

# Tuition Fee Policy 2022-2023

## Issue 10

*OWNER: Chief Financial Officer,  
Vice Principal (Academic Provision),  
Director of Operations Management*

*APPROVED: 4<sup>th</sup> July 2022*

*REVIEW: July 2023*

BEACONS OF **EDUCATIONAL EXCELLENCE**  
TRANSFORMING THE LIVES OF INDIVIDUALS  
AND COMMUNITIES



## Tuition Fee Policy 2022-2023

---

### Setting of fee levels for courses

#### **16 – 18 Year Old Learners (UK)**

Learners who are/will be 16, 17 or 18 on the 31<sup>st</sup> August in the calendar year when they begin a programme of study, will NOT pay tuition fees, examination board registration fees or examination fees. This wider age definition ensures that the funding eligibility of a 16 – 18 year old learner does not change during an individual's programme if they become 19. This excludes higher education provision (Level 4 and above).

Institutions may choose to charge students aged 16 to 18 in full time or part time education for other elements of their study programme as set out in the funding guidance.

Where clothing or equipment is necessary for the student's health or safety, a charge may be made for clothing and equipment that the student retains, but only if the student also has the option of borrowing the clothing or equipment free of charge. A full set of charging rules in relation to 16-18 year old learners can be found from the Education and Skills Funding Agency (ESFA) Funding guidance for young people 2022 to 2023 (available from Gov.UK)

#### **Adult Learners**

Adult learners are defined as those who are 19 or over at the start of a qualification which is eligible for funding. Learners may be eligible for fees to be remitted if they meet certain criteria. The criteria are based on age, prior attainment, employment status and the qualification being studied.

Learners may be fully funded (no fees payable by the learner), or co-funded – where the learner pays a tuition fee as detailed above, but also draws down funding from ESFA.

The funding for adults who enrol in Greater Manchester is provided by the Greater Manchester Combined Authority (GMCA) as part of the devolution of the Adult Skills budget. Learners outside a devolved area are funded directly by the ESFA.

#### **Overseas Learners**

Overseas learners are those defined as coming from outside the UK and require a study visa. SCC Group does not accept applications for students requiring a Study Visa.

Learners from the EEA who started living in the UK before the 31<sup>st</sup> December 2021 may be eligible for funding and should have applied for the EU Settlement Scheme. Learners arriving in the UK from the EEA after the 31<sup>st</sup> December 2020 may still be eligible for funding depending on their immigration status.

## Tuition Fee Policy 2022-2023

---

### **Loan Funded Provision**

Learners aged 19-23 studying their first full level 3 qualification are eligible for free education as part of their legal entitlement. The National Skills Offer also makes available a number of high value courses for first full level 3 for learners of all ages.

All other learners are able to access the student loans company [www.slc.co.uk](http://www.slc.co.uk). Learners are expected to apply for the loan before enrolment and have their Customer Reference Number (CRN), which will be recorded on the College system. It is the learners' responsibility to ensure that the loan is at an approved status via their unique log in to the SFE portal. If the loan is not approved then the learner will be liable and invoiced for the full tuition fees.

## Tuition Fee Policy 2022-2023

### Level of GMCA Contribution 2022-2023 (to be confirmed)

The information below is subject to change for 2022-23 and dependant on the funding guidance from ESFA and GMCA, due to be released later in the academic year.

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 2	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	Fully funded*
Learning to progress to level 2	Fully funded <sup>^</sup> (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) or Loan-funded** (if previously achieved full level 3 or above)	Loan-funded	Loan-funded
Level 3 National Adult Offer (learners without a full level 3 accessing a qualification on the NSF)	Fully funded++	Fully funded++	Fully funded++

## Tuition Fee Policy 2022-2023

Provision	19 to 23 year olds	24 + Unemployed	24+ other
- Level 3 Adult Offer qualifications list)			
Level 3 Local Adult Offer (learners without a full level 3 or those with an existing first full level 3 accessing a qualification on the GM Local Level 3 Adult offer qualification list).	Fully funded++	Fully funded++	Fully funded++
English for speakers of other languages (ESOL) learning up to and including level 2	Fully funded// if unemployed or Co-funded+	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+ or Fully funded if unemployed	Fully funded	Co-funded+
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.            ** 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 paragraphs 2.35 – 2.36.            ++ Only available for delivery by providers granted specific approval to offer this ring-fenced element            // Subject to GM devolved flexibilities</p>			

## Tuition Fee Policy 2022-2023

---

### Learners not eligible for fee remission will be liable for the following fees for 2022-23

Programme Type	UK
16-18	No fee
Adult FE Level 2 (19+)	Co-Funded ** 50% of the unweighted rate
Adult FE Level 3 (19+)	The fee charged will be the listed weighted LARS rate as determined by the ESFA
HNC/D Full Time Programmes	£7,500 per year
HNC or D (part time)	£3,750 per year
University of Salford/University of Bolton Undergraduate courses	£7,500 per year
PGCE/Cert Ed University of Bolton	£8000 per year full time £3,900 per year part time
Full Cost*	Fees for each full cost programme are determined on an individual basis

\* Variation from the individual full cost fee may be considered for group enrolments and will be approved by completion of a business case to the Chief Financial Officer.

\*\* this may be adjusted due to marketing forces

Remission of fees can only be approved by the Group Principal and Chief Financial Officer.

Where a student leaves a course early, either through withdrawal or suspension, the amount of fees the student will need to repay depends on the date of leaving the course. The table below shows how much of the fee is payable depending on the last day of attendance:

Date	Percentage of tuition fees to be repaid
Before first day of first term	0%
From first day of first term	25%
From first day of second term	50%
From first day of third term	100%

If the payment profile agreed to by the student results in payments above these thresholds no refunds will be given.

The College reserves the right to pursue the outstanding debt until the fee amount is recovered.

## Tuition Fee Policy 2022-2023

---

### Higher Education courses and tuition fee information

Tuition Fees are approved in line with Office for Students conditions of registration and the approved Access and Participation plan (2020-21 to 2024-25).

The following are the approved fees for 2022-23 and for 2023-24:

<b>Programme Type</b>	<b>UK</b>
HNC/D Programme (full time)	£7,500 per year
HNC or D Programme part time	£3,750 per year
University of Salford/University of Bolton Undergraduate courses	£7,500 per year
PGCE/Cert Ed - University of Bolton (1-year full time)	£8,000 per year full time £4,000 per year part time

The College charges a tuition fee for all Higher Education courses and students' ability to pay tuition fees will be assessed and determined as part of the enrolment process. All students must complete and sign the Learner Agreement stating that they accept liability for the full amount of fees due.

All Advanced Learner Loan and Student Finance England (SFE) Loan students are required to complete a direct debit mandate or recurring card payment mandate at enrolment. Should the student's application for a loan not be approved by Student Finance England by 31 October, for a standard academic year course, the direct debit or recurring card payment and collections will commence from December of that year.

Where the employer is to pay the fees, they will be invoiced for 100% of all fees no later than 30 days following the date of enrolment (30-day payment terms). Students must provide a signed letter on headed paper or a purchase order from their employer confirming support is available at enrolment before they are permitted to enrol via this method.

If outstanding fees are not paid by the due date(s), the College reserves the right to prevent students from attending their programme of study and/or preclude them from participating in relevant examinations or assessments and may withhold certificates and prohibit attendance at graduation ceremonies until unpaid fees have been settled.

Where continuing students haven't settled outstanding fees by the end of the academic year in question, they will be prevented from re-enrolling onto the subsequent year of study.

## Tuition Fee Policy 2022-2023

---

As per above, students leaving the course through withdrawal or suspension will be liable for a proportion of the annual fee:

Date	Percentage of tuition fees to be repaid
Before first day of first term	0%
From first day of first term	25%
From first day of second term	50%
From first day of third term	100%

### **Higher Education Additional Support**

Where a Higher Education student requires support for learning they must ensure that they apply for this directly and obtained the Disabled Students Allowance. The provision of support will be negotiated with the individual student who then be billed directly for this.

### **Fee payment**

All prior year balances must be paid in full before enrolment, please contact a member or Finance.

### **Classroom Based provision**

Instalment plans are available for learners paying their own fees (this is also available for employers sponsoring learners where the company has less than 50 employees). Fees over £100 can be paid by instalments, a deposit is payable at enrolment and up to eight further instalments are available subject to the length of the course. Learners or eligible employers must complete an instalment plan request form. All instalments must be paid two months prior to completing the course.

The instalment plans will be tailored towards specific programmes dependent on the length and cost of the course.

There is a 5% discount on classroom based tuition fees if a learner pays in full at enrolment (minimum fee of £100). This is not applicable to HE, Advanced Learner Loan funded provision or employers/sponsors.

All employer-sponsored learners must provide evidence at enrolment of employer commitment to pay fees with invoice details. If an employer/sponsor fails to keep to the agreement, by default the student becomes liable for the remaining balance.

### **Community Learning**

No fee payable and eligible to students aged 19 on 31<sup>st</sup> August 2021. For some programmes a fee may be charged to cover additional costs of resources.



## Tuition Fee Policy 2022-2023

---

**Full cost recovery courses** - fees are payable at enrolment. No fee remission available. Instalment plans are available.

### **Apprentices**

**Levy Paying Employers** (companies with a pay bill over £3m) – The agreed fee will be paid on a monthly basis by the employer to the College via the Digital Apprenticeship Service

**Co-Investment Employers** - The agreed fee will be paid in two equal instalments, 50% at the start of the apprenticeship programme and 50% at the three-month point. An extended payment plan may be agreed by the College in exceptional circumstances.

### **College staff**

SCC Group staff wishing to enrol on ESFA, HE, FE Loan or Full cost provision will be assessed on an individual basis to determine the course fee payable. Any essential training for an employee's role will be funded up to £330 by the College. Any form of training over £330 will require Senior Leadership Team agreement. Should an employee leave within 12-months of being enrolled or finishing a course than the employee is liable for all tuition fees. These will be deducted from the employee's final salary.

### **Schools Provision**

<b>Type of provision</b>	Vocational FT or PT
<b>Pupil age</b>	14-16 years
<b>Offer</b>	To be agreed individually with the school/LEA.

### **Withdrawal Policy**

After a student has enrolled on a course, a three-week grace period is given for withdrawals; no refund will be given if a deposit has been paid. If a student withdraws after the grace period, all outstanding fees will become due immediately, no matter the payment method. This is not applicable to Higher Education courses.

### **Exam Resits**

The College reserves the right to charge students for resitting examinations. The fee charged will be at least the additional direct cost incurred by the College which will be a minimum of the resit fee paid to the awarding body.

### **Refund Policy**

On the occasion a student withdraws and notifies the College in writing prior to starting the course, a full refund will be given to the amount of the deposit made at the time of enrolment (excluding bus booking fee). Fees are refundable in full if the College should close a class or the attendance of the applicant is made impossible or inappropriate by some action of the College.

## Tuition Fee Policy 2022-2023

---

No refunds will be made in the event of a student withdrawing from a full cost course for personal reasons; all outstanding fees become due immediately upon withdrawal. Details of outstanding balance available from Finance.

Under exceptional circumstances, at the discretion of the College, and where the student can demonstrate that extenuating circumstances exist to prevent them from continuing with their course, the Chief Financial Officer may authorise a refund or credit note. This will represent a proportionate amount of the tuition fee applicable to the remaining classes of the course, which the student will be unable to attend. This is not applicable to Higher Education Courses.

Refunds for apprentices will be made by the College where relevant when any training or assessment stops, in accordance with the Apprenticeship funding and performance-management rules for training providers, and in accordance with any subsequent versions of these rules.

A refund charge of £20 will be made for processing the refund. No refund charge will be levied where the College closes a class.

**Responsibility for review:** Chief Financial Officer  
Vice Principal (Academic Provision)  
Director of Operations Management

**Review Date:** July 2023

**Endorsed by:** Group Principal & Chief Executive  
Senior Leadership Team  
Corporation