



## **Tuition & Other Fees Policy**

<b>Policy Area:</b>	<b>General Corporate</b>
<b>Policy Lead:</b>	<b>Executive Director Finance   Director of MIS &amp; Digital</b>
<b>Approved By:</b>	<b>Governing Board</b>
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## 1. Introduction

- 1.1. East Sussex College's approach to setting and collecting tuition fees and associated charges (such as exam fees, and educational visits) is reviewed on an annual basis. This policy has a major impact on the educational character of the college and is therefore approved by the Governing Board.
- 1.2. The approach of the college to recovering fees is largely dictated by its principal funding bodies, The Education & Skills Funding Agency (ESFA) and the Office for Student (OfS).
- 1.3. East Sussex College is classified as an exempt charity under the [Further and Higher Education Act 1992](#). However, the college is required to recover fees for many of the programmes that it runs.
- 1.4. Fees for academic year 2023/24 are set out in Appendix 1.

## 2. Objectives

This policy seeks to ensure that:

- 2.1. The college has a fees policy that is fair, equitable and clear.
- 2.2. Tuition fees and associated charges are calculated and applied consistently across the entire curriculum offer of the college.
- 2.3. Any barriers to participation presented by tuition fees and associated charges are mitigated by providing flexible payment options and/or assisting students to access appropriate financial support to meet the cost of these.
- 2.4. The college can respond flexibly to market forces and government policy, including fee guidance issued by funding bodies, the ESFA, and the OfS.
- 2.5. The college generates a proportion of overall income from non-publicly funded sources.
- 2.6. The college develops appropriate and effective targets relating to fee income generation, and reviews performance against these regularly, and in relation to sector benchmarks.

## 3. General principles

- 3.1. The college has a Single Equality Scheme and seeks to ensure that arrangements for fees and charges are consistent with this.
- 3.2. Students or their sponsors, unless they qualify for exemptions/waivers, are to be charged:
  - 3.2.1. A tuition fee.
  - 3.2.2. External fees (awarding body, examination, registration).
- 3.3. Classroom based students are ultimately responsible for ensuring that their fees are paid, even where a third party (e.g. an employer) intends to pay on their behalf.
- 3.4. Where learning is predominantly delivered in the workplace (including all apprenticeships) employers are ultimately responsible for ensuring fees are paid in accordance with apprenticeship funding rule requirements. A student cannot pay their own fees unless they are self-employed and are, therefore, both student and employer.
- 3.5. All fees are due at enrolment and continuing attendance on a course or programme of study is dependent on the payment of all fees due. Appendix 1 sets out the fees payable for subsidised courses. Instalment arrangements are available provided that certain criteria are met.

- 3.6. No tuition fees are payable by 16-18 year-old FE students, including those on part time programmes, or by adult students who meet the specified criteria in Appendix 1.
- 3.7. Students seeking a reduction or waiver of fees under these policies may need to produce documentary evidence, when enrolling, of their entitlement to receive benefit, or proof of their membership of the relevant group.
- 3.8. In order for a student to be eligible for government funding for their learning programme, the student must meet the requirements in the funding rules; this is generally that they have a legal right to be resident and study in the UK at the start of their programme. Please refer to the full funding rules for full definitions. There should also be a reasonable likelihood that the student will be able to complete their programme of study.
- 3.9. A student's status at enrolment (e.g. employed, in receipt of eligible benefits) applies throughout the year on that learning aim.
- 3.10. Where a student has previously taken an examination with East Sussex College, resit examination fees will apply (excluding Maths and/or English). These examination fees are set by the individual awarding bodies and are payable in advance of the re-sit.
- 3.11. Other charges imposed by awarding organisations (e.g. re-marking, requests for scripts) will be passed on to students.

#### 4. Further education course fees: 16-18 students

- 4.1. Although the college is prohibited from charging 16-18-year-old students tuition fees in respect of ESFA funded further education courses, the following costs will be passed on to these students:
  - 4.1.1. The cost of any non-mandatory trips or visits associated with the programme of study.
  - 4.1.2. The cost of any examination re-sits, where appropriate.

#### 5. Further education course fees: other students

- 5.1. Tuition fees are payable annually. For example, a fee will be payable for each year of a two-year course.
- 5.2. Where the college splits a 2-year course into two 1-year courses and year 2 is funded from a student loan, the loan becomes payable. Other students will continue to benefit from any entitlements applied in the first year for reduced fees. This benefit does not continue beyond year 2.
- 5.3. Continuing students who are over 18 and began a learning aim before the age of 19 will normally have their fees waived. Any start of a new learning aim that is not part of a programme is subject to fees.
- 5.4. The college reserves the right to charge an agreed hourly rate on specific tailored programmes for those students under 16.
- 5.5. The Assumed Fee Element (AFE) is 50%. This includes all Adult Education Budget (AEB) courses to ensure consistency across the college. The college reserves the right to vary the fee depending on market forces whilst still ensuring a sufficient positive contribution.
- 5.6. Students on AEB courses may qualify for a fee waiver; these are applied in line with the current funding rules. Students' applications are considered on an individual basis by the college's Student Finance support team.
- 5.7. The requirement to pay the cost of awarding body registration and examination fees is set out in Appendix 1.

## 6. Apprenticeship fees

- 6.1. In May 2017 the funding model for apprenticeships changed with funding split into two processes:
  - Levy paying employers (those with an annual wage bill over £3m)
  - Non-levy employers (SMEs with an annual wage bill less than £3m)
- 6.2. The college will typically negotiate with employers and agree the fees in line with the appropriate funding band for each apprenticeship standard, although, in exceptional cases this will be varied for market forces.
- 6.3. For levy paying employers the funding for apprenticeships is expected to be fully funded from the employer's levy pot, accessed via the Apprenticeship Service, up to the maximum value allocated to each levy employer. Were the employer's levy pot to be already fully allocated then the employer must co-invest 5% of the outstanding balance for that month. The government will then contribute the remaining 95% up to the funding band maximum, as negotiated between the college and employer.
- 6.4. Non-levy employers must pay 5% of the agreed fee negotiated between the college and employer for the apprenticeship delivery of apprentices aged over 16-18 or 19+ where the employer has over 50 employees, up to the maximum of the funding band for each framework/standard. The government will then contribute the remaining 95% up to the funding band maximum.
- 6.5. If the apprenticeship fee negotiated is in excess of the funding band the employer is liable for the difference between this and the maximum funding band. This applies to both Levy Paying and non-levy employers
- 6.6. End point assessment (EPA) resits are charged to the employer.
- 6.7. If the apprentice withdraws within 42 days of their start date (the funding qualifying period), then the employer remains liable for an administration fee of £100. This may be waived where the withdrawal is for reasons not within the employer's control.

## 7. Bespoke employer courses

- 7.1. Payment for such courses is due upon receipt of invoice.
- 7.2. Cancellations giving notice of more than 10 working days will incur a 10% administration fee. Notice of less than 10 working days will incur full fees.

## 8. Higher education (HE) course fees

- 8.1. The fees for each year an HE student is enrolled with the college is agreed as part of a separate Access and Participation Agreement that is submitted annually to the OfS. Further information is available on the college's website: <https://adult.escg.ac.uk/degree-level/fees/>
- 8.2. The full and part time course fees for first year students in 2023/24 are included in Annex 1.
- 8.3. The college offers HE students the facility to pay by instalments, although the vast majority of students elect to apply for a student loan to cover their fees.

## 9. International fees

- 9.1. For international fees please see the college's website: <https://international.escg.ac.uk/apply/fees/>

## 10. Advanced Learner Loans

- 10.1. Advanced Learner Loans are available for students:
- Aged 19 and over and UK resident
  - Studying at an ESFA-approved provider in England
  - Studying at Level 3 to 6:
    - Up to 4 A-levels (including A2- and AS-levels)
    - QAA Access to HE Diploma courses
    - QCF Level 3 and 4 Certificates and Diplomas
- 10.2. Note that students aged 19-23 may be able to access fully funded provision and will not be required to take out a loan under certain circumstances.
- 10.3. Full details of how to access Advanced Learning Loans and also the accompanying bursary are available on the college's website: <https://www.escg.ac.uk/support/finance-information>.
- 10.4. The college aims to set fees in line with the maximum recommended loan value, which includes exam fees. Any exceptions to this must be agreed by the Executive Director Finance.

## 11. Payments of fees and instalments

- 11.1. All fees become payable on the completion of an enrolment form either by the student or sponsor, unless the student is entitled to full fee remission. Payment of fees may be made by cash, credit or debit card, direct debit, or cheque. In the case of instalments, direct debits are preferred.
- 11.2. Administration fees are applied to fees as follows:
- 11.2.1. All home students' fees will be deemed to include a non-refundable administration fee of £25 unless due to college cancellation, where there is a justified complaint, or in exceptional personal circumstances at the discretion of the Executive Director Finance.
- 11.2.2. Fees for students who transfer from one course to another will not be subject to an additional administration fee.
- 11.3. Staged payment agreement templates:

Course duration	Arrangement	Staged payment template
Courses up to 12 weeks	Pay in full at enrolment	No
Courses over 12 weeks, up to 29 weeks	Cost up to £200	50% deposit at enrolment 50% approx. 4 weeks after (1 <sup>st</sup> of month)
Full year course	Cost between £201 - £500	40% at enrolment 2 monthly instalments of equal value (1 <sup>st</sup> of month)
Full year course	Cost between £501 - £4,000	20% deposit at enrolment 5 monthly instalments of equal amounts (1 <sup>st</sup> of month)
Full year course	Cost over £4,000	Deposit at enrolment 7 monthly instalments of equal amounts (1 <sup>st</sup> of month)
ESOL courses (11 weeks)	N/A	50% deposit at enrolment 50% approx. 4 weeks after (1 <sup>st</sup> of month)
Micropigmentation course (4 months)	N/A	25% deposit at enrolment 3 monthly instalments of 25% paid by direct debit

The student will need to complete a direct debit mandate to set up their staged payment agreement, following this link: <https://pay.gocardless.com/AL000353W7XBA0>

## 12. Unpaid fees

- 12.1. The college will use appropriate debt recovery procedures where students breach the terms of their instalment agreement and may exclude such students from the college.
- 12.2. The college reserves the right to refer to a debt collection agency (ACT Credit Management Ltd) in order to recover fees owed.
- 12.3. Students undertaking a two-year programme will not be allowed to progress to the second year of the course where fees relating to the first year remain unpaid, and students who complete a programme of study but have fees outstanding will not be allowed to enrol on further programmes of study until the outstanding debt has been cleared.
- 12.4. Students remain liable for the full fees in the event of withdrawal from a course funded by the Student Loans Company.

## 13. Fee refunds

- 13.1. Fee refunds or waivers will be approved where the college has cancelled a course (or significantly altered start dates and/or location). Fee refunds or waivers must be approved by the relevant budget holder. Where there is a justified complaint, or in exceptional circumstances, any refund or waiver must be approved by the Assistant Principal and the Executive Director Finance.
- 13.2. There is a cooling off period of 14 calendar days from enrolment, during which a student may withdraw and receive a full refund of any paid fees. If a student wishes to withdraw, they must inform the college in writing or by email within these 14 days. After this period, withdrawals will be in line with section 13.3.
- 13.3. If a student wishes to withdraw from a course and fails to inform the college in writing or by email within the 14-day cooling off period, a refund will not be given subject to exceptional circumstances as above and in line with the more detailed information below.

FE	Fee funded by Advanced Learner Loan	<ul style="list-style-type: none"> <li>• Withdrawal during term 1 and term 2: students will be liable for their fees up to the point of withdrawal plus an admin fee of £25, less any payments already received by the college from Student Finance.</li> <li>• Withdrawals from term 3: students will be liable for their full fees plus an admin fee of £25, less any payments already received by the college from Student Finance.</li> </ul> <p><i>Note that in the event of any fee remaining which is not covered by the loan, the balance will be charged to the student.</i></p>
	Fee not funded by student loan, e.g. by the student or a sponsor	<ul style="list-style-type: none"> <li>• Withdrawal during term 1 and term 2: students will be liable for their fees up to the point of withdrawal plus an admin fee of £25.</li> <li>• Withdrawals from term 3: students will be liable for their full fees plus an admin fee of £25.</li> </ul>

HE	Fee funded by student loan	<ul style="list-style-type: none"> <li>Withdrawal during term 1: 75% refund (as 25% of loan is due to the college)</li> <li>Withdrawal during term 2: 50% refund (as 50% of loan is due to the college)</li> <li>Withdrawal during term 3: no refund given, (as 100% of loan is due to the college)</li> </ul> <p><i>Note that in the event of any fee remaining which is not covered by the loan, the balance will be charged to the student.</i></p>
	Fee not funded by student loan, e.g. by the student or a sponsor	<ul style="list-style-type: none"> <li>Withdrawal during term 1: 75% fees credited (as 25% of loan is due to the college)</li> <li>Withdrawal during term 2: 50% fees credited (as 50% of loan is due to the college)</li> <li>Withdrawal during term 3: 100% of loan is due to the college.</li> </ul> <p><i>Note that in the event of any fee remaining which is not covered by the loan, the balance will be charged to the student.</i></p>

E-learning	There is a cooling off period of 14 calendar days from enrolment, during which a student may withdraw and receive a full refund.	
	Fee funded by Advanced Learner Loan	Fees are due based on monthly attendance, and these are paid monthly by the Student Loans Company. Refunds are hence not applicable, although where a student leaves a course before the approved period, any balance of fees on the account are the liability of the student to pay in full.
	Courses funded by other methods	The rules applying to the course taken should be applied

Apprenticeships (internal & partner)	Student withdraws within 42 days (the funding qualifying period)	An administration fee of £100 applies and will be charged.
	Student withdraws after 42 days	Full fees are due and will be charged.
	Student moves to another employer before 42 days	The first employer can be charged an admin fee of £100 if they are liable; the second employer is charged the full fee.
	Student moves to another employer after 42 days	Fees are on a pro-rata basis for the first and second employer.

Adult leisure courses	<ul style="list-style-type: none"> <li>The full fee is payable on enrolment. When the student withdraws more than 10 working days before the start date a refund less administration fee is due.</li> <li>In all other cases the full fee remains due, unless covered by any of the discretionary points above.</li> </ul>
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<b>Transfer between courses</b>	During Right Choice period (first 6 weeks of FT programme)	Any course fees paid are transferred to the new course, any excess will be refunded, or shortfall charged.
	After Right Choice period:	
	No fees on course B, but student has already paid fees for course A	Student may be refunded any amount in line with the policies above in respect of course A. Admin fee can apply.
	Fees on course B are less than those on course A, and student has paid course A fees	Course A fees are refunded in line with the above, then the student is charged full fees for B. Admin fee can apply.
Fees due for course A, but as yet unpaid – no fees for course B	The fees for course A remain payable.	

- 13.4. Please note that in any case where it seems that the circumstances are being manipulated in order to gain unfair advantage, the college reserves the right to amend these guidelines.

## 14. Deferrals

- 14.1. Where a student is obliged to withdraw from a course it may be possible to defer fees (if the CEO or Deputy Principal consider this academically appropriate) for up to 12 months. No further deferral will be granted, and the fees will be forfeited after the specified period.

## 15. Interpretation of the policy

- 15.1. The college recognises that there may be exceptional circumstances in which a certain level of discretion may need to be exercised.
- 15.2. The Executive Director Finance, with suitable advice, is required to apply the discretion to waive or reduce deposits payable under instalment arrangements having regard to the personal circumstances of individual students. However, waivers and reductions will not be given to students with previous poor payment history.
- 15.3. This policy sets out the minimum tuition fee to be charged for different aspects of the college's curriculum offer. Where appropriate, a higher tuition fee can be charged at the discretion of the college.

## 16. Appendix 1: Tuition Fees Structure 2023/24

Criteria	Tuition fee	Other fees				Notes
		Exams/Reg	Materials	Resits	Visits	
16-18 Learner Responsive	No	No	Yes	Yes	Yes	Materials, resits and visits will be charged at cost
Adult Learner Responsive – Full Time	£2,000	Yes	Yes	Yes	Yes	Fee in line with local competitor, including exam fee
Adult Learner Responsive – Part Time	Individually costed (base case £3 per hour)	Yes	Yes	Yes	Yes	Harmonised at 50% of unweighted funded rate – variances agreed subject to market review ensuring contribution
Advanced Learner Loans (ALL)	Individually costed	Yes	Yes	Yes	Yes	At maximum loanable amount or full cost rate (market review)
Full Cost Recovery (FCR) courses for employers	Individually priced-based costings					Hourly rates and other costs updated annually
Programmes with local schools	£980 annual rate per student for each day attended					Schools invoiced termly in advance on agreed numbers
16-18 Apprenticeships	Market rate	No	Yes	Yes	Yes	In line with government guidance
19+ Apprenticeships	Market rate	Yes	Yes	Yes	Yes	In line with government guidance
Community Learning	Individually costed	N/A	Yes	N/A	Yes	Each programme individually costed to deliver a contribution
E-learning	Individually costed					Each programme individually costed based on ESFA funding rules
Full Time BA, BSc, FdA, FdSc (validated by University of Brighton/University of East Anglia)	£7,995 – starts in 22/23 £7,500 - continuers					For starts during and before 21/22
Part Time BA, BSc, FdA, FdSc (validated by University of Brighton/University of East Anglia)	£3,997 – starts in 22/23 £3,750 – continuers					
Full Time PGCE/Cert Ed	£7,000 – starts in 22/23 £6,000 – continuers					For starts in 22/23
Part Time PGCE/Cert Ed	£3,500 – starts in 22/23 £3,000 – continuers					For starts in 22/23 Course is 2 years
Full Time HNC/D (internal delivery)	£5,950					
Part Time HNC/D	£2,975 – starts in 2/23					
Full Time HNC/D partner delivery (SIRM)	£6,150					
International Full Time 16-19 courses	£8,500 – outside of EU £8,500 inside EU £3,500 EU ‘Settled Status’					Fee based on year of attendance and includes a non-refundable admin fee of £1,000
International FdA and FdSc (outside EU)	£9,000					Fee based on year of attendance and includes a non-refundable admin fee of £1,000.
International Full Degree (outside Eu)	£9,000					
International HNC/D	£75,00					<i>Students can only study full time.</i>