



Fees / Refund Policy

2022-2023

Issue:	1	Prepared by:	Authorised by:
Original Issue Date:	October 2022	Finance Manager	
Reviewed:	February 2023		Approved by:
Next Review:	February 2024	Annual	SLT

1 Policy Objectives

- 1.1 The purpose of this policy is to provide a framework within which the College's fee setting processes will be devised and operated.
- 1.2 The policy also sets a framework for ensuring that comprehensive guidance and information regarding fees for subsidised courses is available and accessible to stakeholders.
- 1.3 The basis on which these charges are arrived at and the circumstances in which some students may not be required to pay the charges in full are set out in this policy.

2 Review

- 2.1 The College Fees Policy will be reviewed annually and any changes recommended to the Strategic Leadership Team.

3 Policy Statement

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

4 Fee Guidelines

- 4.1 The Education Skills Funding Agency (ESFA) / West Yorkshire Combined Authority (WYCA) provides a degree of funding support for eligible courses.
- 4.2 The ESFA / WYCA approach assumes that all learners other than those eligible for fee remission are charged a fee as a contribution towards the costs of their learning.

5 ESFA Fee Remission

- 5.1 For 2022/23 the ESFA / WYCA will continue to consider certain groups of learners eligible for full fee remission.
- 5.2 The College will apply the fee remission eligibility as outlined in the ESFA / WYCA funding rules for 2022/23.

6 Further Education Provision

Learners aged 16-18 / Study Programmes / T Levels (Not apprentices)

- 6.1.1 In accordance with EFSA 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. The costs of resits may be chargeable.
- 6.1.2 The College may charge learners aged 16-18 for "full cost" unfunded courses and for exams and resits.

Learners aged 19 to 23

- 6.2.1 Learners will be fully funded, including individuals who are employed, on the start date provided they meet the requirements set out in the Adult Education Budget (AEB): funding and performance management rules 2022 to 2023 – Version 2 – August 2022 / WYCA funding rules.
- 6.2.2 Examination, registration, certification, and administration costs will be charged in addition to the tuition fee element if applicable.

Learners aged 24 and above (excluding English, Maths, Digital and ESOL)

- 6.3.1 Learners will be fully funded, including individuals who are employed, on the start date provided they meet the requirements set out in the Adult Education Budget (AEB): funding and performance management rules 2022 to 2023 – Version 2 – August 2022 / WYCA funding rules.
- 6.3.2 Examination, registration, certification and administration costs will be charged in addition to the tuition fee element if applicable.

Learners – Co Funded

- 6.4.1 Learners who are employed, or self-employed, and would normally be co-funded for provision, up to and including Level 2 must satisfy the following:
- eligible for co-funding, (receive benefits or universal credits) or earns less than £18,525 annual gross salary.

Non fundable adult learners

- 6.5.1 Learners aged 19 and over at the course start date wishing to undertake a second Level 3 or higher programme are ineligible for funding from the ESFA / WYCA except for those learners who are unemployed or meet the low wage criteria and the course is on the Free Courses for Jobs list.
- 6.5.2 In many cases, learners will be eligible for an Advanced Learner Loan which will be repaid through the PAYE system once the learner begins to earn above the published annual threshold.

7 Higher Education

- 7.1 Tuition fees will be set per module where applicable and the fee charged will be based on the number of modules to be taken in the academic year. In many cases, learners will be eligible for a Student Loan (Student Finance England) which will be repaid through the PAYE system once the learner begins to earn above the published annual threshold.
- 7.2 Examination, registration, certification and administration costs will be charged in addition to the tuition fee element if applicable.

8 Full Cost Courses

- 8.1 Fees for commercial courses will be set at a level to reflect the full cost to the College.

9 Fee Waivers

- 9.1 Only with the express permission of a member of the Strategic Leadership Team (SLT) may course fees be waived.

10 Payment of Fees

- 10.1 All fees become due in full 30 days from the date of the invoice.
- 10.2 The College recognises that some learners may be unable to pay their fees in full and in some circumstances the College can offer a staged payment plan. The College reserves the right to withdraw the offer of a payment plan if payments are not received on the agreed dates.
- 10.3 Where an employer has agreed to pay fees for one of their employees, the learner will be required to produce a letter or purchase order from their employer at the time of enrolment confirming they will cover the full cost of the course.
- 10.4 With the exception of programmes funded by Advanced Learner Loans, fees billed will be for one year only. Where a programme of study runs over more than one year, second year fees will apply.
- 10.5 Any learner who has not paid their tuition or exam fees in full at the end of the academic year:
- 10.5.1 May have exam certificates withheld.
 - 10.5.2 May not have assessed work marked and returned.
 - 10.5.3 May not be permitted to progress to the next year of study or enrol on another course.
 - 10.5.4 May not receive references for employment beyond confirmation of dates and courses attended.
- 10.6 Where learners fall significantly behind with their payment plans and the College has failed to secure payments, the debt may be referred to a debt collection agency for recovery where further costs may be incurred and added to the debt.

11 Credits/Refunds

- 11.1 Where a course has been cancelled by the College, refunds/credits will be made to learners in full.

11.2 Where a learner has withdrawn as a result of personal circumstances, or where a learner can demonstrate that the College has failed to deliver what could have reasonably been expected, then an application for a refund/credit should be made in writing to the Finance Manager. The College may require evidence to justify any request for a refund on compassionate grounds.

11.3 Where a learner withdraws from a course, there may be a possible part refund / or fee adjustment. This will be investigated and dealt with on a case-by-case basis.

The following withdrawal time scales would qualify the student withdrawal for a fee adjustment:

- If the expected course duration is **fewer than 14 days**, the student must be withdrawing within the first day of course start date.
- If the expected course duration is **between 14 and 167 days**, the student must be withdrawing within the first 14 days of course start date.
- If the expected course duration is **168 days or greater**, the student must be withdrawing within the first 42 days of course start date.

11.4 Where a learner withdraws from a course after the qualifying timescales:

The original fee will be adjusted and include the following as a standard baseline cost:

- £52 administration overhead cost
- Exam registration fee (variable dependent on qualification and exam body).
- The remaining tuition fees will be prorated based on the number of expected days of attendance, against total days planned for the delivery of the course, charged within the specific invoice.

Therefore, any credit/adjustment will be based on these total costs:

admin fee + registration fee (if registered) + pro-rated tuition fee

11.5 Fees for full cost provision are due in full regardless of the length of attendance.

11.6 Examination / registration fees may only be refunded if the entry / registration has not been processed at the time of the refund application.

11.7 Where a learner is required to leave the programme by the College, the learner will remain liable for fees up to the point of exclusion.

12 Financial Support

12.1 Leeds College of Building offers a range of support funds which can assist with the financial problems that may be a barrier to study. The College Student Services team are available to provide advice on financial matters aligned with studying and help apply for any grants or awards that are available.