



DERBY COLLEGE GROUP POLICY

Tuition Fees Policy

Policy Number:	FIN-008
Executive Owner:	Chief Finance Officer
Owning Strategy / Department:	Finance
Approval Board / Committee / Group:	Finance and Resources Committee, Corporation
User Group:	All adult students 19 and over within Derby College
Relevant To:	As above
Implementation Date:	March 2024
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Ref:	JC/V4
Originator:	Chief Finance Officer
Area:	Finance

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POLICY - PROCEDURES - GUIDELINES - RELATED DOCUMENTS

Policy Accountability and Implementation

Policy Title:	Tuition Fees Policy
Policy Author / Reviewers:	Chief Finance Officer
Policy Implementation:	Chief Finance Officer, Deputy Principal, Director of Data and BI
Policy Monitoring and Compliance:	Chief Finance Officer
Policy Review Timeline:	Annual

Synopsis:

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.

Policy Classification and Publication

Classification

- Essential Authority (EA)

Publication

- Intranet – Policy portal
- Student VLE (Moodle)

Empowering/related legislative and/or authoritative references:

[Adult education budget \(AEB\) funding rules 2023 to 2024 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/adult-education-budget-aeb-funding-rules-2023-to-2024)

[Adult education budget \(AEB\): funding rates and formula 2023 to 2024 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/adult-education-budget-aeb-funding-rates-and-formula-2023-to-2024)

Impact Assessment reference:

Periodic Policy Review / Change History

Note: Please make it clear if change/review relates to procedures, guidelines and associated documents only or it is a rational for a new or substantive policy review

Version	Reviewed / Modified by:	Change History	Advisory committee / groups or specialists	Review / Meeting Date/s
V1	Jonathan Fearon - CFO	Annual Review		26/04/2017
V1.1	Jonathan Fearon - CFO	A minor amendment to reflect revised HE fees and an updated instalment payment which was successfully piloted this year.		27/02/2018
V2	Jonathan Fearon - CFO	Migrated to new policy template HE supplement updated (2020 – 2021)		15/05/2019
V3	Policy Controller and Compliance Manager	Policy renewed for additional 6 months		10/11/20
V4	CFO	Refreshed and updated for latest funding guidance. Clarified policy for instalment payments and advanced learning loans, Increased threshold for offering instalments to be £200 or greater Included latest AEB funding flowcharts as Appendices		12/03/24

1. Introduction

- 1.1. The fees structure provides a framework for a consistent approach to be taken by the organisation in relation to the management of tuition fees, including fee setting, collection, charges and refunds.
- 1.2. The policy incorporates the funding rules to ensure that Derby College maximise the funding potential for each course or apprenticeship offered, and the subsequent benefits for the student.
- 1.3. The fees that the college charges for the courses it provides take into account the requirements of government legislation, funding agencies, college sustainability and the affordability to students.
- 1.4. 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.
- 1.5. 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. Policy Objectives

This policy is intended to:

- 2.1. Provide information on the costs of tuition fees, how they are payable and how they will be administered
- 2.2. Ensure the college maintains a consistent policy which is compliant with funding regulations and guidance.

3. Responsibilities

- 3.1. The Governing Body are responsible for setting a policy by which the tuition and other fees payable to the college are determined, subject to any terms and conditions attached to grants, loans or payments made by funding bodies
- 3.2. College management will ensure the policy is implemented effectively and relevant procedures are followed.
- 3.3. College staff are expected to adhere to the policy and ensure appropriate advice and support is provided to students, parents and employers in line with the policy.

4. Fee Principles

- 4.1. The college will comply with the terms of its funding agreements where they stipulate conditions regarding fees and charges including the assumptions about contributions to fees and charges by students and employers made by the funding bodies.
- 4.2. When setting fees, the college will recognise the fees prevailing in the marketplace to ensure that prices are competitive – this does not mean that prices will be the lowest but will represent good value in relation to the quality of the product.
- 4.3. Wherever possible, the college will enable and facilitate students to access other funds available to contribute to the fees and charges of those students who would otherwise have difficulty in paying these costs.

- 4.4. Students and other interested stakeholders such as parents and employers will be given clear information about fees and charges before the student has committed to the course.
- 4.5. The following fees and other expenses are chargeable unless appropriate remission or financial support is available:
- 4.5.1. A tuition fee which includes:
- The cost of consumable items necessary to complete the course.
 - The cost of tools and equipment necessary to complete the course.
 - Access to relevant study materials to complete the course.
 - Access to college study facilities.
 - Access to the internet and online resources relevant to their course of study.
 - Careers advice, wellbeing and pastoral advice.
- 4.5.2. Awarding organisation fees for registration and examination.
- 4.5.3. The cost of any materials, tools and equipment retained by the students.
- 4.5.4. "Charge per print" costs for photocopying and printing.
- 4.5.5. Exam re-sit costs, or retake costs for course modules.
- 4.5.6. The costs of educational trips and visits.
- 4.5.7. Travel to and from college.
- 4.5.8. Meals and refreshments while at college.
- 4.5.9. The costs of any licenses or disclosure and barring (DBS) checks necessary to achieve the qualification.
- 4.5.10. The cost of overdue, lost or damaged items borrowed from college.
- 4.5.11. Fees for external school or college students.
- 4.5.12. Replacement ID cards, locker keys or other equipment that are fully refundable except in cases of damage or theft.
- 4.5.13. The recreational use of leisure and other non-academic facilities where the activity taking place is not a requirement of a course syllabus or not part of a student union membership free entitlement.
- 4.5.14. Optional extra activities where the activity is taking place outside a required part of an agreed study programme. Examples of optional extra activities include theatre, cinema or museum visits or other day or residential visits that are not a requirement of course syllabuses.
- 4.5.15. The provision of replacement certificates.

5. Payment principles

- 5.1. Fees are payable upon enrolment for all students unless remission applies.
- 5.2. Fees shown in the prospectus or course information will reflect the current year only. Courses running over two or more years will attract fees at the beginning of each year.
- 5.3. If the course fee is £200 or less or the course duration is 12 weeks or less, then the full course fee including all exams and costs are payable at enrolment.
- 5.4. Course fees for over £200 and more than 12 weeks duration can be paid in instalments by Direct Debit as prescribed in the college's instalment agreement with the student at enrolment.
- 5.4.1. Where instalments are agreed, 20% of the course fee is payable on enrolment
- 5.4.2. The balance is payable in instalments on the 5th day of each month following commencement of the course, but must be complete at least six weeks prior to the end of the course.
- 5.4.3. The student must complete a direct debit mandate at the time of enrolment for all instalment plans. If a direct debit instalment defaults, the student becomes liable for the debt in full, immediately.
- 5.4.4. Interest will not be charged to a student, provided the fees are paid in accordance with the instalment plan. The college reserves the right to charge

- interest where the instalments are not paid within the agreed instalment plan at the rates set in the Late Payment of Commercial Debt Act 1998
- 5.5. Where an Advanced Learner Loan is being used to fund a course, it is the responsibility of the student to ensure that this is approved in a timely fashion and the application must be begun before the start of the course.
- 5.5.1. All students should provide their letter stating their Advanced Learner Loan is approved at the time of enrolment.
- 5.5.2. Students applying for a loan remain liable for the full cost of fees until the loan is fully approved by the Student Loan Company (SLC) and payments have been authorised by the SLC.
- 5.5.3. If a student has applied for an Advanced Learner Loan but has not yet received confirmation of the approved loan, then payment of £50 deposit is required at enrolment and a Direct Debit mandate must be completed with instalments being deducted after eight weeks if the loan is not confirmed. Payments are fully refundable after the college receives confirmation that the loan is approved.
- 5.6. Sponsored students must provide a valid purchase order and a letter from their sponsoring organisation before their enrolment can be completed. The letter of sponsorship must be on headed paper and must clearly state the college name, student name, course being funded, total tuition fee and PO Number. Fees will be invoiced and are payable in full on enrolment.
- 5.7. The College and the student (aged 19+) can agree to suspend a learning aim while the student takes a break from learning (BIL). This allows the student to continue learning at a later date with the same eligibility that applied when they first started their learning aim (subject to awarding body requirements). Payment plans can be paused and resumed following the BIL if the appropriate process has been followed. Students funded via a Student Loan can take a BIL of up to 18 months.
- 5.8. All fees and debts are collectable by the College and the College will issue reminders to pay. The College will engage debt collecting agencies to collect fees outstanding where all other recovery options have been exhausted. A letter before action will be issued prior to external referral and all costs associated with referral will be chargeable to the student.
- 5.9. The College reserves the right to take legal action where all other attempts to collect outstanding debts have failed. Associated costs will be chargeable to the student.
- 5.10. All fees must be settled prior to entry to an examination
- 5.11. Any student that is in financial hardship should contact the College as soon as possible so that any support available through learner support funds can be explored.

6. Fee Remission

- 6.1. For the purpose of fee remission, age is calculated as defined by the ESFA as the age on the 31st August in the academic year in which the course starts. However, there are two exceptions to this:
- Some level 3 courses are not eligible for fee remission but are only fundable by loans if the student is 19+ on the first day of learning of the course. Appendix 2 outlines the details of funding for adult learners aiming to complete a level 3 qualification.
 - An apprentice's age is calculated as the age on the first day of learning and may impact certain incentive payments to employers.
- 6.2. Students aged 16-18, or 19-24 years with an Education Health Care Plan (EHCP), who meet the ESFA residency eligibility requirements on ESFA funded courses are subject to full remission for all elements necessary to achieve the course outcome.
- 6.3. Adult students studying up to and including some Level 3 qualifications, as part of the adult skills offer, who are eligible, have statutory concessions for tuition fees if they can provide valid supporting evidence as described in the ESFA funding rules (further details in Appendix 1). This includes appropriate state benefits and also students who have not previously achieved qualifications. This may provide:
- 6.3.1. Full fee remission

- 6.3.2. Co-funding fee remission. This may be further remitted if the student is on a low wage as defined by the ESFA or is able to apply for financial support as defined in the Bursary Policy.
- 6.3.3. Up to four advanced learning loans during the lifetime of the student (See the Advanced Learner Loan website for further details)
- 6.3.4. The curriculum area budget holder may use their discretion to waive fees in exceptional circumstances.
- 6.3.5. If insufficient evidence is supplied, fee remission will be withdrawn, and the learner will become liable for fees.
- 6.4. All students of all ages regardless of remission may still be charged for the following;
 - 6.4.1. "Charge per print" costs for photocopying
 - 6.4.2. Exam costs and subsequent resits where no valid reason is provided for non-attendance at a notified exam.
 - 6.4.3. Optional trips and visits for those who choose to attend.
 - 6.4.4. Costs of equipment, tools, materials or uniforms which will be retained by the student following completion of the course. These costs will be made clear at enrolment
 - 6.4.5. Courses outside of the main study programme or courses where no ESFA funding is available.
 - 6.4.6. Exam fees or assessment costs for industry qualifications outside the study programme or course
 - 6.4.7. Repeating the same regulated qualification
 - 6.4.8. Resitting a GCSE maths or English subject where a grade 4 or C or higher has already been achieved.

7. Apprenticeships

- 7.1. Prior to commencement of an apprenticeship programme the College will enter in to a contract with the employer. This contract will:
 - 7.1.1. Detail any fees and associated payment schedules that have been agreed between both parties
 - 7.1.2. Detail what happens in the event of the student failing to complete the apprenticeship in terms of payments and incentives.
 - 7.1.3. Comply with ESFA funding rules for apprenticeships.

8. Fee Rates

- 8.1. All course fees will be advertised in the prospectus and on the College website.
- 8.2. Part time adult courses which are delivered with ESFA funding may have a basic fee attached, which is set by the college in accordance with market factors, to stimulate recruitment or to ensure the group sizes are large enough to make running courses viable.
- 8.3. For advanced learner loans the College sets the fees at the maximum loan fee for each course as specified in the learning aims system.
- 8.4. For full cost courses the college will set the fee taking into account market factors, maintenance of course contributions, and group sizes.
- 8.5. The co-funded rate will be set at 50% of the course fee.
- 8.6. Higher Education Courses
 - HE Fees are set with regard to the OfS fee limits and with regard to the college's Access and Participation plan (APP). Full details of the current HE Fees Policy are detailed in the Appendix 3 – HE Fees Policy Supplement
- 8.7. The above fees will apply unless the demand for the course or competitive market forces allow for discounts.

9. Financial Fee Support

- 9.1. This policy complies with the EDI policy. For students with financial hardship various fee support routes may be available to fund tuition fees and other costs. These are described in detail in the Bursary Policy and include:

- 9.1.1. Discretionary Learner Support funds for support with travel, course materials, equipment or childcare costs
- 9.1.2. Advanced Learner Loan Bursary
- 9.1.3. FE and HE Student loans

10. Withdrawals and Refunds

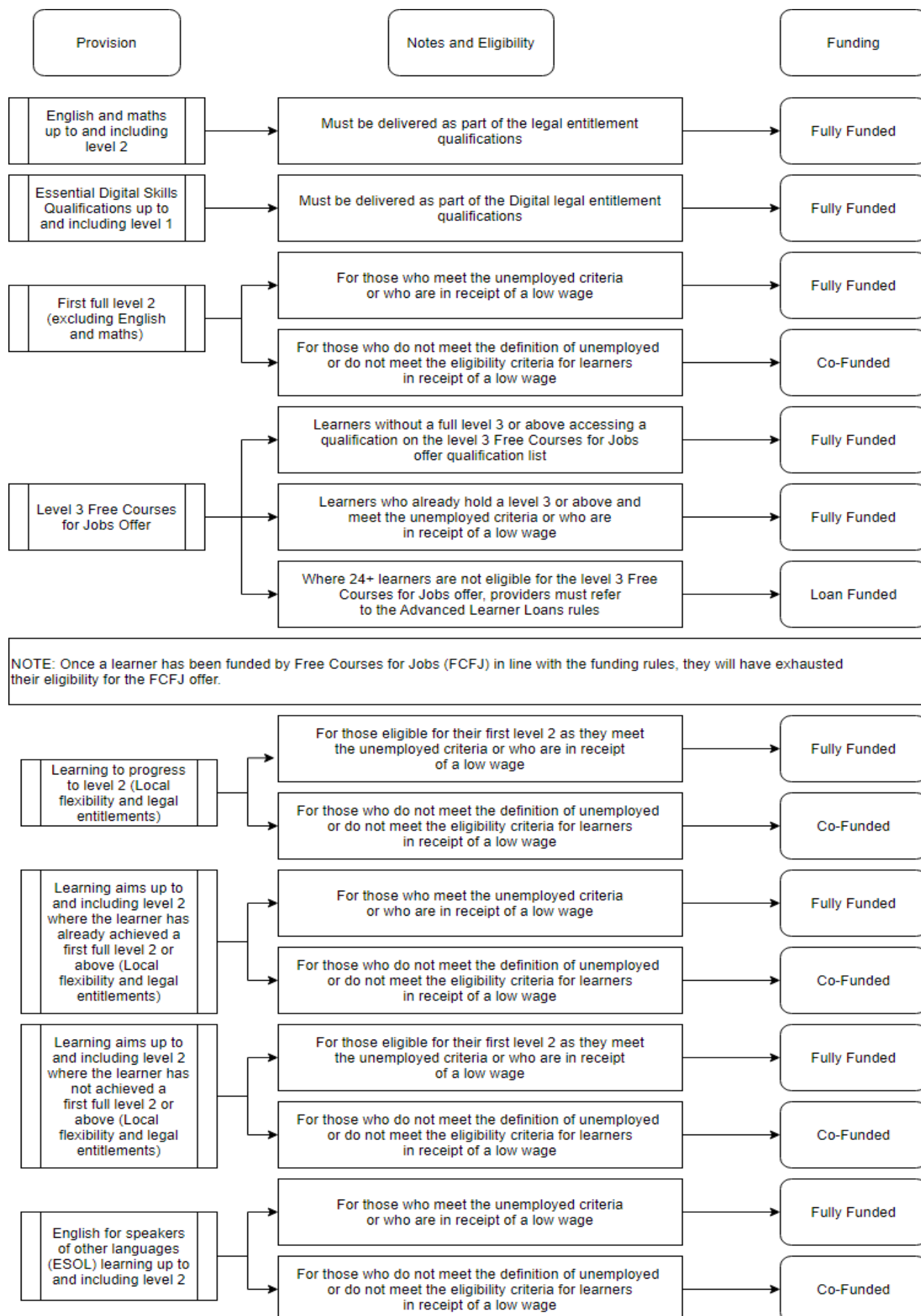
- 10.1. When a student enrolls onto a programme at the College, they are committing to completing the programme of study. Appropriate advice and guidance will have been provided to the student to enable them to make an appropriate decision to enrol with the College. The college will endeavour to support students to succeed and complete their chosen course.
- 10.2. The college endeavours to maximise staff utilisation in order for it to operate efficiently and this is achieved by maximising class sizes.
- 10.3. When a student withdraws from a course this puts at risk the college's operating efficiency and as such it is essential that the income generated from a student's place on the course is not lost. Therefore the college will pursue all fees associated with each student where possible.
- 10.4. If a student withdraws from a course, any outstanding fees will become due to the end of the term in which the learner withdraws and the usual College debt collection process will be followed. This may result in the student's future credit score being negatively impacted upon, should the fees remain unpaid.
- 10.5. Refunds may only be given in the following circumstance:
 - 10.5.1. Withdrawal from a course which is supported by a valid medical certificate.
 - 10.5.2. Course cancellation – if the College cancels the course, the college will refund the course fee and there will be no administration charge applied.
 - 10.5.3. Upon confirmation of a course cancellation, students can claim a full refund except in the following cases:
 - Where an alternative course has been offered and accepted by the student, fees paid will be transferred to the new course.
 - Where a student has taken a loan from the Student Loan Company, the SLC will clawback fees to the point of withdrawal and the student will become liable for the balance of fees beyond that point.
- 10.6. Costs that have been incurred by the college in enrolling a student e.g. examination costs, registration fees and purchased materials cannot be reclaimed by the student unless the course is cancelled by the College.
- 10.7. All other refund requests will be considered on an individual basis, after the student has discussed the circumstances regarding the withdrawal from the course with the relevant Curriculum Manager and subject to Curriculum Manager approval
- 10.8. It is the student's responsibility to ensure that they make the teaching department aware that they have withdrawn.
- 10.9. Students have the right to appeal on refund decisions, and this should be made in writing as per the Complaints Procedure.

Appendix 1 – Government Funding for Adult Education 2023-24

Chart 1: 19 to 23-year-olds

Provision	Notes and Eligibility	Funding
English and maths up to and including level 2	Must be delivered as part of the legal entitlement qualifications	Fully funded
Essential digital skills and digital functional skills qualifications up to and including level 1	Must be delivered as part of the digital legal entitlement qualifications	Fully funded
First full level 2 (excluding English and maths)	First full level 2 must be delivered as part of the legal entitlement qualifications. Level 2 provision from the local flexibility offer will not be funded for 19- to 23-year-olds who do not have a first full level 2. See local flexibility and legal entitlement section.	Fully funded
Level 3 legal entitlement (learner's first full level 3)	First full level 3 must be delivered as part of the legal entitlement qualifications	Fully funded
Level 3 free courses for jobs offer	Learners without a full level 3 or above can access a qualification on the free courses for jobs offer qualifications list	Fully funded
	Learners who already hold a level 3 or above and meet the definition of unemployed or who are in receipt of low wage	Fully funded
NOTE: Once a learner has been funded by free courses for jobs (FCFJ) in line with the funding rules, they will have exhausted their eligibility for the FCFJ offer.		
Level 3 advanced learner loans	A learner who has already achieved a full level 3 and exhausted their eligibility for the free courses for jobs offer	Loan funded
Learning aims to progress to a full level 2 - up to and including level 1	Must be delivered as entry or level 1 provision from local flexibility	Fully funded
Learning aims up to and including level 2, where the learner has already achieved a first full level 2 or above (local flexibility and legal entitlements)	For those who meet the unemployed criteria or who are in receipt of a low wage	Fully funded
	For those who do not meet the definition of unemployed or do not meet the eligibility criteria for learners in receipt of low wage	Co-funded
English for speakers of other languages (ESOL) learning up to and including level 2	For those who meet the unemployed criteria or who are in receipt of a low wage	Fully funded
	For those who do not meet the definition of unemployed or do not meet the eligibility criteria for learners in receipt of low wage	Co-funded
Continuing traineeship learners (16- to 24-year-olds)	16- to 18-year-old continuing learners must be eligible under the ESFA's young people's residency requirements. Excluding the flexible elements where funding depends on age and level	Fully funded

Chart 2: Aged 24+



APPENDIX 2 – ADULT EDUCATION BUDGET: LEVEL 3 QUALIFICATION FLOW CHARTS

[Adult education budget: Level 3 qualifications flow charts – GOV.UK \(www.gov.uk\)](http://www.gov.uk)

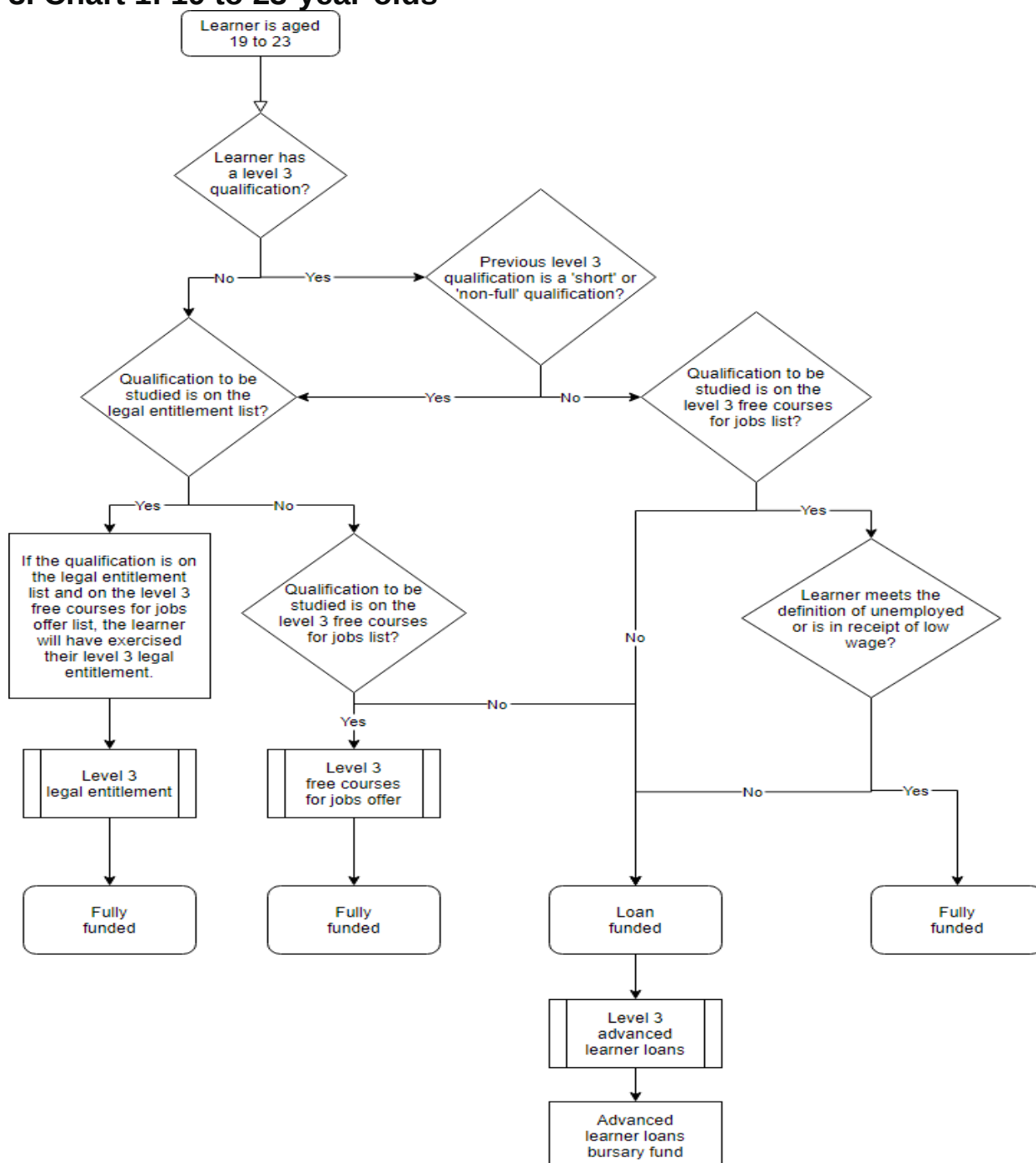
1. Introduction and purpose

The flow charts below set out the options available to a learner who wishes to enrol on a level 3 qualification funded by ESFA. The charts are supplementary to the AEB funding rules and advanced learner loans rules.

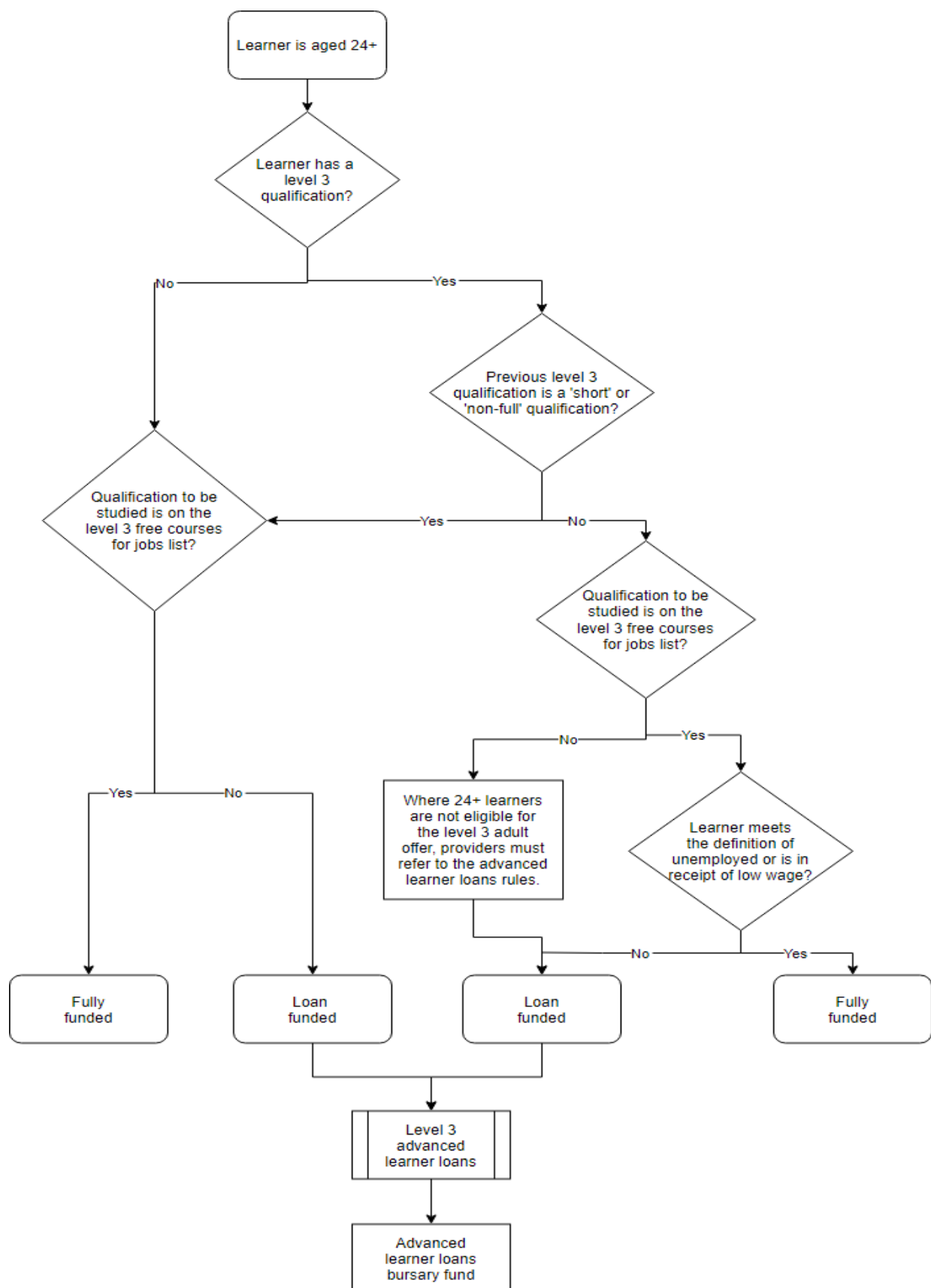
2. Level 3 qualifications flow charts

Once a learner has been funded by free courses for jobs (FCFJ) in line with the AEB funding rules, they will have exhausted their eligibility for the offer and can no longer access FCFJ funding. Learners accessing the low wage and unemployment flexibilities cannot be funded if they have previously been funded via FCFJ.

3. Chart 1: 19 to 23-year-olds



4. Chart 2: Aged 24+



DCG

Fees Policy Supplement

Higher Education Fees

**Applicable for all higher education
courses within the Academic Year**

2023/2024

1. Introduction

- 1.1. The Higher Education and Research Act (HERA) 2017 created a regulatory framework for Higher Education (HE) with the aim to increase competition, student choice, ensure value for money and strengthen the research sector. It is a replacement to the Further and Higher Education Act 1992. The Office for Students (OfS) are the appointed regulator of Higher Education within the UK.
- 1.2. The role of the OfS is to help students get into and succeed in HE, help students stay informed, make sure they get a high-quality education that prepares them for the future, and protects the students interest. The OfS introduced a limit on tuition fees to ensure that students do not pay more than they need to. Approved providers must not charge above limits set by government. Derby College Group (DCG) is an approved provider.
- 1.3. Mandatory fee limits are in set out in accordance with Schedule 2 of HERA, which determines that fee limits are based on the provision of an access and participation plan (APP), and in accordance with the TEF (Teaching Excellence Framework) award where this is in operation. The APP will be published on the DCG website for open access.
- 1.4. The Student Loans Company (SLC) is a non-profit making Government-owned organisation with the main aim of providing loans and grants to students in universities and colleges in the UK. This also includes the provision of bursaries and scholarships.
- 1.5. DCG aim to support all students accessing higher education and recognises that financial affordability can be a barrier to students choosing to progress to higher level study. Due to this, DCG charges fees which are substantially below the maximum higher fee amount

2. General Principles

- 2.1. The HE Fee policy of DCG aims to:

- 2.1.1. Be simple to explain;
- 2.1.2. Take account of the ability of students to pay;
- 2.1.3. Take into account regulatory advice and guidance
- 2.1.4. Take into account competitor pricing;
- 2.1.5. Ensure that the HE courses offered remain financially viable and reduce the financial burden;
- 2.1.6. Incorporate a flexible element to allow students and the College to adapt to changing circumstances;
- 2.1.7. Comply with contractual requirements and ensure alignment, where appropriate, with partner Universities;

3. Higher Education courses

- 3.1. The OfS publish annual guidance for fee limits which can change from year to year. This will be reflected through an annual update to the HE Tuition Fee Supplement.
- 3.2. The below fees are based on the following assumptions that DCG has a TEF award and an approved APP. All fees are set with regard to the Basic and Higher Fee Amounts as stated by The OfS¹. They are based on the 22/23 fee limits as advised by the OfS. At the time of writing, fee caps for 23/24 have not been published. Should there be a significant upward difference between the 22/23 fee limits, DCG are committed to remaining with minimum fees wherever is possible. Any mid-year fee changes will be communicated to applicants, and this document will be updated.

3.3. The definitions of full time and part time are specified as follows:

- 3.3.1.** “Full Time” is based on completing 120 credits per academic year
- 3.3.2.** “Part Time” is based on completing less than 120 credits in one academic year, but more than 60 credits and therefore approximated as completing on average 90 credits per academic year.
- 3.3.3.** Each course will be calculated based on the number of credits per academic year and the fee per credit, as set out in the below table.

3.4. Table 2: HE Fees for the Academic Year 2023/2024 for home students unless otherwise designated as ‘international student’

Funding status	Fee to be paid
Higher level courses encapsulated within the ESFA adult funding rules.	See the College’s main fees policy
Non-STEM courses* £58.33 per credit, equating to:	Full time: £7,000 Part time (90 credits): £5,250
STEM courses** £66.67 per credit, equating to:	Full time: £8,000 Part time (90 credits): £6,000
Postgraduate £66.67 per credit, equating to:	Full time: £8,000 Part time (90 credits): £6,000
International student £105.00 per credit equating to:	Full Time: ££12,600 Part time (up to): £9,450

- 3.5. *Non-STEM courses offered by DCG broadly include those courses within the arts, humanities, land based, sports and social sciences.
- 3.6. **STEM courses offered by DCG broadly include those courses within engineering, construction and computing.

¹ [Fee limits - Office for Students](#)

- 3.7. The above fees will apply unless the demand for the course or competitive market forces allow for discounts.
- 3.8. DCG reserve the right to increase tuition fees by inflation and/or the maximum permitted by law or Government policy in the second and subsequent years of your course. This will be communicated to you by the end of June of the academic year before the one in which we intend to exercise that right.
4. **Home students** are defined as those living within the UK or Republic of Ireland and EU nationals with settled status. To meet the criteria of a home student you must:
- 4.1.1. Be settled in the UK (no immigration restriction on the length of your stay)
 - 4.1.2. Ordinarily be a resident in the UK and have been for the full three years before the first day of the academic year.
 - 4.1.3. The main reason for you being in the UK was NOT to receive full time education
- 4.2. **International students** are those students who do not fall under the definition as stated in 4 are those which are from outside of the United Kingdom. Further definition can be found at UKCISA (UK Council for International Student Affairs)².
5. **Included within tuition fees**
- 5.1. Tuition fees stated cover all teaching provided for the course, all mandatory study trips (if present with the course), access to core textbooks through the DCG library (or partner institution if applicable), some specialist equipment relevant to the course.
 - 5.2. If there are mandatory elements to the course that are not covered in the tuition fee, this will be advertised on the course website with an approximate cost associated.
 - 5.3. The tuition fees do not include any additional extras such as optional study trips or visits, additional kit or equipment, or travel expenses for work placements.
6. **Payment of tuition fees**
- 6.1. All fees are required to be paid in full before the start of the course, unless alternative arrangements have been approved (see below).
 - 6.2. Fees shown in the prospectus will reflect the current year only. Courses running over two or more years may attract new fees at the beginning of each year (see section 3.6).
 - 6.3. A tuition fee loan to cover the full cost of tuition fees may be available from the Student Loans Company (SLC), subject to certain criteria.
 - 6.4. To assist with the payment of fees the College offers instalment facilities, payable by Direct Debit for courses, under the following conditions:
 - 6.4.1. Course length is at least 30 weeks
 - 6.4.2. Fees are at least £150
 - 6.4.3. The fees will be payable in the following way
 - 6.4.3.1. 20% of the course fees is payable on enrolment
 - 6.4.3.2. Balance payable in monthly equal instalments on the 5th day of the month over the number of months of the course less two
 - 6.4.3.3. For Example: a course with a charge of £6,000 starts in September and finishes in June. This equates to 10 months. 20% of £6,000, £1,200

² [UKCISA - international student advice and guidance - Home or Overseas fees: the basics](#)

would be due at enrolment, followed by 8 equal instalments starting in October of £600 each. The full amount would then be paid by 5th May.

6.4.4. DCG reserve the right to offer alternative payment methods where a strong case exists to support an exceptional student circumstance. Where this is applied, it will first be approved by the CFO.

6.4.5. Note different arrangements may exist when paying directly to one of DCG approved University partners.

6.4.6. Students wishing to take a break from their studies must be aware that this may impact on their course fees. Any breaks in study must be first authorised by the college with an agreement in place for payment of outstanding fees. Breaks in study without prior agreement may result in full liability for fees based on the original timetable of study.

7. Student Loans

7.1. Students are able to obtain loans, grants, scholarships or bursaries or sponsorship to pay for their HE course at DCG.

7.2. The Student Loans Company (SLC) and Student Finance England (SFE) administer financial support to eligible students pursuing higher and further education in accordance with the student support regulations and relevant public policy objectives.

7.3. Specific grants students may be eligible for:

7.3.1. Tuition Fee loan (SLC): covers the tuition fee charged by the college. They will be repaid and are subject to interest, with the amount to be repaid each month based on current income.

7.3.2. Maintenance Loan (SLC): Assistance towards living costs such as rent and bills. They will be repaid and are subject to interest, with the amount to be repaid each month based on current income.

7.3.3. Disabled Student's Allowances (DSAs) (SLC): grants to assist with payment for additional costs that might be as a result of a disability, including long term health conditions, mental health condition or specific learning difficulty such as dyslexia. DSAs are in addition to any other student finance, do not have to be repaid and are not household income reliant. DSAs can cover payment for specialist equipment, non-medical helpers, travel costs and any other disability related costs of studying.

7.3.4. Dependents' Grants (SLC): grants to assist those who are studying full time and have children or an adult that are financial dependent. These are paid on top of other student finance and do not usually have to be paid back unless the course is left early. The amount usually depends on the household income and can include Parent's Learning Allowance, Childcare Grant or Adult Dependents' Grant.

7.3.5. Advanced Learner Loans (SFE): available for students for level 3, 4, 5 or 6 qualifications. The course must qualify for advanced learner loan funding. The loan will need to be repaid after the courses is completed or the student withdraws and is based on a threshold income for repayments.

7.4. Where a student is being financially supported by a sponsor, the sponsor will be expected to comply with the payment of fees as set out in section 5.0.

7.5. DCG offer bursaries for students throughout the academic year. The details of the bursaries will be published on an annual basis with details of how to apply. The bursary is not intended to pay for the tuition fees and cannot be relied upon prior to enrolment to the course. The bursary is designed to support students in addition to their tuition fees, with the monies awarded contributing towards travel, trips, purchase of books and equipment or general costs.

7.6. Any support is financially assessed based upon individual circumstances.

8. Higher Level and Degree Apprenticeships

8.1. Fees for Higher Level Apprenticeships are outlined in the Tuition Fees Policy Section 3.0

9. Related Policies

9.1. In addition to this Supplement, the following documents are related and can be found on DCGs website:

- 9.1.1.** Student Protection Plan
- 9.1.2.** Enrolment Terms and Conditions
- 9.1.3.** HE Prospectus
- 9.1.4.** Higher Education Disabled Students' Allowances (DSAs)

10. Glossary of terms

APP	Access and participation Plan
AY	Academic Year
BA (Hons)	Bachelor of Arts (with honours)
BEng	Bachelor of Engineering
DCG	Derby College Group
FdA	Foundation Degree (Arts)
BSc (Hons)	Bachelor of Science (with honours)
FdSc	Foundation Degree (Science)
FT	Full Time
HE	Higher Education
HEI	Higher Education Institution
HERA	Higher Education and Research Act (2017)
HNC	Higher National Certificate
HND	Higher National Diploma
OfS	Office for Students
PT	Part Time
SLC	Student Loans Company
SFE	Student Finance England
STEM	Science, Technology, Engineering and Maths
TEF	Teaching Excellence Framework