

Weston College Corporation

FEES POLICY 2015 / 2016 ACADEMIC YEAR

This Fees Policy is divided into two sections covering Further Education (FE) and Higher Education (HE) respectively.

The Fees Policy 2015 / 2016:

- Is informed by consultation with the Education Funding Agency (EFA) the Skills Funding Agency (SFA) & the Higher Education Funding Council for England (HEFCE) and approved by the Corporation Finance Committee
- Should be read in conjunction with the latest version of the SFA Learner Eligibility and Contribution Rules 2015/2016 and Education Funding Agency Funding Guidance for Young People 2015/2016
- Is subject to amendment, in year, due to possible changes in national funding policy; these will be authorised and endorsed by the Principal and notified to the Corporation Finance Committee for verification
- Will, if necessary, be interpreted by the Principal with any outcomes being retained for audit record purposes

Section 1: FURTHER EDUCATION

For the 2015 academic year students pursuing further education with Weston College will be one of the following:

1. Fully Funded
 - a. 16 – 19 year olds (at 31 August 2015)
 - b. 19+ year olds (on the first day of learning), undertaking a Learning Aim Reference Service (LARS) listed course, unemployed, in receipt of and providing current proof of:
 - i. Job Seekers Allowance (JSA)
 - ii. Employment Support Allowance (ESA) – Work Related Activity Group (WRAG)
 - iii. Incapacity Benefit (during the transition period to ESA)
 - c. Students identified as Fully funded in Appendices 1 & 2 and undertaking a LARS listed course
2. Co-funded
 - a. Students identified as Co-funded in Appendices 1 & 2 and undertaking a LARS listed course
3. Not-funded
 - a. All students aged under 16 (at 31 August 2015)
 - b. All overseas students (i.e. student not meeting Home or EU settled status)
 - c. All students aged 19 and over, undertaking LARS listed, courses who are not eligible for fully funded or co-funded status
 - d. All students aged 24 or over undertaking L3 Certificate, L3 Diploma, L4 Certificate or L4 Diploma courses
 - e. All HE students
 - f. All students taking unlisted courses (not listed on LARS)

A. Fees

	Fully Funded	Co-funded	Not funded
Tuition Fees	No	Yes ^Ω	Yes
Examination Fees	No	Yes	Yes
Personal Kit / Uniform retained after course	Yes	Yes	Yes
Professional Memberships	Yes	Yes	Yes
Student Union Fee	No	No	No

^Ω Currently 50% of the full rate

- Weston College may introduce special schemes to support full time students who are in one of the SFA identified Disadvantage Uplift categories

- Weston College establishment staff who opt to undertake a LARS listed course will receive a 50% reduction on the tuition fee element of the course fee
- Forward Futures and other agency staff who opt to undertake a LARS listed course DO NOT automatically receive a reduction on the tuition fee element of the course fee, such a discount would be given at the discretion of the Principal
- Students repeating a course, for which they have already had exam fees paid by Weston College are required to pay full examination / module fees for their second or further attempts at these exams / modules
- Students enrolled at Weston College or who were enrolled in the previous academic year wishing to take examinations in subjects for courses they are not enrolled for will pay an External Entry Fee of £50 per subject in addition to the Examination Board / Module Fees
- Persons wishing to use Weston College as an Examination Centre (not enrolled in the current or previous year) will pay an External Entry Fee of £120 per subject and Examination Board / Module fees. Such students may also incur invigilation and room hire costs if the exam cannot be scheduled to coincide with existing college exams. It should be noted that it may not always be possible to meet all requests to be used as an Examination Centre.
- **24+ Advanced Learning Loans,**
 - Students aged 24 years and over, on the first day of learning, undertaking Level 3 or higher FE courses will all need to pay full fees.
 - Students opting to take out a 24+ Advanced Learning Loan to pay for their course will be allowed to enrol prior to confirmation, from the Student Loans Company, of a fully approved loan but will be personally invoiced for the full amount of the fees until such time as they provide a copy of the SLC letter to the college

B. Payments

- Fees are payable at the time of enrolment
- **Debtors** – Students or sponsors with outstanding debts to the college will not be eligible to enrol until that debt has been cleared, certification will also be withheld until debts are cleared.
- Direct Debit / Instalment Plans are available to Home and EU students or their employers
 - Paying their own fees and
 - Whose Tuition fee is greater than £120 and
 - Whose course lasts longer than 6 months

Direct Debit requires that:

- 25% of tuition fees, all Examination Fees and the £15 administration fee is paid at enrolment
- the remaining tuition fees are paid in four equal payments

Instalment Plan requires that:

- At least 50% of tuition fees, all Examination fees and the £15 administration fee is paid at enrolment

- The remaining tuition fees are paid when invoiced during the course
- **Sponsorship** – sponsors who are not wishing to pay fees up front or enter into a direct debit / instalment plan may provide the student with a letter of authorisation. All sponsors must have in place or seek approved sponsor status, via the Finance Office, before their employee tries to enrol.

C. Refunds

- Refunds are made to the original payee if
 - Weston College withdraws a course - full refund
 - The student changes their minds and notifies the college in writing at least one month before the start of the course - full refund
 - The student, through exceptional circumstances is unable to complete their course (ill health supported by GP letter, relocation out of area) – pro rata refund to maximum of 50% of tuition fees, examination and resource fees will not be refunded
- Students who are paying for a Level 3 or Level 4 certificate or diploma course via a 24+ Advanced Learning Loan or a combination of personal finance and a 24+ Advanced Learning Loan will not receive any refund if they withdraw from their course

D. Credit Notes

- Students wishing to withdraw from a course may be eligible for a pro-rata credit note for tuition fee elements of their course fees provided that they notify the college in writing and return their original enrolment form. This will not apply to students undertaking a level 3 or level 4 course who have funded it via a 24+ Advanced Learning Loan or a combination of personal finance and a 24+ Advanced Learning Loan
- Credit notes are valid for one calendar year and may be used by the named person only
- Once the credit note value is determined a £25 administration fee will be deducted

Point of withdrawal	Credit note value before £25 admin fee	
	30+ week course	Less than 30 week course
1 st third of course	50%	50%
2 nd third of course	25%	None
Last third of course	None	None

SECTION 2: HIGHER EDUCATION

For the 2015 academic year students pursuing higher education with Weston College will be one of the following:

- a. Franchised student with one of our Higher Education partners (Bath Spa University or University of West of England)
- b. Weston College degree student (validated by a Higher Education partner)

1. Franchised Students are subject to the finance regulations of their partner HEI and will pay fees directly to them (with the exception of part time Bath Spa University courses who will also pay their tuition fees to Weston College).

2. Weston College degree students

A. Fees

- Tuition fees of £7500 are payable on all full time course with the exception of Health and Social Care Practice and Care Management in the Community which have fees of £6,000
- Tuition fees of £5000 are payable for part time courses
- Tuition fees of £3750 are payable for part time top-up courses

B. Payments

- The majority of students will be able to access Tuition Fee Loans via the Student Loans Company (SLC) – the SLC letter must be provided at time of enrolment. If the SLC letter is not available at enrolment students will be invoiced –invoices will be cancelled as soon as the SLC letter is provided to the college. It is the students' responsibility to present this letter to Higher Education Academic Registry Team.
- Sponsored / self-funding students may opt for one of the following:
 - Full payment at enrolment
 - Instalment plan – 3 payments (October 2015, January 2016 and April 2016)
 - Instalment plan – 6 payments (October, November, December 2015, and January, February, March 2016)
 - To be invoiced – students can make payments against the invoice throughout the year. The invoice amount must be paid by the end of the academic year.

Sponsored students will need to bring in a letter or purchase order from their sponsor confirming that they are paying the fees in order to claim payment. If students do not have an authorising letter they (or the sponsor) will be subject to the instalment plans above.

C. Withdrawals

Students who leave in year will be expected to pay the following tuition fees:

Withdrawal date:	Fee Liability
Less than 2 weeks after registration	Nil
Before the end of the first term	25%
Before the end of the second term	50%
After the start of the last term	100%

D. Retake Costs

- i) Students who have been allowed to trail a module(s) into the next academic year, along with their other scheduled modules, will not be subject to any additional fee liability.
- ii) Students who are retaking the year will be liable to a pro-rata fee based on the size of the module(s) being undertaken.
- iii) Students who are having a third attempt at a module but who will not be in attendance during the academic year will be subject to an administration fee of £150 per module.
Students will be required to be enrolled but not subject to attendance monitoring.

APPENDIX 1

19-23 year olds as at 31 August 2015* or first day of learning\$ (Classroom based)

Qualifications on Entry / Course Type	Below Level 2	To Level 2 (in same sector skill area as course)	To Level 2 (in different sector skill area from course)	To Level 3 (in same sector skill area)	To Level 3 (in different sector skill area)
Adult Basic Skills* [⌘]	Fully funded	Fully funded	Fully funded	Fully funded	Fully funded
ESOL*	Co-Funded	Co-funded	Co-funded	Co-funded	Co-funded
Entry Level [⌘]	Fully funded	Not funded	Co-funded	Not funded	Co-funded
Level 1 [⌘]	Fully funded	Not funded	Co-funded	Not funded	Co-funded
Full Level 2 [⌘]	Fully funded	Not funded	Co-funded	Not funded	Co-funded
Other Level 2 (Award)*	Co-funded	Not funded	Co-funded	Not funded	Co-funded
Full Level 3 [⌘]	Fully funded	Fully funded	Fully funded	Not funded	Co-funded
Other Level 3 (Award)*	Not funded	Not funded	Not funded	Not funded	Not funded
Full FE Level 4 or higher*	Fully funded	Fully funded	Fully funded	Co-funded	Co-funded

19-23 year olds as at 31 August 2015* or first day of learning\$ (Workplace Learning)

Adult Basic Skills* [⌘]	Fully funded	Fully funded	Fully funded	Fully funded	Fully funded
ESOL*	Not funded	Not funded	Not funded	Not funded	Not funded
Entry Level [⌘]	Not funded	Not funded	Not funded	Not funded	Not funded
Level 1 [⌘]	Fully funded	Not funded	Co-funded	Not funded	Not funded
Full Level 2 [⌘] ⋄	Fully funded	Not funded	Co-funded	Not funded	Co-funded
Other Level 2*	Not funded	Not funded	Not funded	Not funded	Not funded
Full Level 3 [⌘]	Fully funded	Fully funded	Fully funded	Not funded	Not funded
Other Level 3*	Not funded	Not funded	Not funded	Not funded	Not funded
Full FE Level 4 or higher	Fully funded	Fully funded	Fully funded	Not funded	Not funded
Apprenticeship All Levels	Fully Funded	Not funded	Co-funded	Not funded	Co-funded

[⌘] Learner needs additional step/s in order to progress to a full Level 2

⋄ Not funded if the employer is large employer i.e. 250 or more employees

[⌘] Fully funded to same level or a level above their diagnostic but not to levels below their diagnostic

Appendix 2

24 years old as at 31 August 2015* or first day of learning\$ (Classroom Based)

Qualifications on Entry / Course Type	Below Level 2	To Level 2 (in same sector skill area as course)	To Level 2 (in different sector skill area from course)	To Level 3 (in same sector skill area)	To Level 3 (in different sector skill area)
Adult Basic Skills* [⌘]	Fully Funded	Fully Funded	Fully Funded	Fully Funded	Fully Funded
ESOL*	Co-Funded	Co-funded	Co-funded	Co-funded	Co-funded
Entry Level [⌘]	Co-Funded	Not funded	Co-funded	Not funded	Co-funded
Level 1 [⌘]	Co-Funded	Not funded	Co-funded	Not funded	Co-funded
Full Level 2 [⌘]	Co-funded	Not funded	Co-funded	Not funded	Co-funded
Other Level 2 (Award)*	Co-funded	Not funded	Co-funded	Not funded	Co-funded
Full Level 3 [⌘]	Not Funded	Not Funded	Not Funded	Not funded	Not Funded
Other Level 3 (Award)*	Not funded	Not funded	Not funded	Not funded	Not funded
Full FE Level 4 or higher	Not Funded	Not Funded	Not Funded	Not Funded	Not Funded

24 years and older as at 31 August 2015* or first day of learning\$ (Workplace Learning)

Adult Basic Skills* [⌘]	Fully Funded	Fully Funded	Fully Funded	Fully Funded	Fully Funded
ESOL *	Not funded	Not funded	Not funded	Not funded	Not funded
Entry Level [⌘]	Not funded	Not funded	Not funded	Not funded	Not funded
Level 1 [⌘]	Not funded	Not funded	Not funded	Not funded	Not funded
Full Level 2 [⌘]	Co-funded	Not funded	Co-funded	Not funded	Co-funded
Other Level 2 (Award)*	Not funded	Not funded	Not funded	Not funded	Not funded
Full Level 3 [⌘]	Not funded	Not funded	Not funded	Not funded	Not funded
Other Level 3(Award)*	Not funded	Not funded	Not funded	Not funded	Not funded
Full FE Level 4 or higher	Not funded	Not funded	Not funded	Not funded	Not funded
Apprenticeship All Levels	Co-funded	Not funded	Co-funded	Not funded	Co-funded

[⌘] Learner needs additional step/s in order to progress to a full Level 2

[⌘] Not funded if the employer is large employer i.e. 250 or more employees

[⌘] Fully funded to same level or a level above their diagnostic but not to levels below their diagnostic