

Tuition Fee Policy

2024 – 2025

Issue 12

Date 02-07-2024
Owner Chief Financial Officer
Senior Vice Principal (Quality & Data)
Director of Business Operations
Review Date 01-07-2025

TO BE A BEACON OF **EDUCATIONAL EXCELLENCE**,
TRANSFORMING THE LIVES OF THE **INDIVIDUALS**
AND **COMMUNITIES** WE SERVE.

Responsibility for review: Chief Financial Officer
Senior Vice Principal (Quality and Data)
Director of Business Operations

Review Date: July 2025

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

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16-18 Year Old Learners

16-18 Year Old Learners (UK)

Learners who are/will be 16, 17 or 18 on the 31st of 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 2024 to 2025 (available from Gov.UK).

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.

Instalment Plans

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 Higher Education, Advanced Learner Loan funded provision or employers/sponsors.*

Sponsorship Payments

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). All employer-sponsored learners must provide evidence at enrolment of employer commitment to pay fees with invoicing details. If an employer/sponsor fails to keep to the agreement, by default the student becomes liable for the remaining balance. A fully completed employer sponsorship pro-forma must be provided to the College at the point of enrolment.

Outstanding Fees

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. Outstanding fees will be pursued from the learner, which can result in referral to an external collection agency.

Fee Remission

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

Withdrawal Policy

After a student has enrolled on a course, a two-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.

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

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. 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.

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.

The College retains the right to issue a refund charge of £20 for processing the refund. No refund charge will be levied where the College closes a class.

Adult Learners

Adult Education Budget (GMCA)

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 funding 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 31st December 2020 may be eligible for funding and should have applied for the EU Settlement Scheme. Learners arriving in the UK from the EEA after the 31st December 2020 may still be eligible for funding depending on their immigration status.

Level of GMCA Contribution 2024 to 2025

The information below is subject to change on an annual basis, and is dependent on the funding guidance from ESFA and GMCA, which is released later in each academic year.

Nationally the Government has introduced a new funding methodology for Adult Skills Fund. GMCA have made the decision to delay the introduction of this methodology until 2025-26.

For 2024-25 the level of contribution from GMCA is set out in the Funding and Performance Management Rules (which can be found [here](#)), in sections 2.24 to 2.31 in particular. This also covers the Level 3 qualifications which GMCA are funding from a Single Pot Offer.

The contribution levels from GMCA are based on the type of provision, legal entitlement and employment status including low wage.

Instalment Plans

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 Higher Education, Advanced Learner Loan funded provision or employers/sponsors.*

Sponsorship Payments

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). 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. A fully completed employer sponsorship pro-forma must be provided to the College at the point of enrolment.

Outstanding Fees

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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. Outstanding fees will be pursued from the learner, which can result in referral to an external collection agency.

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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.

The College retains the right to issue a refund charge of £20 for processing the refund. No refund charge will be levied where the College closes a class.

Advanced Learner Loan (ALL)

Loan Funded Provision

Learners may be eligible for funding of Level 3 provision from the GMCA single pot depending on the provision and their employment status. All other learners can access the student loans company 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 Student Loans Company portal. If the loan is not approved, then the learner will be liable and invoiced for the full tuition fees.

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.

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.

Instalment Plans

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

Loan Funding

All Loan funded students may be 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.

Sponsorship Payments

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). 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. A fully completed employer sponsorship pro-forma must be provided to the College at the point of enrolment.

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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. Outstanding fees will be pursued from the learner, which can result in referral to an external collection agency.

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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. 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.

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.

The College retains the right to issue a refund charge of £20 for processing the refund. No refund charge will be levied where the College closes a class.

Tailored Learning

Tailored Learning

Typically, there is no fee payable for our Tailored Learning courses, and these are eligible to students aged 19 on the 31st August 2024.

For some programmes a fee may be charged to cover the additional costs of resources.

Higher Education (Direct & Franchised)

Tuition Fees are approved in line with the Office for Students (OfS) conditions of registration and the approved Access and Participation Plan (APP) 2022-2023 to 2025-2026.

The following are the approved fees for 2024-2025 and 2025-2026:

Programme Type	UK
HNC / HND Full Time Programmes	£7,500 per year
HNC / HND Part Time Programmes	£3,750 per year/cost per module
Foundation Degrees / BA (Hons) Top-Up	£7,500 per year
Post Graduate Certificate in Education Certificate in Education	£8,000 per year full 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.

In circumstances where the College does not receive the payment from the Student Loans Company or from the student, no funding is forwarded on to Higher Education partner institutions that otherwise would have been paid a proportion of the income.

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 will then be billed directly for this.

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 onto our direct Higher Education provision.

Instalment Plans

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.

Loan Funding

All Loan funded students may be 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.

Sponsorship Payments

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Outstanding Fees

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.

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

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. Outstanding fees will be pursued from the learner, which can result in referral to an external collection agency.

Fee Remission

Remission of fees can only be approved by the Group Principal or the 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 date 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.

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. 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.

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 the Finance Department.

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.

The College retains the right to issue a refund charge of £20 for processing the refund. No refund charge will be levied where the College closes a class.

Apprentices

Levy Paying Employers (Companies with a pay bill of over £3 million)

The agreed fee will be paid on a monthly basis by the employer to the College via the Digital Apprenticeship Service.

Co-Investment Employers

Co-Investment fees will be collected from the employer at the start of the apprenticeship programme where possible. Where a payment plan is required, this will be agreed with the employer.

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. 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.

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.

The College retains the right to issue a refund charge of £20 for processing the refund. No refund charge will be levied where the College closes a class.

Other

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 such training agreed to be funded by the College will require Senior Leadership Team agreement in advance. For these types of courses funded by the College, an employee is liable for all tuition fees should they leave within 3 years of finishing the course, and these will be deducted from the employee's final salary.

School Provision

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