

JOHN LEGGOTT COLLEGE

CHARGING POLICY

2020/21

June 2020

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1. Background

At John Leggott College there are numerous scenarios where there is a need to make a charge to students.

These fall into 3 main categories:

- Tuition fees; these include international tuition fees, Access to HE courses, non-funded adult education.
- Extra-Curricular Activities.
- Charges for services and use of resources; these include print credits, car parking, bus passes for contract buses.

2. Policy Objectives

2.1. The purpose of this policy is to provide a framework within which John Leggott College makes charges to students.

The policy also sets a framework for ensuring that comprehensive guidance and information regarding fees for courses subsidised etc is available and accessible to customers and learners, staff and Governors. The policy has been written in accordance with guidance from our funding bodies.

The objectives of this policy are as follows:

- a) To provide a rationale for the setting of charges that is objective and transparent.
- b) To ensure that charges are set in accordance with Government education and skills policies and in light of the expectations of the college's funding bodies.
- c) To ensure that charges are set, as far as possible, with full consideration of the college's competitive circumstances.
- d) To ensure that remissions from charges are targeted at appropriate groups in the community.
- e) To ensure that charges income is optimised by the college taking into account the factors that limit its ability to do so.
- f) To ensure that charges collection procedures are fair and reasonable.
- g) To minimise financial and reputational risks arising from the setting of charges.

3. Approval of College Charging Policy

3.1. The College Charging Policy and any subsequent amendments to this policy will require the approval of SMT.

3.2. The Policy will be reviewed annually and any changes recommended will be referred for approval to the SMT.

4. Policy Statement

4.1. The college reserves the right to cancel any course or change its charging policy where its costs may result in financial loss; cancel any course where there is lack of appropriate resources; and/or refuse entry to a course on any non-discriminatory grounds.

The college reserves the right to cancel or withdraw any trip or resource where it may result in a financial loss.

5. Further Education Funding

The Education & Skills Funding Agency provides funding for learners who:

- Are aged 14-16 at 31st August in the start year of their programme
- Are aged 16-18 at 31 August in the start year of their programme;
- Are aged up to 24 who have Education, Health and Care Plan
- Are aged 19+ and are continuing studies commenced when aged 16-18
- For those aged 19+ starting a new course funding will be as follows

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 (excluding English and maths) (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		
Learning aims up to and including level 2 (not full level 2), where the learner has not achieved a first full level 2, or above	NOT FUNDED	Fully funded	Co-funded+

*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.

+ Low Wage flexibility may apply, refer to paragraph 159

See links

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/883398/AEB_2020_to_2021_funding_rules.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/883718/16_to_19_funding_guidance_Regulations_2020_to_2021-v1.pdf

6. National Fee Guidelines

- 6.1. The ESFA Funding approach assumes that all learners other than those eligible for fee remission are charged a tuition fee as a contribution towards the costs of their learning. For 2020/21 the ESFA's assumed fee income remains at 50% of the funding value for the learning aim.
- 6.2. The values of ESFA approved courses are published on the Learning Aim Reference Service (LARS). College fees for such courses are set in accordance with these published values.
- 6.3. The ESFA publish the criteria against which learners are assessed for eligibility to public funding for approved further education courses Shown in the table in section 5.
- 6.4. Learners who are continuing on a learning aim which they enrolled to in 2019/20 will continue to be entitled to the same remission conditions that were operational at the time of commencement of their study on that learning aim.
- 6.5. Enrolments to new learning aims starting in 2020/21 will be subject to the relevant funding body's eligibility criteria for 2020/21.

7. Advanced Learner Loans

- 7.1. There will be no public funding of Level 3 (other than first level 3 qualification) and 4 courses (non-apprenticeships) for those aged 19 and above at the start of their programme. The fees for students aged 19 and over will be set in line with values published on the Learning Aim Reference Service (LARS). As a general principle, the default fee will be the maximum loan value listed on the Learning Aim Reference Service (LARS) subject to market conditions. This can be found on:
<https://hub.fasst.org.uk/learning%20aims/pages/default.aspx>
- 7.2. Students aged 19 and over will be liable for payment of the course fee at the time of enrolment. Alternatively, students may be eligible for an advanced learner loan.
- 7.3. Students indicating that they intend to pay fees by taking out an advanced learner loan must apply to the Student Loans Company (SLC) prior to enrolment and must supply evidence to the college that this has been done.
- 7.4. The maximum loan which will be awarded will be the lower of:
 - The college fee;
 - The published funding rate per the Learning Aim Reference Service (LARS);
 - The amount requested by the learner
- 7.5. The minimum value of a loan is £300.
- 7.6. Fees funded by loans are paid to the college directly by the Student Loan Company. Payments are made on a monthly basis for each month when the learner is still active on their course on the first day of the month. The value of the loan for which the learner becomes liable will increase with each monthly payment made to the college. It is therefore in the student's best interest to inform the college of any change to their circumstances as early as possible.

- 7.7. In the event of failing to establish advanced learner loan eligibility within the qualifying period of the course, the learner will be issued with an invoice for the full tuition fee.
- 7.8. In the event that the student withdraws before the expected end date of their course but after the qualifying date, they will be liable for making a payment to the college equal to the balance of the course fee not already covered by loan payments from the SLC and/or contribution by the student/their employer.

8. Further Education Provision

8.1. ESFA Subsidised Provision

- 8.1.1. Where a home student is not eligible for funding on an ESFA course they will be charged tuition costs at the equivalent to the full ESFA funding rate, including programme weighting e.g. students retaking GCSE, but already has grade A*-C / 4-9.

8.2. Young People aged 16-18

- 8.2.1. In accordance with ESFA regulations no compulsory tuition, registration or examination fees will normally be charged to learners aged 16-18 taking full or part time courses funded by the ESFA. However the college may charge learners aged 16-18 for 'full cost' courses (for example a course delivered out of normal hours for which no other source of funding was available) and for exam and re-sit charges if they do not achieve the required attendance levels or progress.

- 8.2.2. Materials fees, reflecting actual costs, may also be charged.

8.3. ESFA Co Funded Courses (for those aged 19 and above)

- 8.3.1. In accordance with ESFA Adult Education Budget funding rules there are some courses which remain co-funded for learners aged 19 and above, these include ESOL courses for those who are employed . This is subject to low wage flexibility which allows the college to fully fund learners who are employed with a wage below £17,0004.00 who cannot contribute towards the cost of co-funding fees.

- 8.3.2. As a general principle, (excluding provision covered by Advanced Learner Loans) the default fee level will be 50% of the standard course fee (shown in the LARS) for all courses designated as co-funded by the ESFA

- 8.3.3. It may be adjusted to reflect a rate based on the costs of delivery plus overheads or the rate suggested by market research.

9. School Pupils (plus 16-18 Sixth Forms/Other Colleges)

- 9.1. School pupils, of compulsory school age taking evening courses normally funded by the ESFA will be charged the fees quoted in the prospectus where unrelated to their school programme.
- 9.2. The enrolment of school pupils under 16 requires the prior approval of the school, the parent/guardian and the college.
- 9.3. When school pupils of compulsory school age wish to follow part of their programme at college, the college will charge the school for the full price of this provision. For home educated students of compulsory school age, college may be able to claim ESFA funding. This is subject to individual approval.
- 9.4. Where school pupils wish to enrol on additional twilight sessions outside of the school day the college reserves the right to make a nominal charge to cover any incremental costs only.

10. International Students

- 10.1. International charges are contained in Appendix A. Agreed additional learning support will be charged in excess of this fee.
- 10.2. All full-time overseas students must pay at the deposit within 30 days of the offer being accepted. This is used against tuition fees in year 2.
- 10.3. Late applications will be accepted until October 31st. Fees payable for such applications are due within 30 days of invoice.
- 10.4. Fees relating the second year of tuition fees are payable by 30th June prior to studies recommencing.
- 10.5. Requests to pay fees by instalments will only be considered in exceptional circumstances and will be agreed at the discretion of the Principal.

11. Full cost and enhanced fee courses

- 11.1. Fees for commercial courses or cost recovery will be priced at a level to reflect the full price to the college, with cognisance of the market.
- 11.2. Fees are based on the recovery of full costs including overheads and therefore will differ between courses. All commercial courses need to achieve the target financial contribution unless otherwise agreed by Director of Finance and Resources.
- 11.3. There is no fee remission or concessionary fee for commercial courses. college staff attending commercial courses will be required to pay the full fees or the full price will be charged to their home cost centre or the staff development budgeted with the approval from the relevant budget holder.

12. College Discretion Fee waivers

- 12.1. Only with the express permission of the Principal should fees be waived.
- 12.2. Waivers are in relation to specific circumstances only and are not setting a precedent.
- 12.3. Where the fee charged by the college is considered not to be competitive with other providers and a reduction in the fee is considered necessary, agreement should be sought from the Principal.

13. Payment of Fees

- 13.1. All fees become due in full at enrolment, but the college recognises that some students may be unable to pay their fees in full at enrolment. The college offers a payment plan of three instalments for any course with a value over £200.
- 13.2. Learners whose employers have agreed to pay their fees will be required to produce a letter/purchase order from their employer at the time of enrolment confirming that they will cover the full cost of the course.
- 13.3. In the case of overseas fees a deposit payment is due within 30 days of the offer being accepted this is with the balance due by 31st July.
- 13.4. In the case of most two-year courses the fees are payable over two years upon enrolment in each year.
- 13.5. In accordance with the college's Financial Regulations, for any student who has not paid their fees in full at the end of the academic year:
 - Assessed work may not be marked.
 - References for employment beyond confirmation of dates and courses attended may not be issued.
 - The student will not be permitted to progress to the next year of study or enrol on another course at the college.

- The debt will be pursued through legal channels and may be referred to the debt collection agency for recovery.

14. Examination Fees

- 14.1. If a student is enrolled on a course and the college is receiving funding from the government, the exam entry fee will be paid by the college.
- 14.2. The student is liable to pay for any subsequent attempts at the same exam and the charge will be based on the awarding body's fee, plus an additional £2 per exam to cover administration. If there are exceptional circumstances that prevented the student from attending the first attempt, then the student may not be required to pay the subsequent exam entry fee.
- 14.3. Exam fees can only be waived with the express permission of the Principal.
- 14.4. If the student is enrolled onto a repeat course and the college is not receiving funding from the Government, the exam entry fee will be paid by the student.
- 14.5. If the student is enrolled at college but not enrolled on the course they will be deemed an external candidate and liable to pay the full exam fee.
- 14.6. If the student is no longer enrolled at college and wishes to re-sit a previous exam they will be deemed an external candidate and liable to pay the full exam fee as well as an additional administration charge (currently £38 per exam series).
- 14.7. If the student is not enrolled at college and wishes to sit a new qualification they will be deemed an external candidate and liable to pay the full exam fee as well as an additional administration charge (currently £100 per exam series).
- 14.8. Further fees may also be charged to cover exam access arrangements or additional invigilation where exams fall outside college's own exam timetable.
- 14.9. Confirmation of Past Results: anyone wishing to obtain a statement of past results who has not been enrolled with the college for the present or previous academic year, will be required to pay a fee of £20 to cover the administration costs involved.

15. Miscellaneous

15.1. Materials Fees

Where a course has significantly increased costs for special or expensive items such as uniforms, equipment or consumables, these costs will be passed on to learners. Items such as sketch books, lab coats, and specialist calculators are available to purchase from the college shop.

15.2. Campus Charges

On enrolment all new ESFA funded students (excluding directly recruited 14-16, traineeships and apprenticeships) are requested to pay an annual Campus charge as specified in the college list of current charges. The money collected supports a wide range of activities including wi-fi access, initial print credits, a student lanyard, and loan of specialist equipment.

15.3. Non-return of loaned resources charges

Non-return of college assets will result in action, including taking legal action.

15.4. Damage to College Property

Students will be charged for any loss or damage caused, whether deliberately or accidentally, to any textbook, equipment or property belonging to the college or to the fabric of the building itself. The amount levied will be either full cost of replacement or repair, current at the time of the incident, or an appropriate amount, at the discretion of the Director of Finance. Wilful damage to college property would almost certainly result in the student being asked to leave and, if appropriate, a formal prosecution.

15.5. Disclosure and Barring Service

The following students who are participating in work experience with young children or vulnerable adults as part of their qualification then the student will **not** be charged a DBS fee.

- 16-19 funded students
- Fully funded adults
- Loan students (that are not employed)

All other students/employers will be required to pay for their DBS check.

15.6. **Educational Visits**

For visits that fulfil a statutory requirement e.g. requirement of the national curriculum or the syllabus of a prescribed public exam the college makes no charge. For enrichment visits and for visits that do not fulfil a statutory requirement the college will seek voluntary contributions in line with the trips and visits policy.

15.7. **Printing Credits**

Included within the campus charge is the first £2 of allocated printing credits. The college makes a charge for additional credits as set out in the college list of charges.

15.8. **Car Parking Permit**

The college makes ample provision for student car parking. All vehicles require a pass available from Student services the cost for this is listed in the college list of charges.

15.9. **Bus Passes**

The college provides contract buses in areas where there is no provision of local services to the college. Application and payment for bus passes can be made at student services. Rates are shown on the college list of charges.

15.10. **Bursary Support**

Eligible students may be able to access Bursary support for miscellaneous charges - excluding those arising from non-return of resources and damage to property.

Further details are available from student support.

15.11. **Student Trust Fund Support**

Eligible students may be able to apply to John Leggott Trust Fund for funding of items not covered by bursary funds.

Further details are available from Student Support and the Clerk to Trustees Gemma Willey, gemmawilley@leggott.ac.uk

16. **Refunds**

16.1. Refunds of fees may only be approved in the cases where a learner can demonstrate that their application to withdraw has resulted from the failure of the college to deliver what could have been reasonably expected, then a refund or credit may be granted by the Principal.

16.2. In cases where withdrawal is as a result of exceptional personal circumstances, an application for a refund or credit must be made in writing to the Principal

16.3. If a course is cancelled by the college, refunds will be offered.

16.4. If a learner has paid their fees and is successful in obtaining a loan via the Student Loan Company a full refund will be made to the learner.

- 16.5. There will be no refunds of unused print credits or specialist equipment purchases in any circumstances.
- 16.6. Refunds of trips and visits contributions will only be made if the place can be filled by another student or if the trip is cancelled by the college.
- 16.7. If a learner withdraws from a course before the start date of the course the learner will be entitled to a refund of all amounts paid.

Policy Owner:	J Hirst	Next Review Date:	June 2021
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