

## 2017/18 Further Education Fees & Charges Policy

The College will base the fees it charges for further education courses in 2017/18 on the qualification base rates published on the Learning Aims Hub (previously known as the Learning Aims Reference System or 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%.

The fee for any further education course not funded by the Education and Skills Funding Agency (ESFA) may be set at a level higher than that indicated by the fee table shown at Appendix 1, should market conditions allow this.

No learner may be enrolled on a programme of study in excess of 650 guided learning hours without the prior consent of the Executive Director of Finance & Resources.

Although the College is prohibited from charging 16-18 year old learners tuition fees in respect of ESFA funded further education courses, in 2017/18 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 checks to ensure professional suitability including Disclosure and Barring Service or health checks and immunisations.
- iii. A contribution towards the cost of any materials on practical courses such as art and design programmes. In the case of 16-18 learners such 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.

Where an adult learner wishes to enrol on a course where the learning aim is not funded by the ESFA 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.

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.**

A full list of ESFA fee remission categories for 19+ learners is set out at Appendix 2.

A full list of College discretionary fee remission categories is set out at Appendix 3.

The cost of awarding body registration and examination fees for all further education courses are included in the course tuition fee.

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 ESFA 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.

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.

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.

Learners 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. 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.

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.

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 or remove access to teaching or services until the full debt is paid.

Students with an outstanding debt to the College may only be enrolled with the consent of the Executive Director of Finance & Resources.

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.

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.

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

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.

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.

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.

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

## Appendix 1

### Further Education Tuition Fees - ESFA-funded 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

### 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: <ul style="list-style-type: none"> <li>i. All work related requirements group.</li> <li>ii. Work preparation group.</li> <li>iii. Work focussed interview group.</li> </ul>	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 3  
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%
Staff infill (staff are eligible to join a course only after last enrolment session if spaces are available, no waiting lists)  Level 3 24+ excepted	50%  Additional charges, such as exam fees, are payable.  Conditions apply
Distance Learning and Flexible IT	A market rate will be charged
Early Payment Discount for payment in full before the course commencement date  <b>Please note that this discount does not apply to Higher Education and International courses</b>	10%
Full-time 19+ Sheffield College students requiring GCSE English and/or Maths at grade B or better to progress to Higher Education	100%

## 2017/18 Apprenticeship Fees & Charges Policy

### Introduction

The way in which apprenticeships are funded was changed in spring 2017, with the introduction of the apprenticeship levy.

Guidance on the levy can be found here:

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

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/600849/EMPLOYER\\_RULES\\_V2\\_FINAL.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/600849/EMPLOYER_RULES_V2_FINAL.pdf)

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The system for funding apprenticeships distinguishes between those employers that pay the apprenticeship levy (typically companies with an annual payroll of £3 million or more) and those which do not.

The Sheffield College will negotiate the fee to be charged for any apprenticeship it provides with the relevant employer. However, our 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.

Where appropriate, 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 Business Development Director or the Executive Director of Finance & 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.

## Levy Paying Employers

All employers that pay the apprenticeship levy will have a digital apprenticeship service account. Funds will be added to this each month, and will remain in the account for 24 months after this date.

The government expects that any employer which pays 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 outstanding cost of their apprenticeships for that month. The government will then contribute the remaining 90%.

Any employer co-investment up to a total of £250 must be paid in advance of the apprenticeship start date. Co-investment in excess of £250 will be collected by direct debit in equal monthly instalments over the planned duration of the apprenticeship.

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 3 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. In such a case, the College reserves the right to pursue the employer for the full cost of any apprenticeship delivery that has been undertaken.

The College may charge an additional fee for any training or skills development it provides for an employer that is above and beyond that required for the relevant apprenticeship. The payment terms for this additional charge will be subject to negotiation.

The College may require an employer to make an additional co-investment towards the cost of end-point assessment. 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 Business Development Director, the Executive Director of Finance & Resources, or the Chief Executive.

Should an apprenticeship be terminated prior to completion for any reason, the College reserves the right to retain any and all employer co-investment paid. No refund of any co-investment will be made where an employer or the apprentice in question elects to end an apprenticeship prior to completion.

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.



### Employers that don't pay the Levy

Employers that do not pay the apprenticeship levy are required to make a co-investment of at least 10% towards the cost of any apprenticeships they purchase. In some circumstances, a higher employer co-investment may be required.

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

Total Cost	Minimum Employer Co-Investment	Monthly Instalments	Monthly Instalment Amount
up to £2,500	10% of total cost up to £250	1	up to £250
£2,501 to £6,000	10% of total cost up to £600	3	up to £200
£6,001 to £12,000	10% of total cost up to £1,200	6	up to £200
£12,001 to £18,000	10% of total cost up to £1,800	10	up to £180
£18,001 to £27,000	10% of total cost up to £2,700	15	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 3 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. In such a case, the College reserves the right to pursue the employer for the full cost of any apprenticeship delivery that has been undertaken.

The College may charge an additional fee for any training or skills development it provides for an employer that is above and beyond that required for the relevant apprenticeship. The payment terms for this additional charge will be subject to negotiation.

Should an apprenticeship be terminated prior to completion for any reason, the College reserves the right to retain any and all employer co-investment paid. No refund of any co-investment will be made where an employer or the apprentice in question elects to end an apprenticeship prior to completion.

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.

## 2017/18 Higher Education Fees & Charges Policy

Higher education course fees for the 2017/18 academic year will be as follows:

### Foundation Degrees

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

### HND

Full time (2 years)	£6,500
Part time (1 year Top-up)	£4,330

### HNC

Full time (1 year)	£6,500
Part time (2 Years)	£4,062
Part time (1 semester - Year 2 returners)	£2,167

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

Any learner withdrawing from their Higher Education course on or before 31 January 2018 will be liable for 50% of their course fee. Any learner withdrawing after this date will be liable for their 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, and the College will seek payment of any outstanding balance of fees from the learner directly. This does not affect a learner's statutory rights under the Consumer Rights Act 2015.

Level 4 Higher Education learners commencing a course in September 2017 will receive a £500 contribution towards an appropriate IT bundle following their enrolment. This incentive is only available to each eligible learner once and will not be paid to any learner who has previously received a similar contribution in respect of a previous enrolment at The Sheffield College.

Higher education students requiring additional learning support must be assessed prior to enrolment. The College will assist students to apply for Disabled Student Allowance if they are eligible, and will make reasonable adjustments for those students with identified support needs. Students will be informed of the reasonable adjustments the College will make. Any student seeking additional support beyond that provided as reasonable adjustment will be expected to meet the cost of this themselves where the College is able to provide it.

## 2017/18 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. Other than the exceptions below, the College will not grant refunds under any other circumstances. The provisions under this policy do not affect the learner's statutory rights.

Where a learner wishes to withdraw from the course they must do so in writing by letter or email to their course leader.

The full fee for a course is payable even if the learner decides not to complete the course, with the following exceptions.

### Cooling Off Period

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

Cancellation requests in respect of online enrolments should be submitted by email to [SRISOnlineQueries@sheffcol.ac.uk](mailto:SRISOnlineQueries@sheffcol.ac.uk).

### Higher Education Courses

Students withdrawing from a higher education programme will be entitled to a 50% discount on the annual tuition fee if they withdraw on or before the 31 January in the relevant academic year. Where a student withdraws on or after 1 February the full tuition fee for that academic year will be payable.

### 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.

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