KMS 703

Fees Policy 2022/23

Created By:	Deputy Principal	Review Date:	June 2022
Approved By:	Corporation	Responsibility for Review:	Deputy Principal
Date Approved:	01_03_2022		

Purpose

The purpose of this policy is to provide a framework with which Kingston Maurward College fee setting and collecting will be devised and operated for 2022/23. The policy also sets a framework for ensuring that comprehensive guidance and information regarding fees for courses is available and accessible to customers, learners, staff and governors. The policy has been written in accordance with national fee guidance from our funding bodies.

Approval

The College fees policy and any subsequent amendments to this policy will require the approval of the Corporation.

The policy will be reviewed annually and any changes recommended will be referred for approval to the Finance and Resources Committee and Corporation.

Disclaimer

The College reserves the right to change or amend, at any time, any of the course details including content, dates, times, venues, fees payable, concessions available, terms or conditions. The College also reserves the right to close or not to start any published courses.

General Principles

Learners or their sponsors, unless they qualify for exemptions/waivers, are to be charged:

- a tuition fee
- a materials charge (specific to individual courses);
- external fees (awarding body, examination, registration).

Classroom based learners are ultimately responsible for ensuring that their fees are paid, even where a third party (e.g an employer) intends to pay on their behalf.

Where learning is predominantly delivered in the workplace (including all Apprenticeships) employers are ultimately responsible for ensuring fees are paid in accordance with the Education & Skills Funding Requirements. A learner cannot pay their own fees unless they are self-employed and are, therefore, both learner and employer.

All fees are due at enrolment, although instalment arrangements are available provided that certain criteria are met, and continuing attendance on a course or programme of study is dependent on the payment of all fees due. A list of all courses and the associated fees payable for Education & Skills Funding Agency (ESFA) subsidised courses are available from Student Admissions.

Where funding is being claimed from the Education & Skills Funding Agency (ESFA), or other external bodies then the College will follow the guidelines as laid down by the relevant body in relation to remission of fees.

No tuition fees are payable by 16-18 year old FE learners on courses eligible for government funding, or by adult learners who meet certain specified criteria as highlighted below.

Learners seeking a reduction or waiver of fees under these policies must produce documentary evidence, when enrolling, of their entitlement to receive benefit, or proof of their membership of the relevant group.

In order for a learner to be eligible for Government funding for their learning programme the learner must have the legal right to be resident in the UK at the start of their programme. There should also be a reasonable likelihood that the learner will be able to complete their programme of study.

A learner's status at enrolment (e.g employed, in receipt of eligible benefit) applies throughout the year on that learning aim.

Where a learner has previously taken an examination with Kingston Maurward College, re-sit examination fees will be payable by the student. These examination fees are set by the individual awarding bodies and are payable in advance of the re-sit
Other charges imposed by awarding organisations (re-marking, requests for scripts) will be passed on to all learners.

Further Education Course Fees: 16-18 Learners

Although the College is prohibited from charging 16-18 year old learners tuition fees in respect of ESFA funded further education courses, the following costs will be passed on to these learners:

- The cost of any equipment necessary to undertake their programme of study. This equipment will remain the property of the learner once the course has been completed;

- Where required as a pre-requisite of the course. This would include, for example, the cost of a Disclosure and Barring Service of Independent Safeguarding Authority check;

- A contribution towards the cost of any materials on practical courses such as floristry. In the case of 16-18 learners such a contribution would be voluntary, but a learner who does not make the specified contribution may not be allowed to retain any practical work they have completed;

- The cost of any trips or visits associated with the programme of study;

- The cost of any examination re-sits, where appropriate.

- The costs of additional examination costs that do not form part of the course being studied

Further Education Course Fees: Other Learners

Aged 19+ up to and including level 2 fees will be set at 50% of the ESFA value of the learning aim for part-time courses, if on the approved funding list. The sum charged may be reduced with the approval of the Finance Director.

Aged 19+ level 3 and 4 courses (eligible for Advanced Learning Loans), fees will be set at 100% of the ESFA funded value, or less with the approval of the Finance Director.

Funding options for students aged 19 plus

Students aged 19 and over may be entitled to government funding to help pay for tuition fees. The following categories apply:

Progression Entitlement

- Student who:
  - Is aged between 19-23 years at the start of the course
  - and has no qualifications or previous qualifications lower than a Full Level 2
  - and is studying a Level 1 course in order to progress on to a Full Level 2 qualification
- Cannot be used on English or Maths qualifications.

Level 2 Entitlement

- Student aged between 19-23 years at the start of the course
- Student's first Level 2 qualification
- Cannot be used on English or Maths qualifications.

Level 3 Entitlement

- Student aged between 19-23 years at the start of the course
- Student's first Level 3 qualification
- Course must be a Full Level 3 qualification

Employment Prospects Entitlement

- No age restrictions for courses at Levels Entry, 1 or 2 only
- Student must want to be employed (if unemployed) or to progress into more sustainable employment (if employed)
- Student must be in one of the following categories:

- In receipt of Jobseekers Allowance (JSA), including those receiving National Insurance credits only;
- In receipt of Employment and Support Allowance (ESA) and are in the work-related activity group (WRAG);
- In receipt of Universal Credit, earn either less than 16 times the national minimum wage / national living wage a week or £330 a month and are determined by Jobcentre Plus as being in one of the following groups (All Work-Related Requirements Group or Work Preparation Group or Work-Focused Interview Group)
- In receipt of any other state benefits and either unemployed or earning less than £330 a month;
- Are released on temporary licence and studying outside a prison environment and not funded through the Offenders' Learning and Skills Service (OLASS)

Full Cost Courses

Fees for full cost/commercial courses will be priced at a level to reflect the full price to the College, with cognisance of the market.

Fees are based on the recovery of full costs including overheads and therefore will differ between courses. All full cost/commercial courses need to achieve the target financial contribution unless otherwise agreed by the Finance Director
.
There is a standard costing pro forma and standard terms and conditions which are to be used for all full cost/commercial courses. There is no fee remission for full cost/commercial courses. College staff attending full cost/commercial courses will be required to pay the full fees or the full price will be charged to the staff development budget with the approval of the Human Resources Manager and their line manager.

Full cost courses are courses that do not attract any government funding and are run on a commercial basis. The College will therefore take into account the following factors in determining the fee for each course.

- The length of the course
- The maximum number of learners which can be accommodated on the course
- The costs of delivery
- Market forces
- Progression onto other courses

Full Cost Courses for Employers

Payment for bespoke employer courses is due upon receipt of invoice. Cancellations giving notice of more than fourteen days will incur a 10% administration fee. Notice of less than fourteen days will incur full fees.

Higher Education Course fees

For directly funded HE students, the following fees will apply;

Full time Foundation Degrees in Animal Behaviour Welfare, Marine Ecology & Conservation,	£ 6,500 per year (£ 13,000)
Full time Foundation Degree Applied Agriculture Science	£7,500 per year (£15,000)
Full time Top Up Degree	£9,250 per year
Part time Foundation Degree/ HND or Top Up Degree	Based on applicable pro rata element of full time Foundation Degree

Fees for International Students on Full Time Higher Education Programmes:

Foundation or HND Degrees	£ 9,700 per annum
Top Up Degrees	£ 11,700 per annum

The College has an Approved Access Agreement with the Office of Fair Access for 2022/23.

Part time 14-16 year olds

These would be negotiated directly with the individual school by the Academic Heads of Department. Course fees will be invoiced directly to the participating school.

International Students

International students (those from outside the EU/EEA) will be charged a fee based on 120% of the ESFA income value or Higher Education Course fees for the appropriate course. The fees charged will include the cost of the first attempt of any approved examination cost. Agreed additional learning support will be charged in excess of this fee.

International fees

All international students will be expected to pay their fee in full before the commencement of the course.

The instalment option is not available to international students.

The administration fee for international students is £500 and this will be deducted from any refund where a student is unsuccessful in obtaining a visa.

Fees Waived

Only with the express permission of SMT should fees be waived.

Where the fee charged by the College is not considered to be competitive with other providers and a reduction in the fee is considered necessary agreement should be sought from the Finance Director.

Methods of Payment

The College accepts payment of course fees by individuals through the following means and payments may be made in person at Kingston Maurward, by post or telephone:

Cash (Sterling)	Debit Card
Cheque	Credit Card (excluding American Express)
BACS	NatWest Bank
Account	Kingston Maurward College
Account Number	69629900
Sort Code	60-07-01

Payment of course fees is due at or prior to the time of enrolment except where a payment is made by a third party.

Instalments

Instalments can be offered to students paying course fees on the following basis;

- A deposit is required for all full time courses in 2022/23, this is £420
- A maximum of 3 instalments is permitted. For full time and part time courses this will be due in September, October and November.
- Instalments will be paid in equal amounts
- The cost of the course must be £200 or above
- A signed Instalment Agreement must be submitted
- All payments will need to be paid before the end of term in which the course starts
- The first instalment (and administration fee) will need to be paid before the learner starts his/her course.
- An arrangement to pay in instalments cannot be offered retrospectively to any student who has already paid their course fees.
- This arrangement will be reviewed on an annual basis.
- In the event of non payment of course fees, learners may be required to withdraw from the course and the College will pursue the individual for full payment of the fees by whatever means it feels appropriate.
- If a learner withdraws from a course before the expected end date then all outstanding instalments remain payable.
- All instalment arrangements will be subject to an additional administration fee of £10 payable with the first instalment.

Cost of Course	**Instalment Option**
Up to £200	No instalment option available
£200 to £500	A deposit of £50 followed by two equal instalments, the first one payable 30 days before enrolment.

£501 to £1,249	A deposit of £100 followed by three equal instalments, the first one payable 30 days before enrolment.
Over £1,250	A deposit of £420 followed by three equal instalments, the first one payable 30 days before enrolment.

Transfers

In the event of a learner transferring between courses, there will be no financial penalty if the transfer is in the same academic year but if the course transferred into has a higher course fee the learner must pay the difference at the point of transfer.

Refunds

Refunds of tuition fees will only be given in the following circumstances:

- When the College cancels the course
- When the College materially changes the time, day, length or locations of the course between the time when the learner books the course and the date of enrolment, so that a learner is unable to attend.
- In exceptional circumstances at the discretion of the Finance Director.

In all other circumstances the amount of the refund will be limited to the amount of the tuition fee already paid, less an administration fee of £30. No compensation will be paid for interest, transport costs or other expenses which may have been incurred by the learner. Refunds will be made to the original payer as a refund to the appropriate credit or debit card. Refunds cannot be made to a third party without written authorisation from the original payer.

In addition, the College will, in some circumstances, have paid out monies (e.g for exam fees) on behalf of learners who then withdraw from their course. The College will therefore expect the learners to refund the College for any such expenditure.

Full details can be found in the College's Refunds Policy

Reservation charges

All part time courses costing in excess of a minimum amount (set for each year, in advance) will require a non-refundable reservation charge, payable on acceptance onto the course, to secure a place, the balance being payable 30 days prior to the start of the course. Courses costing less than the minimum level require payment in full on acceptance. The College cannot guarantee a place on the relevant course until the reservation charge has been received.