



# **Tuition and Examination Fees Policy**

## **Academic Years 2022-2023 and 2023-24**

## 1. Purpose

- 1.1 The purpose of this policy is to ensure DN Colleges Group (DNCG) has a robust framework within which it will decide how fee setting, charging and fee refund processes will be devised and operated. The policy also sets a framework for ensuring that comprehensive guidance and information regarding fees for courses subsidised etc. is available and accessible to customers and students, staff and Governors. The policy has been written in accordance with guidance from our funding bodies.

## 2 Scope

- 2.1 This policy sets out all tuition fees across DNCG which include Further Education, Higher Education, Apprenticeships, full cost & partnerships, and school links are covered by this policy.

## 3 Responsibilities

- 3.1 Chief Finance Officer – responsible for ensuring that the financial regulations are adhered to as determined by the DNCG.

Head of Finance – responsible for ensuring that financial records are recorded correctly and reported as per the financial regulations.

Director of Curriculum Support & Governance – responsible for ensuring that any requirements of the funding bodies are considered within the setting of fees within the curriculum planning process and that all fees are recorded at enrolment correctly and any fee remissions applied.

All staff working at DNCG have a responsibility to ensure compliance with this policy is adhered to and students are made aware of fees associated with courses they are enquiring about.

## 4 Definitions and/or Relevant Legislation

- 4.1 **Definitions:**  
**ESFA:** Education and Skills Funding Agency  
**SLC:** Student Loan Company
- 4.2 **Relevant Legislation:**  
Data Protection Act 2018

## 5 The Policy

### 5.1 Further Education Funding

The Education and Skills Funding Agency (ESFA) now funds education and skills for children, young people and adults.

The ESFA 16-18 Funding methodology provides funding for students who:

- Are aged 16-18 on 31 August in the start year of their programme.
- Are aged 19 but continuing to study a programme started in a previous academic year (while aged 16-18).
- Are aged up to 24 who have an Education Health and Care Plan.
- Are studying qualifications identified as fundable for their age group.
- Note - apprentices are funded by the ESFA under separate arrangements or via the Apprenticeship Service.

The ESFA adult education budget and Apprenticeships methodologies provide funding for those who:

- Are aged 19 or above on 31 August within the funding year in question (other than apprenticeships or those aged 19 continuing an existing programme started when aged 16-18).
- Are apprentices and have started their apprenticeship after the last Friday in June of the academic year in which they have their 16th birthday.
- Are studying qualifications identified as fundable for their age group.

## 5.2 National Fee Guidelines

The ESFA Funding methodologies assume that all students other than those eligible for full funding are charged a tuition fee as a contribution towards the costs of their learning (or in the case of apprenticeships this cost must be met by the employer). For 2022/23 the ESFA's assumed tuition fee income for classroom learning remains at 50% of the basic funding value (unweighted rate) for the learning aim, where the student is not in receipt of full fee remission. For apprenticeships not funded by the Apprenticeship Service, this cost is 5% of the agreed price.

The values of ESFA approved courses are published on the Find a Learning Aim service. The Group's tuition fees for such courses are set in accordance with these published values, that is, the tuition fee is set at 50% of the published (unweighted rate) Find a Learning Aim value. However, these fees need to allow for adjustment, to take account of the following:

- The financial viability and demand of courses and programmes.
- Affordability of courses and programmes.
- Competitor pricing/market conditions.

The ESFA publishes the criteria against which students are assessed for eligibility to public funding for approved further education courses. These criteria can be found at appendix A and in the funding table at the end of this document.

Students who are continuing a learning aim which they enrolled to in a previous academic year will continue to be entitled to the same remission conditions that were operational at the time of their commencement of their study on that learning aim.

Enrolments to new learning aims starting in 2022/23 (01/08/2022 – 31/07/2023) or 2023-24 (01/08/2023 – 31/07/2024) will be subject to the relevant funding body's eligibility criteria for the relevant academic year.

The categories of students eligible for fee remission (where the full funding value is met by ESFA) are:

- ESFA-funded students as listed under section 4.2 in this document.
- Apprentices aged 16-18 or 19-24 with EHCP employed in a small business.
- Those students listed as 'fully funded' in the funding table at the end of this document.
- Other specified categories at the discretion of the Group (these are reviewed annually and are listed at appendix E).

## 5.3 Advanced Learner Loans

There will be no public funding of Level 3 and higher courses (Non-Apprenticeships or Higher Education) for those aged 19 and above at the start of their programme, except for those aged 19-23 studying for their first full Level 3 qualification (qualifications eligible as identified on Find a Learning Aim service). Students aged 24 and over may be able to access funding through the Government's new **Level 3 Free Courses for Jobs**, which is aimed at adults aged 24 and over who want to achieve their first full level 3 qualification (qualifications eligible as identified on Find a Learning Aim service). Other students wishing to study Level 3 and higher courses

may be eligible for Advanced Learner Loans.

Applications for Advanced Learner Loans must be made to the Student Loan Company (SLC) in advance of enrolment.

In setting and charging fees for courses for which Advanced Learner Loan funding is available, DNCG will comply with relevant sections of the Advanced Learner Loans Funding Rules. DNCG will set all loan fees at the maximum loan amount but will consider any prior achievement the student may have, and their fee will be reduced accordingly. The loan fee should cover the tuition fee element as well as all costs and charges for items without which the student cannot complete their qualification. There may be additional charges for extra activities not essential to the course, such as trips and visits which the student will be required to pay directly if they wish to do them.

Students not wishing to enter into a loan agreement will be charged on the same basis as a student who takes out a loan.

Those students who have applied for an advanced learner loan but have no evidence to support this are required to set-up a payment plan in accordance with 5.11 (any payments made will be fully refunded after initial loan payment has been received by DNCG).

The maximum loan which will be awarded will be the lower of:

- The Group's stated fees.
- The published funding rate per the Find a Learning Aim.
- The amount requested by the student.

The minimum value of a loan is £300.

Fees funded by Loans are paid to DNCG directly by the SLC and payments are made on a monthly basis for each month when the student is still active on their course on the first day of the calendar month. The value of the loan for which the student becomes liable will increase with each monthly payment made to DNCG. It is therefore in the student's best interest to inform DNCG of any change to their circumstances as early as possible.

## 5.4 Further Education Provision

### **ESFA Subsidised Provision**

Curriculum Leaders wishing to charge fees that differ from the stated rate for any of their courses must obtain the prior written approval of the Principal or Chief Finance Officer or their nominated representative.

Where a home student is not eligible for funding on an ESFA course they will be charged tuition costs at the equivalent value to the full ESFA funding rate.

### **Young People aged 16-18**

In accordance with ESFA regulations, no compulsory tuition, registration or examination fees will normally be charged to students aged 16-18 taking full or part time courses funded by the ESFA. However, DNCG may charge students aged 16-18 for 'full cost' courses and for exam and re-sit charges if they do not achieve the required attendance levels or progress. Also, students will be charged where they are repeating a course previously failed (except for English and Maths).

### **Adult Student (those aged 19 and above)**

As a general principle, (excluding provision covered by Advanced Learner Loans) the default tuition fee level will be 50% of the basic (unweighted) course funding value.

It may be adjusted to reflect a rate based on the costs of delivery plus overheads or the rate suggested by market research, market demand and viability.

### **Level 3 Free Courses for Jobs**

From April 2021, any adult aged 24 and over who wants to achieve their first full level 3 qualification, which is equivalent to an advanced technical certificate or diploma, or 2 full A levels, will be able to access hundreds of fully funded courses.

19 to 23-year olds will continue to be eligible for their first full level 3 via the adult education budget, and for any additional qualifications made available through this offer.

The level 3 adult offer is part of the Lifetime Skills Guarantee announced by the Prime Minister in September 2020. This offer is a long-term commitment to remove the age constraints and financial barriers for adults looking for their first level 3 qualification so that they can access training to enable them to progress.

This offer is also available to adults in England who earn less than the applicable National Living Wage annually or who are unemployed. This is regardless of their prior qualification level. This offer is part of the government's long-term commitment to help everyone gain skills for life.

Courses will be available in a variety of lengths, to support adults to get the skills they need to boost their careers.

### **Apprenticeships (work-based learning)**

**Apprenticeship Service:** Apprenticeships recruited from employers that have a levy fund, the funds will transfer to DNCG via the Digital Apprenticeship Service. There may also be some incentives and/or additional elements directly funded by the ESFA and the possibility that some 'co-investment' (fees) will be required from the employer (5% of the required value) where levy funds have expired, or the training costs exceed the maximum price attached to the apprenticeship standard.

**Non-Levy:** Apprenticeships recruited from employers that do not pay the levy will be co-funded by the ESFA and the employer. This will be in the ratio of 95% funding from the ESFA and the remaining 5% will be collected from the employer. The 5% element is non-negotiable within the terms of the ESFA funding guidance for apprenticeships.

Individuals aged 16-18 at the start of their apprenticeship (or aged 19-24 with an EHCP or in care/care-leaver) employed in a small business of less than 50 employees will be 100% fully funded by ESFA, and the employer will not be required to pay any fees.

The actual level of levy payments or ESFA funding, and fees required from the employer, will be determined from the 'funding band' attached to the apprenticeship standard. DNCG may charge less than the maximum price attached to the band, which will reduce the funding/fees expected via the levy/ESFA and the employer. It is also permitted to agree a price with the employer which exceeds the maximum price, however, in these cases, the full excess will have to be paid directly by the employer. DNCG will usually seek to charge the maximum fee attached to the standard, to reflect its delivery costs.

The charges payable by the Employer shall be inclusive of peripheral costs associated with a mandatory qualification. These include registration, formative (ongoing) assessment costs, examination, and certification costs, plus the cost of one resit (per qualification) where needed. The charges shall not include payment for any additional funding to cover GCSE Maths or English training paid to DNCG or any other payments such as additional support payments and appropriate advice and guidance given.

#### **5.5 Managing Agents and Partnership Agreement**

This relates to fees paid to DNCG by other organisations in receipt of ESFA funding, for education provided by DNCG. Fees are to be approved by the Principal or Chief Finance Officer or their nominated representative and are to be reviewed annually.

Where courses are delivered by partners on behalf of DNCG, DNCG will agree with the partner whether DNCG or the partner will collect fees and the two parties will account between each other for the fees collected.

#### **5.6 School Pupils (plus 16-18 Sixth Forms / Other Colleges)**

School pupils, of compulsory school age taking evening courses normally funded by the ESFA will be charged the full tuition fee.

The enrolment of school pupils under 16 requires the prior approval of the school, the parent/carer and the curriculum area.

When school pupils of compulsory school age wish to follow part of their programme at DNCG, DNCG will charge an agreed daily rate with the School. For elective home-educated students of compulsory school age, DNCG can claim ESFA funding.

Specific School Provision (School Link) – Responsibility for negotiating the fee to be charged to the Local Authority or School rests with the Principal or Chief Finance Officer or their nominated representative.

#### **5.7 International Students**

International charges are contained in Appendix B. The fees charged will include the cost of the first attempt of any approved examination cost. Agreed additional learning support will be charged in addition of this fee.

All full-time international students must pay at least 50% of the fees before a formal offer can be made. The balance can then be paid on or before enrolment.

International students taking English for Speakers of Other Languages (ESOL) are charged based on an hourly rate which excludes the cost of exam entry. (See Appendix D).

Where students fail to secure a visa, a deduction of £100 will be made to cover administration fees.

## 5.8 Full cost and enhanced fee courses

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

Fees are based on the recovery of full costs including overheads and therefore will differ between courses. All commercial courses need to achieve a target financial contribution although market forces may lead to variations which must be agreed by the Principal or Chief Finance Officer or their nominated representative.

There is a standard costing proforma and standard terms and conditions (both of which are available from the Finance Office), which are to be used for all commercial courses. There is no fee remission or concessionary fee for commercial courses. DNCG staff attending commercial courses will be required to pay the full fees or the full price will be charged to their home cost centre or the staff development budget with the approval from the relevant budget holder.

## 5.9 Higher Education Courses

In line with Government policy, DNCG will be charging fees in accordance with the 2022/24 Access and Participation Plan (APP) with the Office for Students. The APP formed part of the evidence approved through the Corporation Board which was submitted to the Office for Students for the DN Colleges Group registration.

For part-time courses, including re-sits (if there is a fee from the awarding body), the tuition fee will be per module that the student undertakes according to the following rules:

- Students who plan to study a complete degree programme part-time pay the same total tuition fee as a full-time student.
- Students enrolling for individual modules that are not part of a plan to complete a Foundation Degree in four years or less should pay the module price.
  - Students retaking modules in a subsequent year may be charged the module fee, based on the number of credits studied.

All HE fees could be subject to a RPIX increase based on the preceding September's inflation rate, but any such increase will be capped so that no continuing student will pay more than those on the first year of the same course.

## 5.10 Fees waived and Financial Support

Only with the express permission of the Principal or Chief Finance Officer or their nominated representative should fees be waived (other than those categories identified in section 5.1). This approval should be gained before the student is enrolled in line with the fee waiver process.

Where the fee charged by DNCG is considered not to be competitive with other providers and a reduction in the fee is considered necessary, agreement should be sought from the Principal or Chief Finance Officer or their nominated representative.

DNCG also has funds available to support students with financial need. This includes payment of some, or all the tuition and related course fees were assessed as appropriate. Eligibility criteria are determined annually. For further information, students should consult the Financial Support Team or Student Services.

### **Evidence of Financial Support to be obtained prior to enrolment**

Those Students who have applied for financial support but have no evidence to support this are

required to set-up a payment plan in accordance with 5.11 (any payments made will be fully refunded once confirmation has been received by DNCG).

## 5.11 **Payment of Fees**

All fees become due in full at enrolment, but DNCG recognises that some students may be unable to pay their fees in full at this point.

DNCG offers a payment plans of:

- 3 monthly instalments for any course with a fee between £300 and £1,200.
- 6 monthly instalments for any course with a fee between £1,201 and £2,400.
- and 8 monthly instalments for any course with a fee over £2,400.

DNCG is not able to offer a payment plan for short courses of less than 8 weeks duration; therefore, all fees are payable on enrolment.

### **HE instalment plans**

In addition to the above plan's payment for Masters courses can be made in line with the Maintenance Loan payment schedule: i.e., termly in equal thirds.

### **Apprenticeships**

The employer contribution may be paid by instalments if in excess of £300.

The first payment equates to 3/12 of the invoiced amount followed by nine further instalments of 1/12 each.

The payment period can be extended to over 12 months for high value apprenticeships with prior agreement from the Principal or Chief Finance Officer or their nominated representative, but in all instances, payment must be made in full prior to the scheduled end date of the apprenticeship

For all instalment plans the first payment will be taken at enrolment and at monthly intervals thereafter. All fees must be paid prior to the course end date, this will sometimes mean that the number of instalments may be reduced. Any default on the plan will result in any amounts outstanding becoming due immediately. Payment is by direct debit on/after the 1<sup>st</sup> of the month, unless agreed by exception.

### **Employers paying fees**

Students whose employers have agreed to pay their fees will be required to produce a letter/purchase order from their employer at the time of enrolment confirming that they will cover the full cost of the course.

### **Other fees**

In the case of international fees, 50% is payable in advance of the official letter being sent confirming that a place has been offered, with the balance being payable upon enrolment.

In the case of most two-year courses the fees are payable over two years upon enrolment in each year.

### **Non-payment of fees**

In accordance with DNCG's Financial Regulations, for any student who has not paid their fees in full at the end of the academic year:

- Assessed work may not be marked.
- Confirmed transcripts of marks and university certificates may be withheld.
- References for employment beyond confirmation of dates and courses attended may



- not be issued.
- The student will not be permitted to progress to the next year of study or enroll on another course at DNCG, unless with prior authorisation from the Principal or Chief Finance Officer or their nominated representative; and
  - The debt will be pursued and may be referred to the debt collection agency for recovery.

### **Ways to pay fees**

Fees can be paid by any of the methods listed below:

- Credit or Debit Card
- Direct Debit
- Direct bank transfer (against an invoice, quoting the reference number)
- Purchase order and invoice
- Student Loans Company
- Cash
- Cheque

Wherever possible fee instalments should be collected by direct debit.

## **5.12 Examination Fees**

Examination fees are set by the Awarding Organisations and collected by DNCG at enrolment (where required).

### **Further Education**

All adult students (19+) not eligible for fee remission (fully funded) and those not eligible for any ESFA funding are normally charged the examination fees.

Examination fees are not charged to:

- Students aged 16 to 18 or 19 to 24 with and EHCP whose tuition fees are remitted
- Advanced Learning Loan funded courses at Level 3 or above
- 19+ Students who are studying a Level 3 or above course and choose not to take out an Advanced Learning Loan to cover the costs

provided the following criteria are met:

- It is the student's first attempt (or first resit attempt) at the examination at the Centre.
- The examination entry is supported by the relevant subject lecturer.

All students retaking examinations will be entitled to a free first resit (where they had a free first attempt) but will be charged the examination retake fee which is payable prior to the examination entry for second and subsequent resit attempts. Any variations to this will need to be approved by the Principal or Chief Finance Officer or their nominated representative as per the fee waiver policy.

All students in receipt of a free first attempt for an examination who do not take the examination without good reason may be charged the exam fee or re-scheduling fee.

### **Apprenticeships**

The charges payable by the Employer shall be inclusive of any fee for the End Point Assessment or associated exams (if applicable), and support required to enable an apprentice to re-take, but shall not include any re-sits or additional support for re-sits, nor shall the charges include payment for any additional funding to cover GCSE Maths or English training paid to DNCG or any other payments such as additional support payments.

### **Absent from or Rescheduling on-line Tests (Further Education)**

If students are absent from an on-line test, without good reason, they will normally be required to pay to be entered for the test again or a re-scheduling fee (£10). Otherwise, the programme area will be charged the relevant amount.

If students have been scheduled to sit an on-line test, and they request that the test be rescheduled, they may be required to pay for the test to be rescheduled. This will be the cost of the test, and if they are an external candidate, the external candidate fee will be chargeable.

### **Confirmation of Past Results and/or Duplicate Certificates**

Anyone wishing to obtain a statement of past results who has not been enrolled with DNCG for the present or previous academic year, will be required to pay a fee of £20 to cover the administration costs involved.

Anyone wishing to obtain a duplicate certificate whereby DNCG has to apply on the student's behalf will be subject to a fee of £20 to cover the administration costs involved, in addition to the cost of the replacement certificate.

### **External Candidate – Definition**

A student is classed as an external candidate once they are no longer enrolled on the course which the exam relates to, and have had one opportunity to resit (the resit should be taken at the first opportunity e.g. if they sit an exam in June and the resit is in December – they will not be classed as an external candidate for the December exam, but if they do not sit in December and wish to sit the following June, they will be classed as an external candidate). External candidates will need to pay the fees applicable at the time of the resit or before.

Similarly, if a student wishes to sit an exam for which they are not enrolled – they may be able to sit the exam but will be subject to the external candidate fee. The external candidate fees are as follows:

- Invigilation rate of £15.00 per hour (cost to include 30 minutes set-up time)
- Awarding organisation costs – these costs vary depending on the qualification and awarding organisation used by the candidate
- Administration fee of £15

Please note that exams for external candidates are restricted and only available in specific instances – external candidates must confirm with the Exams department to ensure the exam can be accommodated prior to payment.

#### **5.13 Materials Fees**

Where a course has significantly increased costs for special or expensive items such as uniforms, equipment or consumables these costs will be passed on to students (if not fully funded). The costs should always be made available to students prior to enrolment, so they can make an informed decision.

#### **5.14 Withdrawals**

In exceptional circumstances there will be no fees charged where:

- The student withdraws within the Start Period of 14 days from the commencement of the course.
- An application for no charge has been authorised by the Principal or Chief Finance Officer or their nominated representative.

Where a student has been requested to leave by DNCG for reasons of non-attendance, non-completion of course work or similar, they will be charged as outlined above.

Any payments already received from the Student, Employer or SLC will be deducted in arriving at the balance due.

Where a student has been invoiced for a period of greater than one year and they have withdrawn within year one, the later years will be credited in full and not considered when calculating the outstanding balance due.

Invoices raised for a student who has withdrawn from their course will become due for payment immediately. An instalment plan may be agreed in accordance with above.

Where a student withdraws from the course, they will be liable for the remaining fees as outlined below:

### **HE courses**

Students will be charged as follows:

- Within 14 days there will be no fee
- Withdrawing after starting term 1 – 25% of the annual fee
- Withdrawing after starting term 2 – 50% of the annual fee
- Withdrawing after starting term 3 – 100% of the annual fee

### **FE courses**

Students will be charged up to the census point for the month they withdraw from the course (based on the student's actual end date). Appendix G – Payment Schedule, outlines the census dates and the period dates, if a student is in learning on the census date for a particular month/period the fees for that period are liable.

### **Apprenticeships**

Employers will be charged up to the student's withdrawal data (based on the student's actual end date), this will be matched against the Apprenticeship Service.

## **5.15 Refunds**

Refunds of fees will only be approved in the cases where an application for a refund or credit has been made in writing to the Principal or Chief Finance Officer or their nominated representative.

Refund of an overpayment that has arisen after a credit note has been raised will be paid automatically.

If a student has paid their fees and is successful in obtaining a loan via the SLC a full refund will be made to the student as soon as the DNCG has received the first payment from SLC.

## **5.16 Your legal rights to cancel the Contract**

A contract is made between you and DNCG from the point of accepting your place on the course or through completing your enrolment form.

You have a legal right to cancel the contract for any reason at any time within 14 days (the "Cooling Off" period). To cancel, you must inform DNCG of your decision to cancel this Contract by a clear statement (e.g., a letter sent by post, or e-mail). You should exercise your right to cancel by informing the Curriculum Support Department.

In the event that a Student does cancel, then the College shall within 30 days of written notification by the student and/or Sponsor (as appropriate) refund any applicable Fees already

paid. DNCG will be entitled to deduct a fair amount from any refund, to reflect the benefit of the services received before you notified us of your wish to cancel.

The College shall have no further liability to the student and/or Sponsor. The student agrees to return any funding or benefit in kind, including but not limited to equipment, goods, products and services received because of their enrolment. In the event that the student does not or fails to cancel this agreement within the said time period then the student shall be deemed to have read and accepted these conditions.

## 6 Relevant Policies and Procedures

- 6.1 Policy Appendices:
- Appendix A – Fees Payable for Students on Agency Subsidised Courses
  - Appendix B – Charges for Overseas & International Students
  - Appendix C - Charges for Higher Education Students
  - Appendix D – ESOL hourly rates
  - Appendix E - ESFA Funding available for students aged 19 and over (excluding apprentices)
  - Appendix F – state benefits eligible for discretionary fee waivers
  - Appendix G – Payment Schedule & Census Dates

## 7 Who to contact with Queries

- 7.1 Any queries regarding the contents of this Policy should be forwarded to one of the following:

**Finance**

Email: [accounts.receivable@dncolleges.ac.uk](mailto:accounts.receivable@dncolleges.ac.uk)

**Registry**

Email: [studentrecords@northlindsey.ac.uk](mailto:studentrecords@northlindsey.ac.uk)

## 8 Communication

- 8.1 This Policy will be communicated/be available via the DN Colleges Group website(s) and the DN Colleges Group staff intranet.

## 9 Authorisation

Policy Holder: Chief Finance Officer

Approval Committee: Corporation Board

Approval Date: 19 October 2022

Next Review Date: August 2023

## Appendix A - Fees Payable for Students on Agency Subsidised Courses

	<b>Tuition Fee</b>	<b>Assessment or Examination Fee</b>	<b>Materials Fee</b>
Students aged 16-18 on 31 August at start of course on any ESFA funded course	Nil	Paid by College	Nil
19 years or over on a fully funded course	Nil	Paid by College	Nil
Students who are undertaking a Level 3 or above course and are paying through an Advanced Learning Loan or self-funded	Full cost rate as published on Find a Learning Aim service or as per the appendices in this document or as prescribed by the College	Paid by College	Yes, where applicable
Students undertaking a programme where they are not eligible for ESFA/SFE funding.	Full cost rate as published on Find a Learning Aim service or as per the appendices in this document or as prescribed by College	Paid by student on enrolment or covered by Advanced Learning Loan where applicable	Yes, where applicable
Those aged 19+ at start of course on ESFA funded courses and not included above	As per course fees	Paid by student on enrolment	Yes, where applicable
Students undertaking English and Maths programmes up to level 2 in new learning suite of qualifications (where level undertaken is higher than that at which student has been assessed or previously attained)	Nil	Paid by College	Nil

## **Appendix B - Charges for Overseas & International Students**

### **Further Education:**

All courses will be charged at the Full Weighted Rate on the Find a Learning Aim Service plus 10% of this value as an administration fee.

### **Definitions:**

#### **Home Students**

Home students are those living in the UK or Republic of Ireland, and EU nationals with settled status in the UK.

In order to be classed as a home student you normally need to meet all the following criteria on the first day of the first academic year of the course:

- You are settled in the UK (this means there is no immigration restriction on the length of your stay).
- You are ordinarily resident in the UK and have been for the full three years before the first day of the academic year. (Ordinarily resident means that your main home is in the UK, and you are choosing to live in the UK.); and
- The main reason for you being in the UK was not to receive full-time education.

#### **Overseas/International Students**

If you do not fall under the home fee definition, then you will be classed as an overseas/international student. From 1 August 2021, new EU students will also pay international tuition fees unless they hold settled status.

For more detailed information – and to see whether you fall into any of these, or any other category – please refer to the UKCISA guide 'Will I pay Home or Overseas fees?' ([www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Home-or-Overseas-fees-the-basics](http://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Home-or-Overseas-fees-the-basics) )

## Appendix C - Charges for Higher Education Students

### 2023/24 Full Time Fees

Programme title	2023-24 Annual fee – all students
First degree	£7,700
Other Undergraduate – FdA, FdSc, HNC, HND	£7,700
HNC and HND (Engineering and Construction)	£6,000
Other Undergraduate with enhanced fee (continuing students only)	£7,400/£7,650
PGCE/CertEd	£7,700

### 2023/24 Part Time Fees

Programme title	2023-24 Annual fee – all students
First degree (University of Hull, L6 progression over 2 years)	£3,885
First degree (University of Lincoln) per 30 credit module	£1,942.5
Foundation degree (over 4 years)	£3,885
Foundation degree (over 3 years)	£5,180
Foundation degree enhanced fee over 3 years) – continuing students only	£5,125
Foundation degree enhanced fee over 4 years) – continuing students only	£3,700
HNC and HND (Engineering and Construction)	£3,000
Postgraduate ITT	£3,885
MA & MSc (£7,890 over 2-year programme)*	£3,945
MA & MSc (£7,890 over 3-year programme)	£2,630
CIPD 5,7 CMI 5	£1,800

\* Alumni discount available on application

Home students undertaking a second qualification at the same level as that previously funded must pay the full fee.

## Appendix D

<b>For students on a student visitor visa the current part-time rate</b>	<b>2022/24</b>
English as a foreign language	£13.00 per hour
Further Education courses	£18.00 per hour



## Appendix E

### Government contribution table 1: 19 to 23-year-olds (age exception on traineeships 19 to 24-year old's)

The level of government contribution for ESFA/devolved funded AEB is as follows.

Provision	Funding	Notes and eligibility
English and maths, up to and including level 2	Fully funded	Must be delivered as part of the legal entitlement qualifications
Essential Digital Skills Qualifications up to and including level 1	Fully funded	Must be delivered as part of the Digital legal entitlement qualifications list
First full Level 2 (excluding English & maths)	Fully funded	First full level 2 must be delivered as part of the legal entitlement qualifications. Level 2 provision from the local flexibility offer will not be funded for 19-23 year-olds who do not have a first full level 2
Learning aims to progress to a full level 2 – up to and including level 1	Fully funded	Must be delivered as entry or level one provision from local flexibility
Level 3 legal entitlement (learners first full L3)	Fully funded	First full level 3 must be delivered as part of the legal entitlement qualifications
Level 3 Free Courses for Jobs offer	Fully funded	Learners without a full level 3 or above can access a qualification on the level 3 Free Courses for Jobs offer qualification list <b>or</b> Learners who already hold a Level 3 or above and meet the definition of unemployed or are in receipt of low wage
Level 3 (Advanced Learner Loans)	Loan funded	A learner who has already achieved a full level 3 and exhausted their eligibility for the Free Courses for Jobs offer ( <a href="#">Advanced learner loans funding rules</a> )
Traineeship (16 to <b>24-year</b> old's)	Fully funded	<ul style="list-style-type: none"> <li>16- to 18-year-old learners must be eligible under the <a href="#">ESFA's young people's residency requirements</a>.</li> <li>Excludes flexible element where funding depends on age and level.</li> <li>Note this offer goes up to 24 years old</li> </ul>
English for speakers of other languages (ESOL) learning up to and including level 2	Fully funded	For those who meet the unemployed criteria or who are in receipt of a low wage
	Co-funded	For those who do not meet the definition of unemployed or do not meet the eligibility criteria for learners in receipt of low wage
Learning aims up to and including level 2, where the learner has already achieved a first full level 2, or above (local flexibility and legal entitlements)	Fully funded	For those who meet the unemployed criteria or who are in receipt of a low wage
	Co-funded	For those who do not meet the definition of unemployed or do not meet the eligibility criteria for learners in receipt of low wage

## Government contribution table 2: 24+

The level of government contribution for ESFA funded AEB is as follows.

Provision	Funding	Notes and eligibility
English and maths, up to and including level 2	Fully funded	Must be delivered as part of the legal entitlement qualifications list
Essential Digital Skills Qualifications up to and including level 1	Fully funded	Must be delivered as part of the Digital legal entitlement qualifications list
First Level 2 (excluding English and maths)	Fully funded	For those who meet the unemployed criteria or who are in receipt of a low wage
	Co-funded	For those who do not meet the definition of unemployed or do not meet the eligibility criteria for learners in receipt of low wage
Learning to progress to level 2 (local flexibility and legal entitlements)	Fully funded	For those eligible for their first full level 2 as they meet the unemployed criteria or who are in receipt of a low wage
	Co-funded	For those who do not meet the definition of unemployed or do not meet the eligibility criteria for learners in receipt of low wage
Level 3 Free Courses for Jobs offer	Fully funded	Learners without a full level 3 or above accessing a qualification on the level 3 Free Courses for Jobs offer qualifications list <b>or</b> Learners who already hold a Level 3 or above and meet the definition of unemployed or are in receipt of low wage
Level 3 (Advanced Learner Loans)	Loan funded	A learner who has already achieved a full level 3 and exhausted their eligibility for the Free Courses for Jobs offer ( <a href="#">Advanced learner loans funding rules</a> )
English for speakers of other languages (ESOL) learning up to and including level 2	Fully funded	For those who meet the unemployed criteria or who are in receipt of a low wage
	Co-funded	For those who do not meet the definition of unemployed or do not meet the eligibility criteria for learners in receipt of low wage
Learning aims up to and including level 2, where the learner has already achieved a first full level 2, or above (local flexibility and legal entitlements)	Fully funded	For those eligible for their first level 2 as they meet the unemployed criteria or are in receipt of a low wage
	Co-funded	For those who do not meet the definition of unemployed or do not meet the eligibility criteria for learners in receipt of a low wage
Learning aims up to and including level 2, where the learner has <b>not</b> achieved a first full level 2, or above (local flexibility and legal entitlements)	Fully funded	For those eligible for their first level 2 as they meet the unemployed criteria or are in receipt of a low wage
	Co-funded	For those who do not meet the definition of unemployed or do not meet the eligibility criteria for learners in receipt of a low wage

### Notes

\***definition of 'unemployed'** - a student is unemployed if one or more of the following apply, they:

- receive Jobseeker's Allowance (JSA), including those receiving National Insurance credits only
- receive Employment and Support Allowance (ESA)
- receive Universal Credit, and their take-home pay as recorded on their Universal Credit statement (disregarding Universal Credit payments and other benefits) is less than the Universal Credit

- threshold (monthly value – varies for single and joint claims)
- are released on temporary licence, studying outside a prison environment, and not funded by the Ministry of Justice

The College will also use their discretion to fully fund other students if **both of the following apply**. The student:

- receives other state benefits (as outlined in Appendix F) and their take-home pay (disregarding Universal Credit payments and other benefits) is less than the Universal Credit threshold (monthly value – varies for single and joint claims) and
- wants to be employed, or progress into more sustainable employment, and their take-home pay (disregarding Universal Credit payments and other benefits) is less than the Universal Credit threshold (monthly value – varies for single and joint claims) and you are satisfied identified learning is directly relevant to their employment prospects and the local labour market needs

**Workplace Delivery (non-apprenticeships):** ESFA funding is only available for the fully funded categories above. No co-funding is available.

### **Students in receipt of low wage**

The College may fully fund students who are employed, or self-employed, and would normally be co-funded for provision, up to and including level 2. **The student must meet both the following criteria:**

- eligible for co-funding, and
- earns less than the applicable Low Wage Threshold (based on the National Living Wage applicable at the time)

The College must have seen evidence of the student's gross annual wages in these circumstances. This could be a wage slip or a Universal Credit statement within 3 months of the student's learning start date, or a current employment contract which states gross monthly/annual wages. Please note this is not an exhaustive list, but you must evidence your decision to award full funding to an individual who would normally be eligible for co-funding.

**Appendix F – state benefits eligible for discretionary fee waivers (these are referred to as ‘other state benefits’ in Appendix E)**

**State Benefits (in alphabetical order for ease of reference)**

- Attendance Allowance
- Bereavement Support Payment
- Carer’s Allowance (note: part-time courses only)
- Council Tax Reduction (was Council Tax Benefit) (must not be single occupancy discount)
- Disability Living Allowance
- Guardian’s Allowance
- Housing Benefit
- Incapacity Benefit
- Income Support
  
- Industrial Injuries Disablement Benefit
- Maternity Allowance
- Pension Credit
- Personal Independence Payment (was Disability Living Allowance)
- Severe Disablement Allowance
- ‘Staying Put’ Allowance from Local Authority
- War disablement pension
- War Widow's or Widower's pension
- Widow’s Pension
- Widowed Parent’s Allowance
- Working Tax Credit (Not Child Tax Credit)

## Appendix G – Payment Schedule & Census Dates

The payment schedule and census dates are outlined below.

Examples:

1. Student A - withdraws on the 20/08/22 (which is after the census date for Period 1 August) then the student is liable for that month's tuition fees.
2. Student B - withdraws on the 12/10/22 (which is before the census date for Period 3 October) then the student is not liable for any further tuition fees as they have paid up to 12/10/22. If not in receipt of Student loan Funding the Student will be personally liable for 2 months payment and any outstanding amount or credit will be advised.

period	Month	Census Date / SLC Drawdown Date	Period from	Period to	SLC Payment Date
1	August	11/08/2022	11/08/2022	07/09/2022	17/08/2022
2	September	08/09/2022	08/09/2022	12/10/2022	14/09/2022
3	October	13/10/2022	13/10/2022	9/11/2022	19/10/2022
4	November	10/11/2022	10/11/2022	07/12/2022	16/11/2022
5	December	08/12/2022	08/12/2022	11/01/2023	14/12/2022
6	January	12/01/2023	12/01/2023	08/02/2023	18/01/2023
7	February	9/02/2023	9/02/2023	08/03/2023	15/02/2023
8	March	9/03/2023	9/03/2023	12/04/2023	15/03/2023
9	April	13/04/2023	13/04/2023	10/05/2023	19/04/2023
10	May	11/05/2023	11/05/2023	07/06/2023	17/05/2023
11	June	08/06/2023	08/06/2023	12/07/2023	14/06/2023
12	July	13/07/2023	13/07/2023	10/08/2023	19/07/2023