DN COLLEGES GROUP

Tuition and Examination Fees Policy
Academic Years 2026-27

1 Purpose

1.1 The purpose of this policy is to ensure DN Colleges Group and all of its subsidiaries (hereafter referred to as 'the College) has a robust framework within which it will decide how fee setting, charging and fee refund processes will be devised and operated.

1.2 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 the College which include Further Education, Higher Education, Apprenticeships, full cost & partnerships, and school links are covered by this policy.

2.2 Funding and eligibility criteria may be subject to change but is correct at the time of publishing

3 Responsibilities

3.1 Chief Operating Officer (Finance & Infrastructure) (COO(F&I)) – responsible for ensuring that the financial regulations are adhered to as determined by the College.

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

3.3 Director of Student Information Services – 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.

3.4 All staff working at the College 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:
SLC: Student Loan Company
DfE: Department for Education
SYMCA – South Yorkshire Mayoral Combine Authority
LCC – Lincolnshire County Council
GLCCA – Greater Lincolnshire Combined County Authority
HEYCA – Hull and Esat Yorkshire Combined Authority

4.2 Relevant Legislation:
Data Protection Act 2018

5 The Policy

5.1 Further Education Funding

The Department for Education (DfE) now funds education and skills for children, young people and non-devolved adults.

The DfE 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.

The DfE Adult Skills Fund 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.
- Note that the devolved authorities may fund adults undertaking Adult Skills Fund provision and references to Adult Skills Fund programmes funded by DfE also apply to these (though some MCAs may have different criteria with regard to fully-funded versus co-funded programmes)
    - South Yorkshire devolved areas covered by SYMCA
    - Lincolnshire devolved areas covered by LCC, GLCCA or HEYCA

5.2 National Fee Guidelines

The DfE Adult Skills Fund Funding methodologies assume that all students other than those eligible for full funding may be charged a co-investment fee as a contribution towards the costs of their learning (or in the case of apprenticeships this cost must be met by the employer). Further details on funding eligibility can be found by visiting the following link Adult skills fund: funding and performance management rules 2025 to 2026 - GOV.UK

For apprenticeships, levy employers use their apprenticeship levy to pay for the whole cost of the apprenticeship whilst non-levy employers contribute 5% towards the cost of the apprenticeship with the government contributing 95% unless otherwise stated below.

The funding values of DfE approved courses are published on the Find a Learning Aim service. The College's tuition fees for such courses are set in accordance with these published values and the funding rules.

In setting fees, the College takes into account the following:

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

The DfE 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 2026/27 (01/08/2026 – 31/07/2027) 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 DfE) are:

- DfE-funded 16-18 students as listed under section 5.1 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).

Advanced Learner Loans

5.3 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) **or any students aged 19 and above undertaking qualifications that fall within ‘Free Courses for Jobs’ and the student meets the eligibility for the ‘earnings threshold’**. Other students wishing to study Level 3 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, the College will comply with relevant sections of the Advanced Learner Loans Funding Rules.
The College will set all loan fees at the maximum loan amount, using the ‘matrix’ rates in the Find A Learning Aim service, 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 the College).

The maximum loan which will be awarded will be in accordance with the maximum loan value applicable to the qualification applied for, unless otherwise stated.

The minimum value of a loan is £300.

Fees funded by Loans are paid to the College 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 the College. It is therefore in the student’s best interest to inform the College of any change to their circumstances as early as possible.

Further Education Provision

5.4 DfE 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 Operating Officer (F&I) or their nominated representative.

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

Young People Aged 16-18
In accordance with DfE 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 DfE. However, the College 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) students who are not eligible for full funding will be required to contribute to the cost of their learning. Details of which will be provided upon request. It is the student's responsibility to ensure funding is in place including any fees payable by themselves

Lifelong Learning Entitlement (LLE)
The College will be implementing modular provision from January 2027 in line with the introduction of the Lifelong Learning Entitlement (LLE) funding. LLE will replace Higher Education Student Finance (HESF) loans and Advanced Learner Loans (ALL) for Level 4, 5 and 6 qualifications.

The LLE will provide new eligible students with Tuition Fee Loan entitlement to the equivalent of four years study to use, up to the age of 60. It will allow for flexible and modular study routes for courses and will enable students to develop new skills and gain new qualifications at a time that is right for them.

Modules must be worth at least 30 credits or be a bundle of modules from the same parent course equalling at least 30 credits.

The LLE will be available to new students and students who have previously studied a course or module in higher education. For returning students, the amount of LLE support they can borrow will be reduced, depending on the government support they have previously received to undertake relevant funded study.

Credit fees are indicated in Appendix D

Level 3 Free Courses for Jobs
From April 2021, any adult aged 19 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 old's will continue to be eligible for their first full level 3 as a legal entitlement via the Adult Skills Fund.

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 available to adults in England who meet the eligibility of being below the earnings

threshold of £25,750.

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

Apprenticeship Service: Apprenticeships recruited from employers that have a levy fund, the funds will transfer to the College 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- 21 at the start of their apprenticeship (or aged 22-24 with an EHCP or in care/care-leaver provided by their local authority) 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 DfE funding, and fees required from the employer, will be determined from the 'funding band' attached to the apprenticeship standard. The College will charge less than the maximum price attached to the band, typically to account for prior knowledge, which will reduce the funding/fees expected via the levy/DfE 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. The College 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 the College 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 the College by other organisations in receipt of DfE funding, for education provided by the College. Fees are to be approved by the Principal or Chief Operating Officer (F&I) or their nominated representative and are to be reviewed annually.

Where courses are delivered by partners on behalf of the College, the College will agree with the partner whether the College or the partner will collect the 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 DfE 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 the College, the College will charge an agreed daily rate with the School. For elective home-educated students of compulsory school age, the College can claim DfE funding (to a maximum of band 4).

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 Operating Officer (F&I) 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 should then be paid on or before enrolment. Returning students should arrange payment of the annual fee on or before re-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 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 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 Operating Officer (F&I) or their nominated representative.

There is a standard costing proforma and standard terms and conditions (both of which are available from the Finance Team), which are to be used for all commercial courses. There is no fee remission or concessionary fee for commercial courses. The College staff attending commercial courses will be required to pay the full fees or the full price will be charged to the staff development budget in accordance with the approval tier awarded by the Staff Development Strategic Planning Group.

5.9 Higher Education Courses

In line with Government policy, the College will be charging fees in accordance with the latest 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. The fees for all students can be found on the website.

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.

It is the student's responsibility to ensure funding is in place including any fees payable by themselves, particular attention should be made if they have had previous study and are potentially not eligible to a loan. All student's should have evidence of the SLC award prior to enrolment, if this is not available they will be considered as self funding and required to set-up a payment plan in accordance with 5.11 (any payments made will be fully refunded once confirmation of an award has been received by the College).

5.10 Fees Waived and Financial Support

Only with the express permission of the Principal or Chief Operating Officer (F&I) or their nominated representative should fees be waived (other than those categories identified in section 5.2). This approval should be gained before the student is enrolled in line with the fee waiver process.

Where the fee charged by the College 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 Operating Officer (F&I) or their nominated representative.

The College 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 the College).

5.11 Payment of Fees

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

The College 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.

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

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 1st of the month, unless agreed by exception.

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 Operating Officer (Finance and Infrastructure) or their nominated representative, but in all instances, payment must be made in full prior to the scheduled end date of the apprenticeship.

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.

Those Students who 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 the College).

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 the College's Student and Commercial Debt Policy (available from the College's website: https://www.dncolleges.ac.uk/policies-and-procedures/fees-and-finance/), for any student who has not paid their fees in full at the end of the academic year:

- assessed work may not be marked.
- 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 the College, unless with prior authorisation from the Principal or Chief Operating Officer (F&I) 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

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 the College 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 Operating Officer (F&I) 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 the College 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 may 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 the College 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 the College 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 £20.00 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 £20

Please note that exams for external candidates are restricted and only available in exceptional and limited 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.

Withdrawals

5.14

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 Operating Officer (F&I) or their nominated representative.

Where a student has been requested to leave by the College 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 (22 September 2025 to 17 December 2025) – 25% of the annual fee
- Withdrawing after starting term 2 – (5 January 2026 to 2 April 2026) - 50% of the annual fee
- Withdrawing after starting term 3 – (13 April 2026 to 29 May 2026) - 100% of the annual fee

Masters Courses
Students will be charged as follows:

- Within 14 days there will be no fee
- Withdrawing after starting term 1 – (22 September 2025 to 17 December 2025) - 33% of the annual fee
- Withdrawing after starting term 2 – (5 January 2026 to 2 April 2026) - 66% of the annual fee
- Withdrawing after starting term 3 – (13 April 2026 to 29 May 2026) - 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 date (based on the student’s actual end date), this will be matched against the Apprenticeship Service.

Refunds

5.15 Refunds of fees will only be approved in cases where an application for a refund or credit has been made in writing to the Principal or Chief Operating Officer (F&I) 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 College has received the first payment from SLC.

Your Legal Rights to Cancel the Contract

5.16 A contract is made between you and the College 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 the College 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. The College 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 – Modular Provision
- Appendix E - ESOL hourly rates
- Appendix F - ESFA Funding available for students aged 19 and over (excluding apprentices)
- Appendix G – state benefits eligible for discretionary fee waivers
- Appendix H – Payment Schedule & Census Dates

6.2 Other relevant policies

- Student & Commercial Debt Policy
- Student Financial Support Policy & Guidance

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

Enrolments
Email: studentrecords@northlindsey.ac.uk
Email: dcenrolments@don.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 Operating Officer – Finance & Infrastructure
Union Approval & Date:	N/A
SLT Approval & Date:	11 March 2026
Governor Committee/ Board Approval:	Finance & Resources Committee 16/03/26, Corporation Board 25/03/26
Next Review Date:	March 2027

*Policies will be reviewed every 3 years unless there is a specific requirement to undertake a review more frequently. If for any reason a review does not take place in the planned period, the policy will remain current until a review takes place.

The Equality Impact has been considered on this policy and procedure.

Appendix A - Fees Payable for Students on Agency Subsidised Courses

	Tuition Fee	**Assessment or Examination Fee**	**Materials Fee**
Students aged 16-18 on 31 August at start of course on any DfE 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	Maximum learning loan value applicable to the qualification.	Paid by College	Yes, where applicable
Students undertaking a programme where they are not eligible for DfE/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 DfE 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.
- Definitions are subject to change by funding area.

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)

Appendix C - Charges for Higher Education Students 2026/27

Full Time Fees

Programme title	2026/27 Annual fee – all students
First degree	£8,190
Other Undergraduate – FdA, FdSc, HNC, HND	£8,190
Other Undergraduate with enhanced fee (continuing students only)	£8,190
PGCE/Cert Ed	£8,190
HNC/HND Engineering / Construction	£7,170
Postgraduate – MA, MSc	£8,190
180-Credit Undergraduate	£12,290
180-Credit Pearson Programme	£10,750

Part Time Fees

Programme title	2026/27 Annual fee – all students
First degree (Six Years)	£4,095
First degree (Five Years – calculated per credit studied within an academic year)	£68.25 per credit
Other Undergraduate - FdA, FdSc, HNC, HND, Cert HE (60-credits per year)	£4,095
Other Undergraduate - FdA, FdSc, HNC, HND, Cert HE (80-credits per year)	£5,460
HNC and HND 60-credits	£4,095
HNC and HND 60-credit - Engineering / Construction	£3,585
Postgraduate ITT	£4,095
MA & MSc (2-year programme)*	£4,095
MA & MSc (3-year programme)	£2,730

Appendix D

Modular Provision

Programme title	2026/27 Credit fee – all students
Modular Provision (HTQ) per Credit	£73
Modular Provision (Engineering & Construction) per Credit	£64

* 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 E

For students on a student visitor visa the current part-time rate	2026/27
English as a foreign language	£25.00 per hour
Further Education courses	£25.00 per hour

Appendix F

The level of government contribution for ESFA/devolved funded Adult Skills Fund can be found by visiting Adult skills fund: funding and performance management rules 2025 to 2026 - GOV.UK **Annex A: Eligibility for funding.**

To be updated when released

Appendix G – 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 H – Payment Schedule & Census Dates – FE Course Funding

The payment schedule and census dates are outlined below. To be updated when released by Student Loans.