



Fee Policy 2022/23

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Key Principles

1. West Herts College is committed to a fair and transparent policy in respect of charges made to learners. As far as possible, the College seeks to:
 - set fees that are in line with funding guidance and other relevant agency policy
 - set fees that are competitive in the different markets in which the College competes and
 - Ensure coherence in fee levels across different funding streams
2. This policy is intended to clarify the tuition fee charging principles of the College.
3. This policy is reviewed annually, and learners will be asked to agree to the terms of this policy, as part of the enrolment process, at the start of each year of study.
4. Learners will be required to pay the fees and charges applicable to their course of study and fee charging pattern.
5. 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.
6. This policy follows the rules and regulations for eligibility and funding as set out in the ESFA's AEB Funding Guidance.
7. The College reserves the right to act against learners who fail to pay their fees.

Fee Remission Categories

1. The charging of fees relates primarily to adult learning (the college fee level will be broadly 50% of the funding rate for all adults), either paid by individuals or employers and fee policies always recognise established fee remission categories, in particular for 16-18 learners where legislation requires tuition fees not to be charged and for adults in

receipt of certain benefits. In recent years remission categories have included those learners studying first full level 2 qualifications and some basic skills courses. The College has also established and maintained additional remission categories outside of national policy in the interests of supporting the local community and providing a pathway into learning and employment.

2. The current policy includes reference to the national fee remission categories as required by the funding guidance, including those for 16-18 learners and adults in receipt of means tested benefits or seeking to move away from benefits and into employment.
3. All 16–18-year-old and 16–24-year-old learners with an EHC plan are fully fee remitted as a blanket national policy entitlement.
4. For adult learners the remission will be dependent on the course studied and in accordance with the AEB funding guidelines.
5. For learners assessed as overseas fee payers are liable for the full cost fee.
6. In addition, the College has developed and set its own fee remission categories which include:
 - Staff on College delivered courses: where the course is deemed essential to the employee`s personal development plan (PDP) the College will support the full cost of the programme. Two additional levels of support at 50% (up to £300) will be made for non-essential qualifications and will be determined by the Finance director in line with College policy.
 - Full cost and commercially competitive course offerings will continue with a margin contribution model. The College will cost each programme individually to reflect group size, delivery location, material, staffing costs and the competitive landscape in each individual sector. Programmes will normally be priced on a full cost recovery basis, including a minimum margin of 60%. All pricing decisions for full cost and commercial courses are subject to approval by the Director of Finance.

Advanced Learner Loan

1. Advanced Learning Loans (ALL) are available for qualifying students over the age of 19 who study level 3 programmes and are not eligible for fee remission. No public funding support is available for these students.
2. As with all other fee-paying students, those funding through an ALL are at all times personally responsible for paying their fees.
3. Students are responsible for ensuring that tuition fee loan support from Student Finance is arranged in a timely manner. The College will provide assistance and support to students regarding their loan applications where possible.
4. Students funding their learning through Advanced Learner Loans should be aware that, in the event that a student ceases to attend their course, the amounts due in respect of tuition fees shall cease to be paid by Student Finance to the College on behalf of the student. In the event that the student does not resume attendance of their course within an acceptable period the outstanding balance of tuition fees due to the College will normally become immediately payable by the student.

Payment of Fees

1. Payment of course fees are due at the point of enrolment except where a payment is made by an employer or is being funded by a loan (HE or Adult Learner Loan).
2. Full or partial contribution to fees can be paid by one or more of the methods below.
 - By instalments taken on the 3rd of the month by direct debit
 - By credit card/debit card
 - By cash
 - By BACS
 - By Student loans
3. Payments of fees by instalment is only permitted in the following circumstances:
 - The total student fee for the year is £210 or greater
 - The course lasts for more than 3 months

- The student has relevant identification and valid UK bank account details
 - Students must sign the direct debit instruction at the point of enrolment
4. If your employer wishes to pay your course fees, when you enrol you will need to provide a signed College sponsor form together with a company letterhead at the start of each academic year of study. Fees are payable in full and will be due for payment 30 days from the date of invoice. The enrolled student will be liable for the full payment of fees.
 5. All short courses 12 weeks or less will require payment of full fees in advance.

Non-payment of fees

1. Students retain ultimate responsibility for the payment of their fees and all other monies owing to the College regardless of sponsorship or student loan funding arrangements.
2. If a student is having problems paying tuition fees or any other monies owing, it is essential that the student contacts the Student Admin Office as soon as possible to discuss any alternatives.
3. Should a student default on or miss an instalment payment the College will view this seriously. Any student who fails to pay the College fees within 28 days following the date on which they became due may be suspended by the College until payment is made in full. If the monies due to the College are not paid within 28 days following the commencement of suspension the College will be entitled to withdraw the student and to terminate the student's course of study
4. Should payment of outstanding fees be made within a reasonable timescale, and providing that the student has not missed any substantial or critical element of the course they may be permitted to resume studies.
5. Students with outstanding academic fee debt may, until all outstanding monies have been paid:
 - Not be permitted to re-register for new courses or to continue their course
 - Not be entered for assessment or examinations pertaining to the course
 - Not be issued with any academic references

Refunds and waivers

1. Fees are non-refundable and due in full upon enrolment, except in the following circumstances:
 - When the College has cancelled the course, in which case all fees paid will be refunded.
 - Where a student withdraws from a course (10 weeks +) within **14 days of teaching commencing**, all fees paid will be refunded, or any outstanding fees will be waived.
 - For courses less than 10 weeks or where a student's circumstances are so exceptional that, in the judgement of the Director of Finance, a refund and/or waiver is the most reasonable course of action.
2. The College will endeavour to make all refunds due within 14 days of authorisation of the refund.
3. Refunds will be made to the person who paid for the course where this is different from the person who attended the course. Where possible, refunds will be processed using the original payment method.

| Authorised by | Date | Review Date |
|----------------------|-------------|--------------------|
| CLG | July 2022 | July 2023 |

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