



Tuition Fees Policy 2018-19 (including HE supplement)

Owning Strategy: Finance Strategy	Linked Strategies:
Relevant to: All adult students 19 and over within Derby College.	

Office Use only:

Policy/ Procedure No.	Approval Board/Committee/Group:	Approval/Re-approval Date:	Implementation Date:	Next Review Date:
2215	Corporation 19/03/18 Executive Owner: Chief Finance Officer	March 2018		March 2019

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New Policy or Substantive Policy Review

Version	Date	Policy Development Agreed by (Executive Owner)	Policy Development Author	Draft Policy Verified by	Policy Approval	Impact Assessment (if applicable)

Rationale for new or substantive policy review	
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Please make explicit if change/review relates to procedures, guidelines and associated documents only

Periodic Policy Review / Change History

Version	Date of Review / Revision	Description of Change	Reviewed By	Approved By (Executive Owner)
		This policy is reviewed prior to the commencement of every new academic year.		
V1	26/04/17	Annual Review	Jonathan Fearon - CFO	Jonathan Fearon - CFO
V1.1	27/2/2018	A minor amendment to reflect revised HE fees and an updated instalment payment which was successfully piloted this year.	Jonathan Fearon - CFO	Jonathan Fearon - CFO

1.0 Introduction

- 1.1 The fees structure provides a framework for a consistent approach to be taken by Business Units in relation to both tuition and exam fees.

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- 1.2 The policy incorporates the funding rules to ensuring that Derby College maximise the funding potential for each course or apprenticeship offered, and the subsequent benefits for the student.
- 1.3 It is recognised that there will need to be some flexibility within the framework to enable Business Units to remain competitive and this is reflected in the policy.
- 1.4 The fees policy relates to adult students and apprentices, those 19 and over. Under government funding rules 16-18 students are entitled, by law, to free education, subject to a very small number of exceptions including exam resits and attendance requirements.

2.0 Further education courses

2.1 Within the funding system for adult students, the following will apply.

2.2 Table 1: FE Fees

Funding status	Tuition Fee to be paid
Full fee remission is available under the SFA funding rules	Nil
Partial funding is available under the SFA funding rules – 50% fee remission	50% of the fundable rate
No funding is available	Full cost fee or student loan if available (see below)
See appendix 1 which summarises government contributions.	

- 2.3 The above fees will apply unless the demand for the course or competitive market forces allow for discounts.
- 2.4 Curriculum areas may plan short programmes with nil or discounted fees to attract students to engage in learning with the aim of students progressing to courses where fees will be paid.
- 2.5 Where Curriculum areas plan to deliver substantial levels of activity with discounted fees this should part of the annual budget plan for an area, so viability can be assessed.
- 2.6 Students returning for the second year of a two year course, who were eligible for fee remission in year one, will have this remission honoured in year two.

3.0 Apprenticeship fees

3.1 Background

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For employers who are levy payers, fees will be initially funded by the EFSA via the Apprenticeship Service. Where insufficient funds are held in this account, the College will be notified in arrears of all top ups that need to be claimed directly from an employer.

For non levy paying employers, there is a requirement for employers to pay 10% of the total agreed fee directly to the college.

- 3.2 Apprenticeship fees will be based on the EFSA maximum rate (adjusted for any prior learning). The apprenticeship team will have a discretion to reduce the fees where competition requires lower fees, however this should not be below the delivery costs of the apprenticeship plus a contribution to overheads of 20%
- 3.3 Fees charged to a non levy employer will be based on an agreed payment schedule.

4.0 Fees for future periods are no longer payable if the apprentice leaves the provision.

Higher Education courses

4.1 Table 2: HE Fees

Funding status	Fee to be paid
Higher level courses encapsulated within the SFA adult funding rules.	See table 1
Non Engineering	£50 per credit, equating to: Full time: £6,000 to £6,500 Part time : £3,000 to £4,000 If additional resources are needed to complete the course this must be listed in advance in the course information and cannot exceed the amount detailed in the Access Agreement
Engineering courses	Up to £75 per credit, equating to: Full time: £7,500 Part time : £4,500
Resits	If students need to re-sit then they will be charged the cost of the re-siting module plus any fee charged by an awarding organisation.

4.2 The above fees will apply unless the demand for the course or competitive market forces allow for discounts.

[HE Tuition Fees Supplement](#)

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5.0 International students

5.1 International students attending College courses from overseas who do not fall within the SFA funding rules due to non EU status will be charged a full cost fee commensurate with the course and additional administrative and regulatory requirements.

5.2 Table 3: International students

Course Type	Fee to be paid
Short course	£50 per hour
Full Time – Level 3	£6,500
Full Time – Level 4	£7,500
Full Time – Level 5	£9,000
Bespoke	To achieve minimum 50% contribution

6.0 Other full cost/commercial courses

6.1 For all other full cost commercial courses, a fee which delivers a target of 50% contribution will be charged

6.2 This will apply unless the demand for the course or competitive market forces allow for discounts.

7.0 Waiver of tuition fees

7.1 The Chief Executive Officer can use their discretion to waive fees where a special case is applicable.

8.0 Payment of tuition fees

8.1 All fees are required to be paid in full before the start of the course, unless alternative arrangements have been approved (see below).

8.2 Fees shown in the prospectus will reflect the current year only. Courses running over two or more years will attract fees at the beginning of each year.

8.3 To assist with the payment of fees the College offers instalment facilities, payable by Direct Debit for courses, under the following conditions:

8.3.1 Fees £100+

8.3.1.1 20% of the course fees is payable on

8.3.1.2 Balance payable in instalments on the 5th day of each of month following commencement of the course, upto the final month of the course.

9.0 Fees due when students leave provision

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9.1 Derby College will not raise further charges from the month following a student leaving a course.

9.2 Where a student leaves a course and seeks a refund of charges, the College will offer a rebate of any charges levied in the month following the last attendance.

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Government contribution table

The level of government contribution we will fund is as follows.

Provision	19- to 23-year-olds	24+ unemployed	24+ other
English and maths, up to and including level 2 (Must be delivered as part of the legal entitlement)	Fully funded*	Fully funded*	Fully funded*
Level 2 (First full level 2 must be delivered as part of the legal entitlement)	Fully funded* (first and full)	Fully Funded	Co-funded
Learning to progress to level 2	Fully funded^ (up to and including level 1)	Fully funded	Co-funded
Level 3 (First full level 3 must be delivered as part of the legal entitlement)	Fully funded* (first and full)	Loan-funded	Loan-funded
	Loan-funded** (previously achieved full level 3 or above)		
Traineeship#	Fully funded (including 16- to 24-year-olds###)	N/A	N/A
English for Speakers of Other Languages (ESOL) learning up to and including level 2	Co-funded	Fully funded	Co-funded
	Fully funded – unemployed		
Learning aims up to and including level 2, where the learner has already achieved a first full level 2 or above	Co-funded	Fully funded	Co-funded
	Fully funded – unemployed		
<p>*Must be delivered as one of the English and maths, and/or first full level 2 or first full level 3 qualifications required as part of the legal entitlements. ^Must be delivered as entry or level one provision from local flexibility. # Excludes flexible element where funding depends on age and level. ### 16- to 18-year-old learners must be eligible under the ESFA's young people's residency requirements. ** Availability of loans at level 3 does not replace the legal entitlement to full funding for learners aged 19 to 23. undertaking their first full Level 3.</p>			