



Weston College **Group**

Further Education Fees Policy

Further Education Fees Policy

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Change Control

Version:	1.1
Date approved by CLB:	February 2019
Date approved by Corporation:	February 2019 (Finance Committee)
Name and title of policy holder:	Laura Rice – Catalyst Director MIS and Data Analysis
Date issued:	February 2019
Review date:	Annually/following changes in funding rules – next review June 2022

Version	Type – New/Replacement/Review	Date	History
1.0	Replacement	February 2019	Replaced existing FE fees policy
1.1	Review	June 2021	Reformatted to new template – minor mods. Schedules updated in line with new funding guidance for 20/21.

Further Education Fees Policy

1 PURPOSE

The Fees Policy 2020/2021:

- Is informed by consultation with the Education and Skills Funding Agency (ESFA) & the Office for Students (OFS) and approved by the Corporation Finance Committee
- Should be read in conjunction with the latest version of the ESFA funding rules 2020/2021 and associated documents and Education and Skills Funding Agency Funding Guidance for Young People 2020/2021
- Is subject to amendment, in year, due to possible changes in national FE funding policy and general legislative change; these will be authorised and endorsed by the Principal and notified to the Corporation Finance Committee for verification
- Will, if necessary, be interpreted by the Principal with any outcomes being retained for audit record purposes

2 POLICY STATEMENT

A. Funding Eligibility

For the 2020/21 academic year students pursuing further education with Weston College will be one of the following:

Fully Funded (Non-Devolved postcodes)

- 16 – 19 year olds (at 31 August 2020)
- 19+ year olds (on the first day of learning), unemployed, in receipt of and providing current proof of:
 - Jobseekers Allowance (JSA)
 - Employment Support Allowance (ESA) – Work Related Activity Group (WRAG)
 - Universal Credit and the take-home pay is recorded on the Universal Credit Statement (disregarding Universal Credit payments and other benefits) is less than £343 a month (learner is sole adult in their benefit claim) or £549 per month (learner has a joint benefit claim with their partner)
 - Low wage (earning less than £17,374.50 annual gross salary)
 - English and Maths course/s where students do not already hold a Grade 4 or above (or A*-C Grade)
 - COVID-19 skills recovery package
 - Sector-based Work Academy Programme (SWAP)
 - National Skills Fund – level 3 adult offer
 - Students identified as Fully funded in Appendix 1 (a) where none of the above apply

Fully Funded (WECA Devolved Postcodes)

- For Adults living in Bristol, BANES and South Gloucestershire areas please refer to Appendix 1 (b).
- 16 – 19 year olds (at 31 August 2020)
- 19+ year olds (on the first day of learning), unemployed, in receipt of and providing current proof of:
 - Jobseekers Allowance (JSA)
 - Employment Support Allowance (ESA) – Work Related Activity Group (WRAG)
 - Universal Credit and the take-home pay is recorded on the Universal Credit Statement (disregarding Universal Credit payments and other benefits) is less than £343 a month (learner is sole adult in their benefit claim) or £549 per month (learner has a joint benefit claim with their partner)
 - Low wage (earning less than £18,525 annual gross salary)
 - English and Maths course/s where students do not already hold a Grade 4 or above (or A*-C Grade)

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- COVID-19 skills recovery package
- Sector-based Work Academy Programme (SWAP)
- National Skills Fund – level 3 adult offer
- Students identified as Fully funded in Appendix 1 (a) where none of the above apply

Co-funded

- Students identified as Co-funded in Appendix 1 (a)

Not-funded

- All students aged under 16 (at 31 August 2020), elected home educated students may be eligible for funding
- All overseas students (i.e. student not meeting Home or EEA settled status)
- All students aged 19 and over who are not eligible for fully funded or co-funded status
- All students aged 24 or over undertaking L4 – L6 Certificate or Diploma FE courses
- All students aged 19-23 who have previously gained a full L3 or above, undertaking L3 – L6 Certificate or Diploma FE courses.
- All HE students

B. Fees

	Fully Funded	Co-funded	Not funded
Tuition Fees	No	Yes*	Yes
Examination Fees	No	Yes	Yes
Professional Startup Kit / Uniform retained after course	Yes	Yes	Yes
Professional Memberships	Yes	Yes	Yes
Student Union Fee	No	No	No

*currently 50% of the full rate

A FE bursary fund is available for eligible students and can be found in the bursary policy on the Weston College website

- Weston College establishment staff who opt to undertake a ESFA funded course will receive a 50% reduction on the tuition fee element of the course fee
- Students repeating a course, for which they have already had exam fees paid by Weston College are required to pay full examination / module fees for their second or further attempts at these exams / modules
- Students enrolled at Weston College or who were enrolled in the previous academic year wishing to take examinations in subjects for courses they are not enrolled for will pay an External Entry Fee of £50 per subject in addition to the Examination Board / Module Fees
- Persons wishing to use Weston College as an Examination Centre (not enrolled in the current or previous year) will pay an External Entry Fee of £130 per subject and Examination Board / Module fees. Such students may also incur invigilation and room hire costs if the exam cannot be scheduled to coincide with existing college exams. It should be noted that it may not always be possible to meet all requests to be used as an Examination Centre.
- Students enrolled with the University of London will be charged at the rate of £60 per examination, if they are wanting a separate room an additional charge of £40 per hour will be made
- Forward Futures and other agency staff who opt to undertake a qualification listed on the learning aims database **DO NOT** automatically receive a reduction on the tuition fee element of the course fee, such a discount would be given at the discretion of the Principal

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C. Advanced Learner Loans

- Students aged 24 years and over, on the first day of learning, undertaking L3- L6 Certificate or Diploma FE courses will need to pay full fees, these can either be paid in full or funded through an Advanced Learner Loan
- Students aged 19-23 who have previously gained a full L3 or above, undertaking L3- L6 Certificate or Diploma FE courses will need to pay full fees, these can either be paid in full or funded through an Advanced Learner Loan
- Students opting to take out an Advanced Learner Loan to pay for their course will be allowed to enrol prior to confirmation, from the Student Loans Company, of a fully approved loan but will be personally invoiced for the full amount of the fees until such time as they provide a copy of the SLC approval letter to the college

D. Payments

- Fees are payable at the time of enrolment. Recurring payment plans via the processes used by the college at any given time are available to Home and EU students or their employers where the following conditions are met:
 - Fees are paid by the learner or employer and
 - Where the Tuition fee is greater than £120 and
 - Where the course lasts longer than 6 months
- Recurring Payment plans require:
 - 25% of tuition fees and all Examination Fees are paid at enrolment
 - the remaining tuition fees are paid in equal instalments as determined by the college
- Sponsorship – Sponsors must provide a letter of authorisation of payment with valid purchase order where applicable.
- Debtors – Students or sponsors with outstanding debts to the college will not be eligible to enrol until that debt has been cleared, certification will also be withheld until debts are cleared.

E. Refunds

- Refunds are made to the original payee if:
 - Weston College withdraws a course - full refund
 - Due to changes in funding or legislation the course fee increases after enrolment the student will be able to withdraw without penalty - full refund
 - The student changes their minds and notifies the college in writing at least one month before the start of the course – fee paid less 10% or £25 whichever is the greater
 - The student, through exceptional circumstances is unable to complete their course (ill health supported by GP letter, relocation out of area) – pro rata refund to maximum of 50% of tuition fees, examination and resource fees will not be refunded
- Students who are paying for a Level 3 or Level 4 certificate or diploma course via an Advanced Learner Loan or a combination of personal finance and an Advanced Learner Loan will not receive any refund if they withdraw from their course

F. Credit Notes

- Students wishing to withdraw from a course may be eligible for a pro-rata credit note for tuition fee elements of their course fees provided that they notify the college in writing and return their original enrolment form. This will not apply to students undertaking a level 3 or level 4 course who have funded their course via an Advanced Learner Loan or a combination of personal finance and an Advanced Learner Loan
- Credit notes are valid for one calendar year and may be used by the named person only
- Once the credit note value is determined a £25 administration fee will be deducted

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Point of withdrawal	Credit note value before £25 admin fee	
	30+ week course	Less than 30-week course
1 st third of course	50%	50%
2 nd third of course	25%	None
Last third of course	None	None

3 RESPONSIBILITIES

Compliance, monitoring and review

This policy will be reviewed annually or as soon as possible following changes in funding rules/guidance. The policy review will be the responsibility of the Catalyst Director MIS and Data Analysis.

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Appendix 1 (a) AEB

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*
Essential Digital Skills Qualifications up to and including level 1	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 legal entitlement (learners first full level 3)	Fully funded*= N/A	N/A	N/A
Level 3 adult offer (learners without a full level 3 or above accessing a qualification on the Level 3 adult offer qualifications list)	Fully funded= N/A	Fully funded	Fully funded
Level 3 (a learner has already achieved a full level 3)	Loan-funded**= N/A	Loan-funded	Loan-funded
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, where the learner has not achieved a first full level 2, or above	N/A	Fully Funded	Co-funded+
<p>*Must be delivered as one of the English and maths, Digital entitlement 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 ESFA funding regulations 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 161. = One-year high value courses for school and college leavers: skills offer for 19-year-olds, may apply refer to paragraphs 166 to 168</p>			

Appendix 1 (b) WECA

All details from Appendix 1 (a) apply with the exception of:

- Learners aged 50+ who are already qualified at full level 2 (but not qualified at a higher level) may undertake a single additional full level 2 qualification on a fully funded basis.
- Learners aged 19-25 and 50+ who are already qualified at full level 3 (but not qualified at a higher level) may undertake a single additional full level 3 qualification on a fully funded basis.
- Learners aged 50+ studying qualifications on the Legal entitlement list or Local Flexibility Offer
- Learners who are taking a qualification through employer direction and in the workplace then either
 - the employer must pay the co-funded rate and not the learner or
 - offer appropriate hours of work experience in kind – detailed in the WECA performance management rules.



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