

Further Education [FE] Fees Policy 2024/25

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FURTHER EDUCATION FEES POLICY 2024-25

TUITION FEES

1 PURPOSE

- 1.1 Fees are set to ensure that when public funding is taken into account, the College is able to at least cover the full costs of each programme of study.
- 1.2 The Corporation is committed to a transparent fee structure that informs individuals and companies about the costs of study and examinations and also any exemptions to payment of fees.

2 SCOPE

- 2.1 City of Portsmouth College charges tuition fees in the following categories:
 - Education and Skills Funding Agency (ESFA) co-funded courses
 - Learners aged over 19 starting on Level 3 and above (unless studying their first level 3 legal entitled course or Free Courses for Jobs Offer)
 - Learners Under 16 (fee charged to institution responsible for student)
 - Apprenticeships (no charge to apprentices, charge to employers)
 - Full cost/commercial courses
 - Overseas learners
 - ESOL
 - Foundation Degrees

3 DETAILS OF POLICY

- 3.1 To operate at all times in line with the guidance supplied by the relevant funding bodies eg. to waive tuition and initial examination fees to all learners funded by the ESFA aged between 16-18 years of age who are following full or part-time courses including maths and English.
- 3.2 To ensure that the learner is aware of the full annual and total cost of the course on enrolment. This will include tuition, materials, examination, registration and any relevant costs such as residential. Costs for trips, visits or other optional expenditure will be levied directly at the relevant point in the course when the student would be expected to pay for them.
- 3.3 No change to the policy is to disadvantage any individual learner part way through an agreed programme of study, eg. where an ESFA funded course is for a period of two years, the tuition element of the fee in the second year will not increase from that in the first year (inflation excepted) provided that the nature of the course has not materially altered.
- 3.4 To provide facilities for staged payment through direct debit arrangements where the total cost is in excess of £150. The number of instalments is to be determined by the duration of the course, in that the final instalment will be made three months before the expected course end date.

- 3.5 To realise for the Corporation a fee income in pursuit of corporate objectives.
- 3.6 To ensure that fee levels are linked with the College policy on learner financial support/hardship.
- 3.7 To set fee levels that are market related in line with the College's mission and values.
- 3.8 Learners are ultimately liable for the payment of their tuition fees, whether invoiced or not, including where sponsorship agreements have been approved. The College will seek to recover fees directly from learners, where payment from other approved sources is not forthcoming.
- 3.9 The College reserves the right to pursue defaulters through the courts if deemed necessary and, where applicable, seek to recover any costs thus incurred.
- 3.10 No element of the policy is to change more than once a year except where significant changes in Government policy will impact on the delivery of a programme of study.

4 FEE PRINCIPLES By category of learner

Category of learner	Fee (including exam/EPA fees)	Materials, educational visits or other fees such as PPE
14 – 15 year olds	By individual arrangement See Appendix 1	Charged at course level
16 – 18 year olds	Free	Charged at course level for optional additional activities
FE 19+ learners who are fully funded	Free	Charged at course level for optional additional activities
FE 19+ learners who are co-funded*	50% of published unweighted rate as per Learning Aims Reference Service (LARS) rate	Charged at course level for optional additional activities
FE learners who are funded via loans*	100% of published weighted rate as per Learning Aims Reference Service (LARS) rate	Charged at course level for optional additional activities
Apprentices	No charge to apprentices. The total apprenticeship training and assessment charge is agreed with employers in advance via the apprenticeship service. For non-levy employers 5% of the agreed training and assessment charged.	19+ professional body fees (e.g. AAT) to be paid by the learner
Full cost/commercial courses	Fees charged – paid in full by the learner	Charged at course level

Category of learner	Fee (including exam/EPA fees)	Materials, educational visits or other fees such as PPE
International learners	Fees charged – paid in full by the learner	Charged at course level
Community Learning	Fees charged – paid in full by the learner	Charged at course level
ESOL	The College will fully fund individuals aged 19 and over on the day they start their ESOL learning aim where they meet the definition of unemployed or where learners who are employed meet the low wage threshold. The College will co-fund all other individuals aged 19 and over on the day they start their ESOL learning aim. The College will fund ESOL learning up to and including level 2.	Charged at course level

* The College reserves the right to discount or reduce these fees, which will be authorised by the Chief Operating Officer (COO).

Fees for courses (international students)

Length of Programme of Study	Student Fee for International Students without Home Fee Status (ESFA funding) per academic year
1 year or 2 years	£6,500 for students who require a Student Visa
	£6,500 for students who require a homestay accommodation service
	£8,000 for students who require both a Student Visa and a homestay accommodation service
	£5,600 More Able scholarship fee (up to 30% discount) for students who require both a Student Visa and a homestay accommodation service but have high IELTS & academic scores
Semester (Immersive)	£3,000 flat rate for all students
Term (Immersive)	£2,500 flat rate for all students
IELTS Preparation Course	£235 per week

- 4.1 For the purposes of fee setting, learners will be assigned to one of two main fee groups. A provisional assessment will be undertaken at the point their application is received, to determine whether for fee charging purposes they should be treated as either:
 - (a) Home
 - (b) International
- 4.2 If there is any uncertainty, further information may be requested from the learner to determine which group they should be assigned to for fee charging purposes.
- 4.3 All materials and other fees are determined at course level and reviewed annually by the Chief Operating Officer.
- 4.4 The College retains the option to 'market price' courses when and where appropriate, at the discretion of the Chief Operating Officer.

5 PAYMENT OF FEES, INCLUDING TUITION, MATERIALS AND OTHER FEES

- 5.1 All fees payable to the College will be due at enrolment.
- 5.2 Course Fees can be paid in one of the following ways:
 - 5.2.1 During main enrolment fees can be paid by:
 - (i) bank card (to the enrolment team)
 - (ii) electronically via bank transfer
 - 5.2.2 After main enrolment, fees can only be paid by bank card, or electronically via bank transfer.
 - 5.2.3 No cash or cheques will be taken after main enrolment, except very exceptionally and as approved by the Chief Operating Officer.
 - 5.2.4 Invoice to employer – a letter from the employer must be provided at enrolment which must be supplied on company letterhead with a Purchase Order Number.
 - 5.2.5 Instalments – provided that a direct debit is in place and a 20% deposit is paid on enrolment. For those applying for Advanced Learner Loans, a £500 refundable deposit is required if loan is not already in place before the start of the course.
 - 5.2.6 Instalment plans are not available to overseas learners.
 - 5.2.7 The final instalment is to be made three months prior to the completion of the course.
 - 5.2.8 Learners must not have an outstanding balance from previous years or have previously defaulted on payment arrangements.
 - 5.2.9 Learners who withdraw from their programme remain liable for full fees until they formally withdraw and will be charged as described above.
 - 5.2.10 Instalments will be collected starting at enrolment. Any payments that are unsuccessful on the prescribed date of collection will still be collected, following a notice period of seven days from the original scheduled date. Where the College is unable to collect payment, the learner may be asked to leave their programme of study but will remain liable for payment of any outstanding fees.
 - 5.2.11 Instalment plans outside the above terms must be approved by the Chief Operating Officer.
- 5.3 Places on a course are not confirmed until payment has been received.

6 WITHDRAWALS AND REFUNDS

- 6.1 If the College cancels a course then a full refund will be given and no administration fee will be charged.
- 6.2 Students will be compensated for any expenditure they may have incurred prior to the course being cancelled by the College including any travel, accommodation or maintenance costs and any costs that may be incurred where a student is transferred to another provider or course. Such claims must be substantiated by evidence of the costs.
- 6.3 All other requests for refunds must be made in writing to the Chief Operating Officer. All refunds are made at the discretion of the Chief Operating Officer.
- 6.4 Refunds are normally only made in the first term and if a student does not attend because of, or withdraws due to, exceptional circumstances, eg. certified prolonged sickness. Evidence of entitlement to a refund may be requested.
- 6.5 In cases of sickness, a full refund may be given less any examination or registration fees incurred by the College. In any other circumstances, a minimum non-refundable fee charge of £75 plus any examination and registration fees incurred by the College will be payable.
- 6.6 If a student is withdrawing due to dissatisfaction with the course provision or any other aspect of the College, the complaint will be passed to Quality Department who will investigate in conjunction with the Head of Department and advise Finance on the level of refund to be given.
- 6.7 Each withdrawal is subject to the completion of a withdrawal checklist, encompassing measures to support students to continue studying wherever possible. This is approved by the relevant member of the Senior Management Team being passed for processing. All students remain liable for the full fees if they do not attend, withdraw or in the event of non-payment of invoice from their sponsor or loan unless there is exceptional circumstances (eg. certified prolonged sickness, for which evidence may be requested). Fee adjustments not covered in 3.3 above or exceptional circumstances also fall under Financial Regulation 3.6.6 and 3.6.7. The Principal & CEO shall be required to authorise debt write off where the sum exceeds £5,000 but does not exceed £15,000, having received a report from the Chief Operating Officer.
- 6.8 International Students who have paid full tuition fees in order to receive a Confirmation of Acceptance to Study (CAS) and are subsequently refused a visa by the British Embassy or British High Commission will receive a refund on receipt of the visa refusal letter, less an administrative fee of £250. Evidence of visa refusal will be required by the College.
- 6.9 International Students who have paid a deposit on course fees and have not applied for a visa will receive a refund on receipt of confirmation of their intention to withdraw, less an administrative fee of £250.
- 6.10 International Students who arrive late for full-time EFL programmes as a result of unavoidable delays will be given a proportionate credit for the missing weeks or the credit can be used within 12 months, except for pre-sessional courses. The College has the final

decision as to what circumstances constitute 'unavoidable'.

- 6.11 Refunds in respect of the above must be authorised by the Chief Operating Officer.
- 6.12 Students who transfer to a lower priced course within the first term will receive an automatic refund if a student transfers to a higher priced course the Chief Operating Officer should be consulted as to whether the additional fees are payable.
- 6.13 End Point Assessment (EPA), examination and registration fees will only be refunded if the College has made no payment of these fees to a third party and then at the discretion of the Chief Operating Officer.

7 EXAM AND EPA RESIT FEES

- 7.1 Each case will be reviewed on its own merits.
- 7.2 EPA resit fees will be payable by the employer.

8 CHANGE IN MODE OF STUDY

- 8.1 If a learner decides to change their course or mode of study (for example from part-time to full-time), their fees will be reviewed and they may be required to pay a different fee. The College is obliged to report changes to external agencies, for example the Home Office for learners on student study visas, partner universities and the Learner Loans Company. These external agencies have their own regulations which may limit the changes that can be made. This may include changes to:
 - (a) Course
 - (b) Mode of attendance
 - (c) Length of study – increased by repeat years of study
 - (d) Withdrawals, terminations, and exclusions

9 APPEALS AND COMPLAINTS

- 9.1 Learners who consider this policy has not been correctly applied or who have a concern about the accuracy of the fee they are being charged, may bring an appeal under the College's Complaints Procedure.

10. REVIEW OF FEE POLICY AND CHARGES

- 10.1 The College will review the Fees Policy annually.

Appendix 1

Learners Under 16

1 Introduction

- 1.1 The College currently aims to base fees for under-16s on what would have been around the Education and Skills Funding Agency (ESFA) LA national rate had the learner been eligible for ESFA funding.

2 Formulation of Cost

- 2.1 The rates that the College intends to charge schools for learners studying at the College are as follows:
- £90 per hour for group classroom activities.
 - £7 per hour for part time Infill Rate.
 - £3,932 per student per annum for full time Infill Rate where the programme GLH upon which the learner is enrolled are greater than 485 GLH.
- 2.2 If learners leave part way through the year then the school/sponsoring body is responsible for continuing to pay the fees for that student to the end of the relevant course of learning. If a learner leaves during the first term, then with the course leader's agreement it may be possible to substitute a new learner.
- 2.3 Transport and additional learning support are all to be paid over and above the tuition fee from the organisation that sends the learner.