



Fees Policy 2017/18

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| Document History | |
|------------------|---------------|
| Area | Finance |
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| Approved by | |
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1. FEES POLICY

- 1.1 The Fees Policy will be accessible to prospective learners on the College website via the following link www.wigan-leigh.ac.uk/college-information which will be included on learner agreements in order that it can be reviewed by the learner prior to signature.
- 1.2 The policy applies to new learner agreements commencing in the 2017/18 academic year (1st August 2017 to 31st July 2018). Learners with existing FE learner agreements will not be subject to any changes contained in this Fee Policy, unless they commence a new programme of study in the 2017/18 academic year.
- 1.3 *Actual fees to be levied will be published in the College Prospectus, where possible and on the website before the start of the academic year and will be available to any learner enquiring about a course.

2 LEARNERS ENTITLED TO FEE REMISSION

- 2.1 In line with SFA and EFA funding rules, the College will not charge tuition fees to 16-18 year old learners or adult learners who are entitled to 'full funding'. The level of government funding available to learners will be notified prior to enrolment. Appendix A contains a table showing the level of government funding available and fee remission eligibility for 2017/18.
- 2.2 The College may make charges for 'optional extras'. Learners will be made aware of any such optional costs prior to enrolment to their programme. Examples include:
 - trips & visits
 - where learners wish to keep materials produced in a learning activity for home use (for example: floral displays, artwork and food).

3. LEARNERS CO- FUNDED BY THE SKILLS FUNDING AGENCY (SFA)

- 3.1 Some courses are partly funded by the SFA and the SFA assumes that the learner or employer will contribute 50% of the SFA determined value of the qualification (specifically the unweighted 'listed' value of the qualification detailed on the SFA Hub; <https://hub.imservices.org.uk/Learning%20Aims/Pages/default.aspx>). Appendix A contains a table showing when this part funding ('co-funding') is available.
- 3.2 As in recent years, the College tuition fee* will normally be based on the SFA assumption that adult learners will contribute 50% of the 'listed' value for the relevant programme of study.
- 3.3 For some courses, a higher fee* than the SFA assumed contribution may be charged where market conditions allow, and these will be agreed with the relevant curriculum area.
- 3.4 There may also be occasional circumstances where lower fees* are

set for competitive advantage, although this will require the approval of the Executive Team.

- 3.5 As in previous years, learners will also be expected to pay the appropriate examination fee and other costs* associated with the course. Any such fees will be published alongside the tuition fee*.
- 3.6 Learners are able to access the standard payment options available (see 'Payment Options' section of this Policy)

4. **ADVANCED LEARNING LOANS**

- 4.1 Learners aged 19 or older enrolling onto level 3 or above courses, which do not attract SFA funding, may be eligible for an Advanced Learner Loan. These loans are part of a government scheme and information about Advanced Learner Loans can be found at the following link <https://www.gov.uk/advanced-learning-loans>. The loan is arranged through the Student Loans Company and the payments are made directly to the College.
- 4.2 Whether learners are eligible for or chose to apply for an Advanced Learner Loan or not the liability for the fees is with the learner.
- 4.3 The minimum fee eligible for loan funding is £300 and the maximum fee is the 'listed' fully funded rate for the qualification (detailed on the SFA [Hub; https://hub.imservices.org.uk/Learning%20Aims/Pages/default.aspx](https://hub.imservices.org.uk/Learning%20Aims/Pages/default.aspx)).
- 4.4 The College tuition fees* will normally be based on 100% of the 'listed' value for the relevant programme of study. The fee charged* will be for the whole course irrespective of its duration, although where the learner is taking out a loan this will be paid to the College by the Student Loans Company in termly instalments.
- 4.5 Learners will be given a maximum of 4 weeks to ensure their loan application is approved before they become liable to make direct payments for their course. Any payments made directly by the learner would be fully refundable should subsequent loan approval be secured.
- 4.6 If, for any reason, the loan payments cease before full payment for the programme is received, the learner will be liable to make direct payments for their course for any balance remaining.
- 4.7 Learners who are chose to or become liable to pay fees directly can access the standard payment options available (see 'Payment Options' section of this Policy).

5. **APPRENTICESHIPS**

- 5.1 For the 2017/18 academic year, employers will fall under two categories, levy-paying employers and non-levy paying employers.
- 5.2 For levy paying employers, the college will charge 100% of the negotiated training and assessment cost, up to the maximum allowed by the funding band for the chosen apprenticeship, through the government Digital Apprenticeship Service. If an employer has

insufficient funds in their Digital Apprenticeship Service account to service the charge, then the employer will be liable to co-investment and will be invoiced for 10% of the outstanding amount.

- 5.3 For non-levy paying employers, in line with SFA funding rules, the College will not charge tuition fees to employers with fewer than 50 employees, for apprentices who are 16-18 year old or 19-24 formerly in care or with a local authority education health and care plan.
- 5.4 All other non-levy paying employers, who do not fall into the category above, will be liable to co-investment and will be charged 10% of the negotiated cost of training and assessment, up to the maximum allowed by the funding band for the chosen apprenticeship.
- 5.5 If the negotiated price for training and assessment is more than the maximum allowed by the funding band for the chosen apprenticeship, then the difference between the band maximum and the agreed price will be invoiced accordingly. This cannot be funded from the digital account or co-investment.

6. COMMERCIAL COURSES/ FULL COST RECOVERY

- 6.1 All course fees that are not supported by any government funding or loans will be determined with consideration of the direct costs of delivering the course and the price of courses offered by competitors.
- 6.2 Fees charges are available in marketing material, on the College website or upon enquiry prior to enrolment.
- 6.3 Learners can access the standard payment options available (see 'Payment Options' section of this Policy).

7. HIGHER EDUCATION FEES

- 7.1 The College has an OFFA agreement in place for 2017/18, therefore can charge fees up to £7,500 for full time HE courses.
- 7.2 Most full time course fees will be set at £7,500, and a scholarship of up to £1,500 over 2 years will be offered to students subject to criteria on attendance and progression.
- 7.3 Certain full-time courses will be charged at £6,000 (with no access to scholarships) where market conditions mean that a reduced fee is preferable.
- 7.4 Part-time course fees will be set on a pro-rata basis of £6,000 per full-time equivalent (with no access to scholarships)
- 7.5 HE fees require publication 18 months in advance of the academic year in our access agreement, and it is proposed that the full-time fee is increased in line with inflation and market conditions to £7,750 and the scholarship is reviewed. Similarly part-time fees are increased with inflation with an upper limit of pro-rata £7,750.

8. PAYMENT OPTIONS

- 8.1 Where course fees are payable, and learners cannot access a learner loan, fees must be paid either:

- On enrolment in full.
- Through a standing order plan, set up on enrolment (the shorter of twelve months or the duration of course). This option is only available where instalments would total £25 a month or more.
- By an employer (option available on production of an employer authority letter on enrolment). Invoice will be issued in the first term on 30 days payment terms.

8.2 Employer fees are payable for apprenticeship provision, fees must be paid either:

- through the government Digital Apprenticeship Service, for levy-paying employers.
- through an employer invoice or payment plan, for non levy-paying employers.

9. **REFUNDS**

9.1 A full refund will be issued automatically should the course not run.

9.2 Learners who decide that the course on which they have enrolled is not appropriate for them will qualify for a full refund within the first two weeks, although every effort will be made support the learner to stay on the existing course or alternative provision.

9.3 An administration fee of £10 will be charged. After the first two weeks following commencement of the course, there will be no automatic entitlement to a refund, and the full fee for the course will be payable. Individual circumstances will be considered at the discretion of the Executive Team. Where a refund is requested as part of a complaint submitted to the College, the matter will be dealt with under the College's Complaints Policy. The Complaints Policy can be accessed via the following link <https://www.wigan-leigh.ac.uk/college-information>.

10. **LEARNER SUPPORT FUNDS**

10.1 Learner Support Funding is available to support learners who meet relevant criteria with some course fees and other costs associated with their course.

10.2 Information regarding the Learner Support Funds and the application process can be found through on the College website through the following link www.wigan-leigh.ac.uk/Finance-and-Welfare

Appendix A

The level of government contribution we will fund is as follows.

| Provision | 19- to 23-year-olds | 24+ unemployed | 24+ other |
|---|---|----------------|---------------|
| English and maths | Fully funded* (up to and including Level 2) | Fully funded* | Fully funded* |
| Level 2 | 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 | Fully funded* (first and full) | Loan-funded | Loan-funded |
| | Loan-funded** (previously achieved full Level 3 or above) | | |
| 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 | | |

*Must be delivered as one of the qualifications required for the legal entitlement.

^ 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 the [EFA's 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.

Appendix B – Apprenticeship Funding Bands

22. The table below shows the 15 funding bands. The steps between bands are smaller at the bottom of the range as this is where the majority of apprenticeship frameworks are currently concentrated.

| Number | Band Upper Limit |
|--------|------------------|
| 1 | £1,500 |
| 2 | £2,000 |
| 3 | £2,500 |
| 4 | £3,000 |
| 5 | £3,500 |
| 6 | £4,000 |
| 7 | £5,000 |
| 8 | £6,000 |
| 9 | £9,000 |
| 10 | £12,000 |
| 11 | £15,000 |
| 12 | £18,000 |
| 13 | £21,000 |
| 14 | £24,000 |
| 15 | £27,000 |

Table 1: Funding bands