

## **Fees Policy**

### **Excellence-Solutions Limited**

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## **Policy Purpose**

The purpose of this policy is to set out the principles and framework for determining the fees charged for courses offered by Excellence-Solutions Limited

## **Objectives**

The following objectives underpin the Fees Policy of Excellence-Solutions Limited:

1. The fee structure of the Academy should be transparent.
2. The fee structure should be easy to understand for all prospective learners and enrolment staff.
3. The fee levels should be competitive, but not unduly discounted.
4. The fee levels applied to individual courses should ensure financial viability.
5. The policy should be in line with relevant legislation and funding body rules.
6. The implementation of the policy should not be administratively burdensome, but should be sympathetic to the learner's needs.

## **Scope**

The Fees Policy is a key document, which is approved by the Senior Management Team. The Senior Management Team will be responsible for ensuring that all relevant staff members become familiar with the policy.

The Fees Policy will be available on request to learners. It will also be published on each Academy's website.

## **Fee Types**

The following fee types will apply in 2018/19:

- a. Course Fee. This is payable for a learner to participate in a course.
- b. Examination Fee. This is payable for a learner to undertake an examination or assessment to enable the completion of any qualification. This may also include where necessary an element that is payable for a learner to register with an Awarding Body or Professional Body to enable the award of any qualification;
- c. Additional Costs / Material Costs Fee. This is a fee to meet the costs that may be incurred by a learner when undertaking a course, over and above the course fee (e.g. specialist equipment, uniform, educational visits, CRB/DBS registration costs).

## **Fees Application**

### *Course Fee*

Course Fees will be set for each education and training course offered in line with the following principles:

1. Where a learner is fully funded as defined by the relevant funding body rules, then no Course Fee will be charged.
2. Where a learner is co-funded then the Course Fee is set in reference to the national fee rate for the courses published in the Learning Aim Reference Service (LARS). This fee rate may vary from the national rate as appropriate according to demand.
3. Where a learner is funded for their course through a Student Loans Company FE loan, fees will not exceed the qualification funding rate specified in LARS.
4. Course Fees for overseas students (non-EU), will be separately published rates for each course, having regard to delivery costs, level and mode of study. A full-time international fee will be determined and part-time course fees will be calculated with reference to this rate.
5. Learners who enrol on programmes funded by a school or a local authority will not pay a fee.
6. Course Fees for Adult and Community Learning courses will be set in accordance with the terms of the specific agreements with the respective Local Authority, such that the overall programmes are financially viable.
7. Course Fees for other Full Cost provision will be set at market rates, ensuring that courses are financially viable.

Any variation from the Course Fees principles set out above must be approved by the Senior management team (SMT)

All Course Fees set will be valid for the period 1 August 2018 to 31 July 2019. Where learners enrol on courses that continue beyond 31 July 2019, they should be made aware that any fees due after this date (e.g. for the second year of a course) may be subject to amendment. Courses Fees are non-transferable between individual learners.

The SMT reserves the right to change any Course Fee. Any fee changes will not be applied retrospectively, unless specifically agreed.

### *Examination Fee*

1. Where appropriate, an Examination Fee will be payable for a learner to undertake an examination or assessment to enable the completion of any qualification. This may also include, where necessary, an element

that is payable for a learner to register with an Awarding Body or Professional Body to enable the award of any qualification.

2. An Examination Fee will not be payable where a learner is fully funded by the ESFA.

### ***Additional Costs/Materials Costs Fee***

1. Where appropriate, an Additional Costs/Material Costs Fee will be payable to meet the costs of providing additional materials that are over and above the course fee (e.g. specialist equipment, uniforms, educational visits, CRB/DBS registration costs).
2. This fee may be chargeable to fully funded learners where the materials/items provided are for optional/additional equipment or services not required to complete the course such as clothing, educational visits or personal equipment/materials. These may be charged at the level notified to the learner or sponsor at enrolment.

### **Fees Publication**

The approved Course Fee and other Fee elements associated with each course will be agreed in advance of the academic year and recorded against each course in the Course Database. This data will form the basis for all course fees listed in marketing material such as the prospectus and website.

Where fees are published by the Excellence-Solutions Limited or third parties for external use, the Course Fee should always be quoted clearly indicating the elements of Course Fee, Examination Fee and Material Costs / Additional Costs, where applicable.

A central file detailing Material Costs / Additional Costs where relevant will be maintained so that details can be provided to potential learners on request.

### **Fee Concessions**

#### ***Course Fees***

For ESFA accredited courses, the following categories are eligible for full funding or fees as per the table shown below. Where a course is fully funded, no course fees shall apply.

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*
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	Co-funded+
Learning to progress to level 2	Fully funded^ (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)	Loan-funded	Loan-funded
	Loan-funded** (previously achieved full level 3 or above)		
Traineeship <sup>#</sup>	Fully funded (including 16- to 24-year-olds <sup>##</sup> )	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		
<p>*Must be delivered as one of the English and maths, 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.  # Excludes flexible element where funding depends on age and level.  ## 16- to 18-year-old learners must be eligible under the <a href="#">ESFA's young people's residency requirements</a>.  ** 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 paragraph 151</p>			

For funding purposes a learner is defined as unemployed in the table, if one or more of the following apply:

1. They receive Jobseeker's Allowance (JSA), including those receiving National Insurance credits only.
2. They receive Employment and Support Allowance (ESA) and are in the work-related activity group (WRAG).
3. They receive Universal Credit, earn less than 16 times the National Minimum wage per week or £330 a month and are determined by Jobcentre Plus (JCP) as being in one of the following groups:
4. All Work Related Requirements Group.
5. Work Preparation Group.
6. Work Focused Interview Group.
7. They are released on temporary licence (RoTL) and studying outside a prison environment and not funded through the Offenders' Learning and Skills Service (OLASS).

Excellence-Solutions Limited may also use its discretion to fund other learners if all of the following apply:

1. The learner receives other state benefits and earns less than 16 times the National Minimum Wage a week or £330 a month.
2. The learner wants to be employed and the Academy is satisfied that the learning is directly relevant to their employment prospects and the local labour market.

### ***Examination Fees***

The following Examination Fee concessions will apply:

1. For ESFA funded learners eligible for 100 percent tuition fee concessions are also eligible for 100 per cent examination fee concessions (i.e. exam fees are zero).
2. For project funded learners, exam fee concessions may be given, dependent on the project specifications.
3. For International (non-EU) learners, no exam fee concessions are given.
4. For employer funded learners such as Apprenticeships, fee arrangements will be determined with each employer.
5. There are no exam fee concessions given for other learners.
6. For Full Cost (unfunded) learners, Professional and Teacher Education courses, no exam fee concessions are given.
7. For Community Learning funded learners, no exam fee concessions are given.
8. The Academy reserves the right to charge the exam fee in the following circumstances:
  1. attendance and/or coursework requirements have not been met;
  2. the learner is re-taking a whole or part qualification;
  3. the learner fails to attend an examination without good reason.
  4. After failure to achieve a qualification or element of a qualification, the learner repeats an examined element.

### ***Additional Academy Concessions***

Subject to financial viability, the Academy concessions may be applied to learners who do not qualify for ESFA fee remission, in particular the low paid employed, their dependents, and the dependents of JSA claimants who are not party to a joint claim.

Learners who are members of staff at Excellence-Solutions Limited qualify for 100% course fee remission for ESFA courses only, provided there are places available on the course at the start date. Exam fees etc. remain payable.

## **No Fee Concessions**

Categories of individuals which fall outside funded and special consideration would be subject to fee charges for their study. This includes:

1. Individuals who are not fully funded.
2. For project funded learners (e.g. ESF, SEEDA), tuition fee concessions will be given dependent on the project specifications.
3. For International (non-European Union) learners, no tuition fee concessions are given.
4. For employer funded learners or for courses delivered in the workplace, no tuition fee concessions are given.
5. For unfunded (full cost) learners, no tuition fee concessions are given.
6. For Community Learning courses, no tuition fee concessions are given.

## **Eligibility Evidence**

The Academy reserves the right to verify the eligibility of all learners for fee concessions and to make the necessary checks and request evidence to support eligibility of the learner.

It is the responsibility of the learner to notify the Academy of any change in status that may affect their eligibility for fee concessions. The Academy, however, reserves the right to make checks to verify continuing eligibility to fee concessions.

The Academy will make learners aware of any financial support that may be available to them from the Academy to assist in meeting Course Fees.

## **Means of Payment**

The Academy accepts payment of fees via the following means:

- €Cash (sterling)
- €Debit Card
- Cheque
- Credit Card (excluding American Express)

Where an employer or other third party has agreed to pay a Course Fee on behalf of an individual, payment will be by invoice under the condition that a written agreement from the third party to pay the Course Fee is provided at the time of enrolment.

The Academy will then invoice the employer or sponsor within one month of the student's enrolment. Fees are payable within 30 days of the invoice date.

### **Advanced Learning Loans**

Loan funded learners shown above (with the exception of Advanced or Higher level apprenticeships) will not be eligible for funding and will need to pay for the course themselves, through an employer or contact the Student Loan Company to agree a student loan facility. Student Finance England is responsible for assessing whether learners are eligible.

The Academy will provide a Learning and Funding Information letter to help learners make their application. The letter must include:

- The UK provider reference number;
- The learning aim reference number;
- The title of the learning aim;
- The fee charged to the learner; and
- The maximum amount of loan available for the learning aim or apprenticeship framework on LARS.

Further details on 19+ Learning Loans can be found in the ESFA website, Government Direct Website and the Student Loans Company website.

Learners are responsible for ensuring that they are eligible for loan funding prior to enrolment, and remain liable for any fees in the event that they are deemed ineligible, or in the event that payments from the Student Loans Company cease for any reason.

### **Payment of Fees**

#### ***International students:***

- €Payment of one third of the total course fee or first year fee for two year courses, as a non-refundable deposit, (before enrolment), and payment of the remaining fee for the academic year by end of the first term is required.

#### ***Self-funding students:***

- €Courses of less than 3 month's duration, must be payable in full at enrolment;
- €Courses with a duration of more than 3 months and total fees of up to £500 payment must be paid at enrolment;
- €Courses with a duration of more than 3 months and total fees above £500 but less than £1,200. First instalment of 50% payable at enrolment and a second instalment of 50% two months after enrolment;

- €Courses with a duration of more than 3 months and total fees above £1200. First instalment of 33% payable at enrolment, second payment and third balancing payment spread equally across the duration of the course but prior to its completion;
- €Failure to meet agreed instalment payments will result in the Academy taking recovery action and/or the withholding of qualification certificates;
- €Students who withdraw from a course before it is completed remain liable for any outstanding fees.

### ***Employed or Sponsored Students:***

- Subject to written confirmation that an employer or sponsor will take responsibility for the payment of a student's fees the Academy will invoice the employer or sponsor within one month of the student's enrolment. Fees are payable within 30 days of the invoice date.

Any variation to these payment terms required to address the specific circumstances/characteristics associated with discreet delivery areas will need to be agreed on a case by case basis by a Head of Academy.

### **Transfers**

In the event of a learner transferring between courses, there will be no financial penalty, or refund, but if the course transferred into has a higher Course Fee, the learner must pay the difference at the point of transfer.

### **Policy on refund of fees**

The Academy commits staffing and resources to courses on the basis of learner enrolments and will only offer refund of fee payments in limited circumstances.

Full details of the Academy's policy on refunds and fee recovery are set out in the "Fee Recovery and Refund Policy". A copy of this policy is available on request.

### **Additional Fees**

If a learner exceeds the expected duration of a course, for example a learner has not completed all assessments within the expected timescale, additional fees may be levied to cover any additional costs of assessment or

administration that might arise. These will be determined on a case by case basis and must be approved by the Curriculum Manager.

The Academy reserves the right to charge a fee to learners for amendments to qualification certificates if the changes requested by the learner are for a reason other than an error made by the Academy.

The Academy's normal practice is to make qualification certificates available for collection by individual learners. If a learner requests that the qualification certificate(s) are to be delivered to an address other than the Academy, then the Academy reserves the right to charge a reasonable fee for the administration and cost of delivery. The qualification certificate(s) will not be dispatched until the fee has been paid in full.

The Academy reserves the right to add any reasonable collection costs incurred to the outstanding fee balances in the event of non-payment following the issue of all standard reminder letters, and to use the services of external agencies to support the collection of fees due.