



LEEDS  
COLLEGE  
OF BUILDING

# Fees/Refund Policy

## 2025-2026

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# **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 Senior Leadership Team.

# **3 Policy Statement**

- 3.1 The College reserves the right to cancel any course or change its charging policy where its costs may result in an economic 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 (DFE) / West Yorkshire Combined Authority (WYCA) provides a degree of funding support for eligible courses.
- 4.2 The DFE / 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 DFE Fee Remission**

- 5.1 For 2025/26 the DFE / 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 DFE / WYCA funding rules for 2025/26.

# **6 Further Education Provision**

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

- 6.1.1 In accordance with DFE 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 DFE. 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.

## 6.2 Local flexibility offer and legal entitlements

- 6.2.1 The Adult Skills Fund (ASF) no longer uses prior attainment as an eligibility criteria for the policy entitlements. Learners may be able to access full funding if they meet the residency eligibility criteria, are aged 19 and over and earn below the earnings threshold or are unemployed.

For funding year 2025 to 2026, LCB and Learners can find the qualifications approved for funding and the details of funding available in the [DfE list of qualifications approved for funding](#).

- 6.2.2 The Combined Authority will support delivery to adults of provision, including qualifications and components of these, up to level 2 as a Funded Flexible Offer. The provision is fully or co-funded. Depending on the learner's age, prior attainment, and circumstances.
- 6.2.3 Earnings threshold - WYCA have introduced the earnings threshold as part of the eligibility criteria that enables learners to be fully funded if they earn below £25,750.

The policy entitlement includes learners who are unemployed, employed, or self-employed.

LCB may fully fund learners who are unemployed, employed, or self-employed, up to and including level 2 and the level 3 offers, if they earn below £25,750 annual gross salary. This income excludes benefits payments.

LCB must have seen evidence of the learner's gross annual wages in these circumstances. This could be a wage slip or a Universal Credit statement within 3 months of the learner's learning start date. Or a current employment contract which states gross monthly/annual wages.

LCB may fully fund learners who are unemployed in receipt of benefits or are economically in-active, and can demonstrate this.

It should be noted that this is not an exhaustive list, but LCB must evidence their decision to award full funding to an individual who would normally be eligible for co-funding.

Further information can be referenced through the WYCA funding contribution table for learner eligibility.

- 6.2.4 Learning at level 2

Learners aged 19 to 23, progressing towards their first full level 2 can undertake learning at entry and/or level 1 from the approved qualifications list.

Learners aged 19 to 23, and aged 24 and over who have already achieved at level 2 or above, can undertake learning up to and including level 2 qualifications from the flexible offer or qualifications for the level 2 legal entitlement available on the Qualifications website or on Find a Learning Aim.

Learners aged 24 and over (**excluding English, Maths, Digital and ESOL**) who have not achieved a level 2 qualification can undertake learning up to and including

level 2 qualifications from the local flexibility offer or qualifications in the level 2 legal entitlement list available on the Qualifications website or on Find a Learning Aim.

#### 6.2.5 Learning at level 3 legal entitlement and Free Courses for Jobs (FCFJ)

Learners aged 19 to 23 who have not previously achieved a full level 3 qualification must be fully funded, regardless of the earnings threshold or employment status, if they choose a qualification from the level 3 legal entitlement or FCFJ list.

LCB must not charge them any course fees.

For the funding year 2025 to 2026, the list of qualifications approved can be found in the [DfE list of qualifications approved for funding](#),

Learners who meet the residency eligibility have exhausted their first level 3 legal entitlement and do not meet the definition of being below the earnings threshold or employment status have the option of funding through an [advanced learner loan](#) (subject to available allocation).

#### 6.2.6 Level 3 FCFJ offer

FCFJ is a targeted level 3 offer to support adults who meet the definition of being below the earnings threshold or unemployed.

The offer includes:

- level 3 qualifications which will support the development of new skills for adult learners and improve the prospects of eligible adults in the labour market. In particular, eligible adults can now access fully-funded level 3 provision from the list of level 3 FCFJ qualifications available via the [DfE list of qualifications approved for funding](#)
- LCB will fully fund learners who meet the residency eligibility as part of this offer where they:
  - are aged 19 or above on 31 August within the 2025 to 2026 funding year, enrol on the level 3 FCFJ qualifications approved for funding and meet the eligibility of being below the earnings threshold or unemployed
  - are aged 19 to 23 on 31 August within the 2025 to 2026 funding year, enrol on the level 3 FCFJ qualification approved for funding, have not achieved a full level 3 and earn above the earnings threshold criteria

6.2.7 In all scenarios, examination, registration, certification, and administration costs will be charged in addition to the tuition fee element if applicable.

### 6.3 Learners – Co Funded

6.3.1 Learners who meet the residency eligibility, live within the WYCA devolved postcodes but do not qualify for legal entitlement or policy fee waivers will be charged a co-funded price for their qualification.

6.3.2 This excludes qualifications, units or learning aims that are not listed on [find a learning aim](#) or on the [DfE list of qualifications approved for funding](#). These will be charged at full cost.

6.3.3 Learners aged 19-24

Learning aims up to and including level 2 (Local flexibility offer); or those who meet the earnings threshold or unemployed criteria; Fully funded. For those who do not meet the earnings threshold or unemployed criteria; Co-funded  
ESOL learning up to and including level 2; For those who meet the earnings threshold or unemployed criteria; Fully funded. For those who do not meet the earnings threshold or unemployed criteria; Co-funded

#### 6.3.4 Learners aged 24+

Learning aims up to and including level 2 (Local flexibility offer); For those who meet the earnings threshold or unemployed criteria; Fully funded. For those who do not meet the earnings threshold or unemployed criteria; Co-funded

ESOL learning up to and including level 2; For those who meet the earnings threshold or unemployed criteria; Fully funded. For those who do not meet the earnings threshold or unemployed criteria; Co-funded

### **6.4 Non fundable adult learners**

6.4.1 Learners aged 19 and over who do not meet the funding criteria specified by the DFE / WYCA or whose permanent residency is outside the devolved area.

6.4.2 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. LCB Finance Team will assist these learners with loan applications.

## **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. When the learner signs the learning agreement, they are liable for their tuition fees if there is no accompanying letter or PO at time of sign up.
- 10.4 With the exception of programmes funded by advanced learner loans, fees invoiced 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; and
- 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 **short 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:

- |                                    |                           |
|------------------------------------|---------------------------|
| • Learning aims fewer than 14 days | Qualifying Period 1 Day   |
| • Learning aims 14 to 167 days     | Qualifying Period 14 Days |
| • Learning aims 168 days or more   | Qualifying Period 42 Days |

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.

- £55 administration overhead cost
- £x exam registration fee (variable dependent on qualification and exam body).
- The remaining tuition fees will be pro rata based 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 rata tuition fee**

11.5 Fees **for full cost provision** refunds are based on the following:

**September Start Date:**

- Withdrawal September to December 25% Payable
- Withdrawal January to March 50% Payable
- Withdrawal April to July 100% Payable

**January Start Date:**

- Withdrawal January to March 25% Payable
- Withdrawal April to June 50% Payable
- Withdrawal July to October 100% Payable

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 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.