



PRIESTLEY

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Fee Policy for 2022-23

Version	Date	Action
1	23 June 2021	Approved by the Finance, HR and Operations Committee
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Policy Date: June 2021

Next Review: June 2022 (annual review)

FEE POLICY 2022-2023

The College will review this Policy and reserves the right to make changes, particularly in the light of any changes to the grant conditions which the major sources of funding may impose, before the Policy takes effect in September 2022.

1. FULL TIME STUDENTS

- a) Students under 19 on 31st August 2022, providing they are eligible to be funded under ESFA funding guidance, will pay no tuition fees. (Further guidance for 16-19 student eligibility can be found at <https://www.gov.uk/guidance/16-to-19-education-funding-guidance> and should be checked if any student has not been resident in England for the full three years prior to the start of the programme)
- b) Students 19 or over on 31st August 2022 may be eligible to pay tuition fees of up to £3,300. Students required to pay this fee may be eligible to apply for an Advanced learner loan. Further information on how to apply for a loan is available from Ian Edge, email: i.edge@priestley.ac.uk. See Appendix A for further details.

2. PAYMENT OF FEES

- a) All advertised fees are an annual fee and if a programme continues into the next academic year a further fee will be required.
- b) Fees may be paid by cash, cheque, debit or credit card or bank transfer. During the period of Covid restrictions, payment by card or bank transfer are preferred. Bank details provided upon request.
- c) Fees are payable in full at the time of enrolment.
- d) In cases where the tuition fee is to be paid by the learner's employer, the learner must provide a letter from the employer at enrolment and the College will issue an invoice as soon as is practicable after enrolment.
- e) Where a tuition fee is paid by a grant through a public organisation, then the scheduling of the fees will be subject to the rules of the grant. Any new schemes must be agreed by the Business and Operations Manager.
- f) Where a learner is on an Apprenticeship Scheme and enrolls on a course (eg., GCSE Maths or GCSE English) at the College, a fee payable by the apprenticeship provider will be agreed with the provider in advance of course commencement. This provision also applies to those who are enrolled as full-time learners at other institutions, with fees payable by the other institutions.

3. REMISSION OF FEES

- a) The criteria for remission of fees on ESFA funded courses will be as directed annually by the ESFA. A student must meet the ESFA funding eligibility, as set out in the Adult education budget: funding rules (see <https://www.gov.uk/government/collections/sfa-funding-rates>) before any criteria for remission is applied.
- b) AEB funding has been devolved to a number of Devolved Authorities and we have no contract to deliver courses for these. Any learner living in these regions would have to pay the full course fees, whatever their circumstances, or go to another provider. Two

nearby Devolved Authorities are Liverpool City Region (which includes Halton) and Greater Manchester.

- c) Remission of tuition fees for learners on courses provided under contract with other organisations is given according to criteria agreed annually in the contract.
- d) For College staff, financial support with tuition fees and examination costs on adult courses will be considered following submission of a staff development form and in accordance with the principles set out in the College's CPD Policy.
- e) Further remission of tuition fees is at the Principal's discretion.
- f) There will be no fee remission on courses operated as full cost recovery.
- g) The criteria for remission on Adult Education Budget funded and other adult provision courses will be available on the College Website ('Adult' section) and/or the College Prospectus.

5. LIABILITY FOR FEE PAYMENT

Where learners do not pay the full fee due for which they are liable at enrolment, the learner must complete and sign a fees liability form stating that they accept liability for the full amount of fees due or, in cases where the fee is to be paid by an employer or other sponsor, provide a letter from them confirming liability for fees.

6. UNPAID FEES

- a) Where fees remain unpaid 4 weeks after the due date (or 4 weeks from the date of issue of an invoice to an employer/sponsor) learners may be prevented from attending their programme or from participating in any relevant examinations/assessments.
- b) Where continuing learners fail to pay any outstanding fees by the end of the academic year, they may be prevented from re-enrolling onto further courses at the College.

7. DISCRETIONARY LEARNER SUPPORT FUNDS

The College receives discretionary funds to assist individual students in financial hardship. Any learner may apply for assistance from these funds by completing an application form giving details of their financial circumstances. The assessment of applications will be undertaken by College staff. See Learning Support (Bursary) Funds Policy for further details.

8. FEES FOR EXAMINATION/ASSESSMENT AND REGISTRATION WITH ACCREDITING BODIES

- a) Fees for examination/assessment and registration with awarding bodies must be paid by learners before entry/registration occurs.
- b) Full time Sixth Form students will not normally be liable for these fees for initial entry for any component of a qualification.
- c) Full time Sixth Form students who wish to re-sit a component of any qualification prior to the expected end date will be charged any additional cost which the College incurs (unless the charges are waived by a member of the Senior Leadership Team).
- d) Full time Sixth Form students who have attendance of less than 85% for lessons for any component of a qualification may be charged any fees which the College has incurred.
- e) Full time Sixth Form students who have failed to comply with conditions in a study contract signed by themselves and their personal/progress tutor or a senior member of College staff, or students who withdraw from a qualification without the agreement of a member of the Senior Leadership Team, may be charged any fees which the College has incurred.

- f) All students aged above 18 on 31st August at the start of the academic year, on adult provision courses, are liable for payment of examination/assessment/registration fees where applicable.

9. REFUND OF TUITION FEES

- a) Refunds of fees will be made automatically in the event of the College closing a course.
- b) Full refunds of fees for ESFA funded courses will normally be given on application in writing within 1 week of the commencement of a course. In very exceptional circumstances up to 25% may be refunded after 1 week if consent given by a member of Senior Leadership Team.
- c) Full Cost Recovery Courses -Refunds of charges will normally not be made.

10. REFUND OF EXAMINATION CHARGES

If a learner withdraws from a course, any examination fees paid by the learner (but not yet incurred by the College) will be refunded. If only part has been incurred then that part not incurred will be refunded.

11. OTHER CHARGES

Learners may be asked to contribute to the cost of additional voluntary activities which support their learning. All requests will be made in writing and learners may seek assistance with payment of these costs from any Learner Support Funds which are available.

12. NON-EUROPEAN ECONOMIC AREA STUDENTS

Note the College does not issue Tier 4 Student Visas and therefore is unable to enrol students who live outside the Non-European Economic area.

13. SETTING OF FEE RATES

- a) Fee rates will be proposed annually by the Senior Leadership Team of the College taking into account the indicative rates given in the ESFA funding guidance, and discussion with the appropriate committee of the Governing Body.
- b) The basis of fees for full cost recovery courses will be agreed and determined by the Senior Leadership Team on an annual basis.

14. VARIATIONS OF POLICY AND FEES

- a) Variations to this policy are only permitted if authorised in advance in writing by the Principal (or in accordance with a delegated scheme of authority approved by the Principal).
- b) Within an academic year, fees may only be altered with the authority of a member of the Senior Leadership Team.

15. APPEALS

The TCAT Complaints Policy is available for (potential) users of the College's services who do not feel that this Policy has been properly applied.

Appendix A: Fees for students 19 or over on 31st August 2022 (home students)

Section 1: For 19+ learners who are taking a course through our Adult Provision programme (evening or in outreach centres during the day) all tuition fees are as per advertised. Details are provided below on whether tuition fees are applicable or not:

19+ English Language or Maths Qualifications (Functional Skills Entry to Level 2 and GCSE): Courses are free if you have not previously attained GCSE Level grade C or above or grade 4 or higher. Funding is not available for anyone registered as an apprentice.

19-23 (excluding English, maths and ESOL): Courses up to and including Level 1 are free if you have not already achieved a full level 2. Courses up to and including Level 2 are free if you are unemployed and have already achieved a full Level 2. (If you are not unemployed and have already achieved a full Level 2 or higher you will be required to pay a fee)

24 or older (excluding English, maths and ESOL): Courses up to an including a Level 2 are free for if you are unemployed and in receipt of:

- Job Seekers Allowance (JSA), including those receiving National Insurance credits only
- Employment Support Allowance and are in the work-related activity group (ESA-WRAG)
- Universal Credit, earn either less than 16 times the national minimum wage/national living wage a week or £338 or £541 a month (household claims) and are determined by Jobcentre Plus as being in one of the following groups:
 - All Work-Related Requirements Group
 - Work Preparation Group
 - Work-Focused Interview Group

(If you are not unemployed and have already achieved a full Level 2 or higher you will be required to pay a fee)

A full Level 2 is where you have achieved:

- GCSE's or equivalent in five subjects, each at grade C or above, or grade 4 or above, or
- Technical Certificate at Level 2 which meets the requirements for the 2021 16-18 performance tables.

Section 2: For 19+ learners who are taking a course through our Sixth Form College programme:

For level 3 programmes including Art Foundation Diploma:

- you do not have to pay any tuition fees if you do not already have a full level 3 programme, as defined by the Education and Skills Funding Agency (ESFA) providing the course you want to take is eligible for funding by the ESFA for your age (details of which courses are eligible for funding for 19+ learners can be obtained from the MIS Manager) or,
- if you are continuing from an AS programme at Priestley College to an A2 programme in the same subjects as initially planned and you were 18 at 31st August 2021 or,

For level 2 programmes:

- you do not have to pay any tuition fees if you do not already have a full level 2 programme, as defined by the Education and Skills Funding Agency (ESFA) providing the course you want to take is eligible for funding by the ESFA for your age (details of which courses are eligible for funding for 19+ learners can be obtained from the MIS Manager)

For GCSE Maths and English and pre-GCSE qualifications in Maths and English all courses are free providing you have not already got a C or grade 4.

For courses in the Sixth Form College that fees are required they will be charged fees up to £3,300. Students progressing from a programme at Priestley College are able to apply for a discretionary award to pay for part of these fees. Letters requesting a discretionary award should be forwarded to the Assistant Principal Student Support Services in the first instance. Decisions will be made within 10 working days.

19 – 23 year olds with an Education Health and Care Plan (EHCP) will not be required to pay tuition fees.

Students required to pay fees may be eligible to apply for an Advanced learner loan to pay for tuition fees. For more information see <https://www.gov.uk/advanced-learner-loan/overview>

Section 3: Summary of funding rules (excluding 19+ leavers living in devolved authorities with AEB contract devolved):

Provision	19- to 23-year-olds	24+ unemployed	24+ other
English and maths	Fully funded* (up to and including Level 2)	Fully funded*	Fully funded*
Level 2	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	Fully funded* (first and full) Loan-funded** (previously achieved full Level 3 or above)	Loan-funded	Loan-funded
English for Speakers of Other Languages (ESOL) learning up to and including Level 2	Co-funded Fully funded - unemployed	Fully funded	Co-funded
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 - unemployed	Fully funded	Co-funded

*Must be delivered as one of the qualifications required for the legal entitlement.
 ^ Must be delivered as entry or level one provision from local flexibility.
 ** 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.