

The Sheffield College
Policy and Procedures



Policy Name	Tuition Fee Policy
Owning Strategy	Financial Strategy
Linked Strategies	HE Strategy
Relevant to	All staff who have a role to play in informing students about their fees, those responsible for charging and collecting student's fees.

Policy Reference	TF18-19
Approval Board	FE&GP
(Re) Approval Date	April 2018
Implementation Date	September 2018
Next Review Date	February – March 2019

Author's Name	Kate Platts	Signed and Dated
Author's Job Title	Executive Director Finance and Resources	
Area	Finance	

New Policy or Substantive Policy Review

Version	Date	Policy Development Agreed by	Policy Development Author	Draft Policy Verified by	Policy Approval	Impact Assessment (if applicable)
V1	March 18	K Platts	K Platts	Finance and Estates Group	FE&GP	

Rationale for new or substantive policy review	Fees and charges will need updating to reflect changes in funding rules and support for students as well as the external commercial environment
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Periodic Policy Review / Change History

Version	Date of Review / Revision	Description of Change	Reviewed by	Approved by
V1	March 18	Update for 2018-19 funding rules	CEO	FE&GP

The Sheffield College Fees and Charges Policy

Policy Statement

College tuition fees are charged in accordance with Government funding guidance to ensure that they cover the costs of every programme and make a contribution to the College's overheads.

Principles

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

- The 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 education 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.

Scope and Limitations

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

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

Responsibilities

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

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

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

The Commercial Director is responsible for proposing the fees for Apprenticeships.

The Head of HE is responsible for proposing the fees for Higher Education.

Student Records and Information Services (SRIS) staff are responsible for ensuring that the correct fees are captured in EBS and given to the students during enrolment.

Implementation

The following fees and charges will be implemented for the Academic year commencing September 2018

1. ESFA funded Courses

1.1 Tuition Fees

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

1.1.2 Students aged 16-18 (excluding apprenticeships)

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 2017-18](#) will not be charged a tuition fee.

1.1.3 Adult Students (excluding apprenticeships)

Adults who fulfil the following criteria will not be charged a tuition fee

- English and Maths, up to and including level 2 for individuals aged 19 and over who have not yet previously attained a GCSE grade A*-C/9-4
- First full qualification at level 2 for individuals aged 19-23 and / or
- 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 draft [Adult education budget: funding rules](#). The rules for where students get 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 1.

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 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.

1.2 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 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 allowed to retain any practical work they have completed.
- **Trips or visits undertaken as part of the programme of study:** a contribution will be requested.

Any students 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 will be passed on in full to the student.

1.3 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.

1.4 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 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.

1.5 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. 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.

1.5.1 Discounts

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.

1.5.2 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.

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.

2. Courses not funded by the ESFA or regulated by the Office for Students

Tuition fees are charged based on a full cost model.

3. Apprenticeships

3.1 Tuition Fees

3.1.1 Government funded Apprenticeships started before May 2017

Employers are charged £10 per week or a one off payment of £150 where the apprentice is aged 19 years or older at the start of the apprenticeship.

3.1.2 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.

3.2 Tuition fee discount

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 & 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.

3.3 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.

3.4 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.

3.5 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.

3.6 Payment

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

3.6.2 Non Levy Employers

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.

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.

3.6.3 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:

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 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. 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.

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 apprentices 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 3.

4.1 Tuition fees

These are reviewed on an annual basis in line with HEFCE guidelines, the Access Agreement, the Teaching Excellent Framework and with due regard for financial viability, and market forces. The fees are set as follows:

Award	Mode	New students 2018/19 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 (6 months followed by further 12 months)	£2,167 (6 months) then £4,333 (12 months)
HNC	Full time (1 year)	£6,500
	Part time (12 months followed by a further 6 months)	£4,333 (12 months) then £2,167 (6 months)

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

The fees for higher apprentices and degree apprentices where the study involves at least one element at level 4 or higher are calculated as set out in section 3.

4.3. Other charges

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

4.3.1. 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

4.4 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%

Early withdrawal will mean that a student 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 student directly, subject to the application of the College refund policy. This does not affect a student's statutory rights under the Consumer Rights Act 2015.

4.5 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 six instalments.

5. International fees

5.1 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 (11/09/2017 to 29/06/2018)

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 - 08/09/2017 - 22/12/2017 (14 weeks)	£2940	£3360
TERM 2 - 08/01/2018 - 29/03/2018 (11 weeks)	£2310	£2640
TERM 3 - 16/04/2018 - 29/06/2018 (10 weeks)	£2100	£2400

5.2 Other Charges

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

5.3 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).

5.4 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.

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 Services and SEND Support.

7. Debt and debt collection

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.

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

8. 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.

8.1 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).

8.2 On line enrolments

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

9. Annual review of fees and charges

Students should be aware that course fees are reviewed annually and may increase in line with inflation (RPI-X for HE programmes) 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.

10. 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.

Policy 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.

Supporting and/or Related Documents.

External funding guidance

16-19 funding rules (guidance for 2018/19 should be released shortly)

<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://www.gov.uk/government/uploads/system/uploads/attachment_data/file/600849/EMPL_OYER_RULES_V2_FINAL.pdf

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/600851/EMPL_OYER_PROVIDER_v2_FINAL.pdf

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/696506/Provider_v6.pdf

Internal policy documents

Financial Regulations

AEB subcontracting policy

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 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	£100
Small Provision (3)	21 to 44	£150
Medium Provision (6)	45 to 68	£300
Medium Provision (9)	69 to 92	£450
Medium Provision (12)	93 to 100	£600
Certificate (13-24)	101 to 196	£724
Certificate (25-36)	197 to 292	£1,265
Diploma (37-48)	293 to 388	£1,987
Diploma (49-72)	389 to 580	£2,573
Diploma (73-132)	581 to 1060	£4,170
Diploma (133+)	1061 +	£6,602

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.

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

Table 2: The exceptions to the single activity matrix for 2017 to 2018.

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	£1,246
GCE A-level	£1,987	£2,225	£2,583	£3,179	£3,417
GCSE	£724	£811	£941	£1,159	£1,246
GCSE short course	£300	£336	£390	£480	£516
Functional skills in English or maths	£724	-	£941	-	-
Functional skills in IT	-	£336	-	-	-
Access to HE	£3,022	£3,384	£3,928	£4,835	£5,197

Appendix 2

LOCAL REMISSION

Local Remission Category	Fees/Discount % (applies to tuition fees shown on EBS)
Full-time 19 year old students taking new subjects integral to existing programmes	50%
Courses specifically designed for students with Learning Difficulties and Disability (LDD) including sensory impairment but excluding Sign Language	100%
Students under 25 who have an Education, Health & Care Plan	100%
Staff training	100%
HE Cert Education course for staff employed via the Graduate Teacher scheme.	100% Conditions apply
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 Please note that this discount does not apply to Higher Education and ESOL courses	10%
Full-time 19+ Sheffield College students requiring GCSE English and/or Maths at grade B/4 or higher to progress to Higher Education	100%