size

New learners in 2015/16 will be charged a minimum of £77.00 per group per hour irrespective of the group size

Appendix 3 Higher Education Tuition Fees

HOME RATES

Foundation Degrees

Full time	£6,500
Part time	pro-rata
Returning year 2 students	£5,900

HND

Full time	£6,500
Part time (2 semesters)	£4,332
Part time (1 semester)	£2,166

HNC

Full time	£6,500
Part time (2 semesters)	£4,332
Part time (1 semester)	£2,166

HND Top-up

Full time	£6,500
Part time (2 semesters)	£4,332
Part time (1 semester)	£2,166

Any learner withdrawing from their Higher Education course on or before 31 January 2017 will be liable for 50% of their course fee. Any learner withdrawing after this date will be liable for their full course fee.

Full time Higher Education learners will receive a £500 contribution towards an appropriate IT bundle following their enrolment. This incentive will be offered to learners enrolling on part time courses on a pro-rata basis.

INTERNATIONAL RATES

Full time	£7,500
Part time	£5,000

No early payment discount is offered for Higher Education tuition fees.

Appendix 4 Tuition Fees - International Learners

1.1 Full time EFL - Non European Union Learners

Course Duration	Fee per Week
2 - 14 weeks	£200
15 - 33 weeks	£180

1.2 Full time EFL - European Union Learners

Course Duration	Fee per Week
2 - 14 weeks	£170
15 - 33 weeks	£150

1.3 **International Further Education (non-EFL):** £6,000 per annum full time / pro-rata for part-time or part-year courses.

1.4 **International Higher Education:** £7,500 per annum full time / pro-rata for part-time or part-year courses.

International learners are subject to the fee refund policy set out in Appendix 7. The College will retain £500 of any fee paid by international students as a contribution towards administrative costs.

No early payment discount is offered for International learner tuition fees.

Appendix 5

FUNDED REMISSION

Remission Category	Discount % [applies to tuition fees shown on EBS]
Full-time and part-time 16 - 18 students	100%
Full-time 19 year old students that started their course aged under 19	100%
19-23 year old students undertaking Foundation Learning (pre-Level 2) to progress to Level 2 or beyond	100%
19-23 year old learners studying for their first full Level 2 qualification	100%
19-23 year old learners studying for their first full Level 3 qualification	100%
19+ learners enrolling on skills for life or literacy/numeracy functional skills courses including GCSE English and maths Note - The College will also offer full cost GCS English & maths provision	100% (Conditions apply)
19+ learners in receipt of Job Seekers Allowance including those receiving National Insurance credits only	100% (Conditions apply)
19+ learners in receipt of work related Employment & Support Allowance	100% (Conditions apply)
19+ students receiving Universal Credit, earning less than £330 per month and determined by Job Centre Plus as being in one of the following categories: i. All work related requirements group. ii. Work preparation group. iii. Work focussed interview group.	100% (Conditions apply)
19-23 learners (and 24+ learners up to and including Level 2 qualifications only) in receipt of the following benefits up-skilling for work: Income Support Child Benefit Housing Benefit ESA (not WRAG) JSA (Not WRAG) Universal Credit Working families Tax Credits Working Children's Tax Credits Council Tax Benefit Disability Living Allowance	100% (conditions apply)

Appendix 6
LOCAL REMISSION

Local Remission Category	Fees/Discount % (applies to tuition fees shown on EBS)
Full-time 19 year old learners taking new subjects integral to existing programmes	50%
Courses specifically designed for learners with LDD including sensory impairment but excluding Sign Language	100%
Learners under 25 who have an Education, Health & Care Plan	100%
Staff training	100%
<p>Staff infill (staff are eligible to join a course only after last enrolment session if spaces are available, no waiting lists)</p> <p>Level 3 24+ excepted</p>	<p>50%</p> <p>Additional charges, such as exam fees, are payable.</p> <p>Conditions apply</p>
Distance Learning and Flexible IT	A market rate will be charged
<p>Early Payment Discount for payment in full before the course commencement date</p> <p>Please note that this discount does not apply to Higher Education and International courses</p>	10%
Full-time 19+ Sheffield College students requiring GCSE English and/or Maths at grade B or better to progress to Higher Education	100%

Appendix 7

Fee Refunds

1. Introduction

- 1.1 The full fee for a course is payable even if the learner decides not to complete the course. For Higher Education courses you can apply to Student Finance England to get access to a student grant/loan. The College also has a limited, means tested learner support fund which can help with costs.

2. On-Line Enrolments

- 2.1 Your statutory rights under the Consumer Protection (Distance Selling) Regulations 2000 allow a 7 day cooling off period for those enrolments completed on line only. The right to cancel starts the day the contract is agreed and ends 7 working days after the contract was agreed.
- 2.2 Cancellation requests will only be accepted in writing, preferably by email to SRISOnlineQueries@sheffcol.ac.uk. Telephone cancellations are not acceptable.
- 2.3 No refund requests will be accepted after the cooling off period has expired.

3. Visa Refunds for Overseas Students

- 3.1 Refunds as a result of non-enrolment for any reason (including visa application rejection) will be subject to a retention of £500 of the deposit paid.

4. Other Refunds

- 4.1 The College will process the full refund of fees, when a course does not run, or closes as a result of a decision by the College. The College will not grant refunds under any other circumstances.
- 4.2 Any correspondence regarding fees and charges should be addressed to:

Executive Director of Finance and Resources
The Sheffield College
Granville Road
Sheffield
S2 2RL

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