

Purpose of Policy: **Determination of Student Fees**

1. Types of Funding

Course programmes have their funding supported in one of the following ways:

- LSC (FE) funded; students must be eligible for funding (see below) and are expected (by Central Government) to pay at least 47.5% of the LSC base rate unless they are also eligible for fee remission. LSC funding can also be supplemented by European Social Fund (ESF) funding on a project-by-project basis which may (or may not) affect fees charged. LSC (FE) funding encompasses Young People (16-18) Learner Responsive provision and Adult Learner Responsive provision.
- LSC Adult Employer Responsive 'Train to Gain' and 'Work Based (Apprenticeship) Learning'; students must be eligible for funding (see below). Any fees due are negotiated with employers, who provide students for the courses.
- HEFCE funded; student rates are set by the College under the guidance set by the HEFCE. There is no fee remission available on such courses. The College does not charge 'top up' fees.
- 'Other funding'. This is usually Cost Recovery; the full cost of delivery is recouped from fees paid by the student or 'sponsor' (e.g. school or employer). This also incorporates 'full cost' funding received from other providers such as HE institutions ('franchised in') and 'Overseas' students.

2. Tuition Fee Rates

This policy is intended to encourage students to remain on their course and to achieve their qualification with the College whilst recognising the need to recoup a contribution to the costs of delivery at a rate appropriate to the type of funding employed.

Standard tuition fees based upon guided learning hours and type of funding are shown on the enrolment label. These are determined by Heads of School based upon the *minimum* fee structures approved by the Governing Body (Appendix A).

Tuition fees for students enrolled under a franchised-out agreement with the College are a matter for the subcontracted provider and therefore outside the scope of this document.

3. Employer Responsive - Apprenticeships

Students attending Apprenticeship provision are subject to complex funding arrangements that involve the participation of employers and fee criteria may be dependent upon a variety of factors.

There is an assumption by the LSC that no fees shall be charged for 16-18 year old Apprentices unless the College delivers provision or services over and above the minimum provided for by the LSC. There is a further assumption that employers will pay at least 47.5% of the 16-18 rate for students aged over 19.

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As a *minimum*, employers will be charged a fee for Apprenticeships where funding provided by the LSC falls short of the cost of delivery of that provision.

Fees for Apprenticeship provision are subject to separate costings that must be agreed with and approved by the Director of Finance or his nominee before provision commences.

4. Employer Responsive - Train to Gain

Employer Responsive Provision is funded by the LSC at rates defined by them. There is a complex arrangement relating to entitlement to fee remission and/or the expectation of an employer contribution to the education and training taking place. Employer Responsive Provision is only available to those over the age of 18.

As a *minimum*, employers will be charged a fee for Employer Responsive Provision where funding provided by the LSC falls short of the cost of delivery of that provision. These are subject to separate costings that must be agreed with and approved by the Director of Finance or his nominee before provision commences.

5. Cost Recovery

The *minimum* fees chargeable are shown in Appendix A and are applicable to *individuals* infilling to mainstream provision (i.e. the majority of students are part or wholly funded by means other than cost recovery). However, the actual fees charged may be subject to the hourly cost of delivery in individual schools, the number of students on a course and other market factors, particularly if a course is for a specific sponsor (e.g. school or employer). In the case of courses designed for cost recovery only, these are subject to separate costings that must be agreed with and approved by the Director of Finance or his nominee before provision commences.

6. Variation of hours

Any variation from the standard hours for an LSC or HEFCE funded programme of more than 120 hours, but less than 729 hours will result in a fee adjustment being made on a pro-rata basis. Variations to fees for programmes funded by other means are only available with the authority of the Director of Finance or his nominee.

However, it must be noted that, in order to be eligible for Government funding, a student must be committed to obtaining the full qualification for which they are enrolled, otherwise they must pay the Cost-Recovery rate for their tuition and be recorded as attending a non-qualification bearing programme.

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7. Eligibility for LSC Funding

In order to be eligible for LSC funding, a student must normally and legally be resident in England. In order to be legal residents of England, they must be:

- British Citizens (be eligible to hold full British passports)
- Asylum seekers (have the right to be here and have their claims for Asylum to be considered) aged 16-18. Adults are ONLY fundable if their claim for asylum has been under consideration for at least 6 months prior to enrolment.
- Asylum Seekers refused asylum but supported under section 4 of the Immigration & Asylum Act 1999
- Refugees (have been granted settled status by the Home Office)
 - (if entered England before 1st April 2003) granted either Exceptional Leave to Enter (ELE) or Exceptional Leave to Remain (ELR) by the Home Office.
 - (if entered on or after 1st April 2003) granted Humanitarian Protection or Discretionary Leave to Remain by the Home Office.
- Students from the EU or migrant workers from the EEA who are living and/or working in this country.

Spouses and other relatives of eligible individuals must be eligible in their own right. That is; students are not eligible by virtue of being married to or dependant upon an individual who is eligible.

EU/EEA students who have been resident in any EEA country for the last three years and are citizens of an EEA country are eligible to claim LSC funding and are entitled to be treated as 'home' students, paying home fees or having fees remitted as per the guidance below. The exception to this is students studying short English courses (e.g. Summer Schools) of 6 weeks or less, who must be treated as Overseas Students.

Asylum seekers, aged 16-18, can access Learner Support Funds. Asylum seekers aged 19+ cannot access Learner Support Funds.

Students from Scotland, Wales and Northern Ireland are subject to what the LSC refer to as the 'waters edge' agreement. This effectively means that they are eligible for LSC funding if they come to City College to study. They will not be fundable if they remain at home to study (e.g. distance or e-learning).

All other students are considered as overseas students unless they meet these eligibility criteria and must therefore pay overseas fees.

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8. Overseas students

LSC and HEFCE funding are not available for overseas students.

Overseas students are defined as those not normally resident in an EEA country. EEA countries are as follows:

Austria	Italy	Slovak Republic
Belgium	Latvia	Slovenia
Bulgaria	Lithuania	Spain
Cyprus	Luxembourg	Sweden
Czech Republic	Malta	United Kingdom
Denmark	Netherlands	Iceland*
Estonia	Poland	Liechtenstein*
Finland	Portugal	Norway*
France	Romania	Switzerland**
Germany		
Greece		
Hungary		
Ireland		

* These countries are in the EEA, but are not members of the European Union.

** Switzerland is not in the EEA, but an international treaty means that from 1 June 2002 Swiss nationals have a similar right to live in the UK as EEA nationals.

Students that are bona fide citizens of the EEA studying any programme (with the exception of short English – see section 7) are entitled to LSC funding provided that they have been resident in one or more EEA countries for the three years preceding the start of the course.

9. Students under the age of 16

Students under the age of 16 at 31st August 2009 are not eligible for LSC funding without express written permission from the LSC.

Most students under the age of 16 are covered by project funding negotiated by the College with the School/LEA. Such students are effectively cost recovery and enrolled in discrete cohorts that would not be charged individual fees.

Some students under the age of 16 may, however, be enrolled on other LSC funded programmes (for example, evening courses) but must pay the full fee as shown on the label and they must be accompanied by a fee-paying adult who is eligible for LSC funding in their own right and also enrolls on that course. No further funding will be claimed for that student (and the qualification must be coded as cost-recovery). The only exception to this is that express written permission is obtained by the school or Local Authority from the LSC to claim full LSC funding for a course.

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10. Fee Remission Policy for LSC funded programmes

There will be 100% remission of tuition fees for the following groups of students (who are eligible for LSC funding as per section 7 above) :

- Students aged 16–18 (for this purpose aged 18 will mean under 19 on 31st August in the year when the student begins a programme of study) regardless of mode of attendance.
- Students aged 19 or over that are in receipt of one of the following benefits:
 1. Job Seekers Allowance
 2. Working Tax Credit where the notice of award (form TC602) shows a household income of less than the LSC-advised rate (currently £15,575)
 3. those in receipt of income-related Employment and Support Allowance (ESA)
 4. unemployed people in receipt of contribution-based Jobseeker's Allowance (JSA)
 5. Any other income-based benefit (formerly known as means-tested benefits)
 6. The unwaged dependants of those at points 3 to 5
 7. Pensions Credit (Guarantee Credit only)

Students are required to provide documentary evidence of benefit entitlement at enrolment and to inform the College of any change in circumstance affecting eligibility. College staff should refer to the guidance note for fee assessors for clarification on evidence required and fee remission waivers to be used.

- Students on Programmes in 'Skills for Life' as defined by the Learner Aims Database (LAD) in literacy or numeracy but NOT those in English for Speakers of Other Languages (ESOL)

11. BBC Learning Centre

Students on ICT programmes delivered at the BBC Learning Centre are subsidised by the BBC providing accommodation, recruitment support and equipment.

These students are required to pay a £20 enrolment administration fee per course unless they are eligible for fee remission as described in section 10.

12. Fee Reduction "Entitlement" Policy

The Government have introduced an entitlement to fee reductions for some qualifications delivered to adults (those over the age of 19) based on certain criteria:

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‘Level 2’ Entitlement

Students are entitled to remission of assumed tuition fees only for specified ‘full’ level 2 and level 3 qualifications (not necessarily courses) as defined on the LSC Learner Aims Database (LAD) provided that they do not already hold a qualification at full level 2 or above.

‘Level 3’ Entitlement

Students are entitled to remission of assumed tuition fees only for specified level 3 qualifications (not necessarily courses) as defined on the LSC Learner Aims Database (LAD) provided that they do not already hold a qualification at full level 3 or above **and** they are aged 19-25 at 31st August in the academic year in which they enrol.

These are not automatic entitlements to the full remission of course fees to a student; rather, it is to be seen as a subsidy based on the LSC assumed fee rate. Due to the complexity of operating this entitlement, students not already in receipt of fee remission for the reasons shown above will be informed at enrolment of the potential entitlement and the reduction in the overall cost of their course as well as an application for entitlement. Payable fees shall be assessed by a nominated fee assessor. A student may only claim one such entitlement in any academic year.

13. Examination and Other Awarding Body Fees

The Student or sponsor (employer, school etc.) will normally pay examination, examination registration and any other fees payable to Awarding Bodies.

Students who qualify for tuition fee remission under Section 9 will have 100% of examination and registration fees waived and these may be reclaimed on behalf of the student through the Learner Support Fund if eligible and at the discretion of the College. These students are entitled to one re-sit for an examination free of charge, after which full re-sit and any other subsequent examination, registration or awarding body fees will be payable.

Any fees payable may be reimbursed via the Learner Support Fund on application, including for those Students who may be facing financial difficulties paying tuition fees.

Where any Student is responsible for late entry that results in an examination body surcharge, such fees will be charged to that Student.

Please refer to the Exam Entry College Guidelines for further information.

14. Books Equipment and Materials

Students will be notified at or before enrolment of any necessary additional charges payable (e.g. for required books, specialist student equipment or materials). Support for such purchases may be available via the Learner Support Fund on application.

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15. Tuition Fee Refunds and Reductions

The full fees for the programme are due from enrolment and are not refundable regardless of whether the student chooses not to attend, withdraws, fails to complete the programme or for any other reason except:

- a. If the College closes the programme (and does not provide a suitable alternative) the full fee will be refunded.
- b. Exceptional circumstances submitted in writing to and approved by the Director of Finance or his nominee.

Only the Principal, Director of Finance (or his nominee) may agree fee refunds and reductions.

16. Payment Terms

Fees should be paid in full at the time of enrolment unless the student makes a specific request to pay in instalments. In this case an initial deposit of 20% or £50 (whichever is the greater) must be paid at the time of enrolment and a standing order will be required to be set up for a maximum of 5 months (from date of enrolment) or the length of the programme (whichever is shorter) for the balance in equal instalments.

This option is not available for programmes costing less than £165. **Only fee assessors may make instalment agreements.**

The College employs normal business processes to recover amounts due. This will involve invoicing, debt chasing, referral to a debt collection agency and ultimately court action.

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Review Date:	February 2010
Executive Member Responsible	Vice Principal Strategy & Operations

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Appendix A

MINIMUM TUITION FEES – 2009-2010

Type of Programme or Student	Amount of Fee
LSC (FE) Students	Fee band (Appendix B)
Overseas (Non EEA) Students, FE studying 450 or more GLH ('Full Time')	Per Course Year £5,750
Overseas (Non EEA) Students, HE studying 450 or more GLH ('Full Time')	Per Course Year £6,750
Overseas (Non EEA) Students, studying 450 or more GLH ('Full Time') or studying FT on a part-year basis English Language only	Per Course Year £4,800 Or £160per week to a maximum of £4,800
Overseas (Non EEA) Students, studying less than 450 GLH, FE or HE	Per Hour £9.00
HE Students studying 'Full Time' such as HND	Per Course Year £1,285
HE Students, studying 'Part Time' such as HNC	£1,285pro-rata to the FTE value of the course, e.g. HNC (0.5 FTE) - £642.50 HE module (0.1 FTE) - £128.50
Non-LSC (Classroom based)	Per Hour £6.75
Non-LSC (Workshop based)	Per Hour £8.00
Non-LSC (Engineering or Construction, classroom based)	Per Hour £9.00
Non-LSC (Engineering or Construction, workshop based)	Per Hour £11.00

The programme enrolment label shows the standard tuition fees due, based on these minimum fees.

Note that LSC funded courses are not eligible for LSC funding if the fee charged is 95% or more of the National Base Rate.

THESE ARE THE MINIMUM FEES THAT ARE TO BE CHARGED UNLESS PRIOR WRITTEN AUTHORISATION IS OBTAINED FROM THE DIRECTOR OF FINANCE.

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Appendix B

LSC FEE Bands – 2009-2010

Band Code	Hours		09-10 Fee	Hourly rate (Variation)	
	From	To			
A	9	19	£ 55	None	
B	20	39	£ 100	None	
C	40	59	£ 165	None	
D	60	89	£ 210	None	
E	90	119	£ 315	None	
F	120	149	£ 410	£	3.42
G	150	179	£ 485	£	3.23
H	180	209	£ 580	£	3.22
I	210	239	£ 675	£	3.21
J	240	269	£ 760	£	3.17
K	270	299	£ 850	£	3.15
L	300	329	£ 950	£	3.17
M	330	359	£ 1,000	£	3.03
N	360	389	£ 1,100	£	3.06
O	390	419	£ 1,200	£	3.08
P	420	449	£ 1,300	£	3.10
Q	450	539	£ 1,400	£	3.11
R	540	729	£ 1,600	£	2.96

NB: 0-8 hours is not LSC fundable. 9 GLH is the minimum number of hours fundable by LSC.

City College Coventry – Fee Policy 2009-10

Fee change analysis

Band Code	Hours		09-10		08-09		07-08		
	From	To	£	Fee	£	Fee	£	Fee	
A	9	19	£	55	£	50	10%	£ 42	19%
B	20	39	£	100	£	90	11%	£ 75	20%
C	40	59	£	165	£	140	18%	£115	22%
D	60	89	£	210	£	180	17%	£150	20%
E	90	119	£	315	£	275	15%	£230	20%
F	120	149	£	410	£	340	21%	£280	21%
G	150	179	£	485	£	400	21%	£330	21%
H	180	209	£	580	£	475	22%	£375	27%
I	210	239	£	675	£	550	23%	£425	29%
J	240	269	£	760	£	600	27%	£475	26%
K	270	299	£	850	£	675	26%	£525	29%
L	300	329	£	950	£	750	27%	£570	32%
M	330	359	£	1,000	£	820	22%	£620	32%
N	360	389	£	1,100	£	895	23%	£670	34%
O	390	419	£	1,200	£	950	26%	£715	33%
P	420	449	£	1,300	£	1,000	30%	£760	32%
Q	450	539	£	1,400	£	1,100	27%	£795	38%
R	540	729	£	1,600	£	1,300	23%	N/A	
Average increase							21%		27%

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