



education
training
collective

Policy:

Tuition Fees

Date approved:	June 2024	Review Date:	June 2025			
Approved by:	Finance, Capital and Resources Committee					
Relevant to (please <input "="" checked="" type="checkbox"/> Bede	<input checked="" type="checkbox"/> Innersummit	<input checked="" type="checkbox"/> NETA	<input checked="" type="checkbox"/> RCC	<input checked="" type="checkbox"/> SRC	<input checked="" type="checkbox"/> Skills Academy	
Signed (Lead Manager):						
Print Name:	Phil Hastie					

This policy applies to all Education Training Collective (Etc.) delivery at all campuses, including:

- Stockton Riverside College
- Redcar & Cleveland College
- Bede Sixth Form
- NETA
- Skills Academy
- Innersummit

General Principles

Etc. will charge all learners, or their nominated sponsors, fees unless they qualify for exemptions or fee remission.

Fees for courses will be published on the Etc. college website (for example: www.stockton.ac.uk) and / or in College/Group printed course guides and publications.

Fees will comply with the Education and Skills Funding Agency (ESFA) and other relevant funding body regulations and guidance. This includes the Tees Valley Combined Authority, or other bodies with devolved responsibility for skills funding. It should be noted, therefore, that learner eligibility, and therefore the fees applicable for their provision, may vary as a result of their home postcode, as required by the relevant funding body.

Fees for courses will, in general, be set in line with market conditions for a particular course.

Fees for courses can include tuition fees and examination costs (including registration), although in some cases learners may be required to apply directly to awarding bodies over and above the fees paid to Etc..

Payment

Fees can either be paid in full at enrolment or, for some courses, learners can sign up for an instalment plan to enable them to spread the cost. Learners can pay for fees by any of the following methods:

- Cash
- Cheque
- Credit or debit card
- Direct bank transfer
- Direct Debit
- Employer funded

Learners whose employers have agreed to pay their fees are required, at enrolment, to produce a declaration / letter from their employer to confirm their agreement.

Fee Remission

Full costs will be applied unless the individual meets remission and residency criteria set out by the ESFA¹, TVCA or other appropriate funding agency. Currently fee remission on ESFA funded courses is given to:

14-16 year old learners

- Learners who classify as Electively Home Educated and are enrolled on ‘part time’ courses

16-18 year old learners:

- Learners aged 16-18 on 31 August in the year that they start their course
- Learners on two year courses aged 16-18 on 31 August in the year that they started their course

19- to 23-year-olds

- English and maths up to and including level 2 for individuals aged 19 and over who have not previously achieved a GCSE grade A* - C or grade 4 or higher, and/or
- first full qualification at level 2 for individuals aged 19 to 23, and/or
- first full qualification at level 3 for individuals aged 19 to 23
- Essential Digital Skills qualifications (EDSQs) OR Digital Functional Skills qualifications (FSQs), up to and including level 1, for individuals aged 19 and over, who have digital skills assessed at below level 1
- Level 3 free courses for jobs offer; Learners without a full level 3 or above can access a qualification on the free courses for jobs offer qualification list; Fully funded. Learners who already hold a level 3 or above and meet the definition of unemployed or who are in receipt of low wage (less than £25,000 annually for ESFA funded provision, although higher for TVCA at c.£27k); Fully funded
- Level 3 advanced learner loans; A learner has already achieved a full level 3 and exhausted their eligibility for the free courses for jobs offer, or is above the earnings threshold criteria; Loan funded
- Learning aims to progress to a full level 2 – up to and including level 1; delivered as entry or level 1 provision from local flexibility; Fully funded where meet the earnings threshold criteria, otherwise co-funded.

¹ The information in this section is provided as a guide and may change in line with changes and revisions to ESFA / TVCA funding regulations. Individuals should refer to the most recent funding guidance – or that relevant to the funder in question - which will supersede detail set out above.

- English for speakers of other languages (ESOL) learning up to and including level 2; For those who meet the earnings threshold criteria; Fully funded. For those who do not meet the earnings threshold criteria: Co-funded

Learners 24+

- English and maths for those aged 19 and over, up to and including level 2; delivered as part of the legal entitlement qualifications; Fully funded
- Essential digital skills and digital functional skills qualifications up to and including level 1; delivered as part of the legal entitlement qualifications; Fully funded
- Full level 2 (excluding English and maths); For those eligible through unemployed or in receipt of a low wage; Fully 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: Co-funded
- Level 3 free courses for jobs offer; Learners without a full level 3 or above accessing a qualification on the free courses for jobs offer qualifications list and who meet the earnings threshold criteria; Fully funded. Learners who already hold a level 3 or above do not meet the earnings threshold criteria; Loan funded
- Learning to progress to level 2 (local flexibility and legal entitlements); For those eligible for their first full level 2 and who meet the earnings threshold criteria; Fully funded. For those who do not meet the earnings threshold criteria: Co-funded
- English for speakers of other languages (ESOL) learning up to and including level 2; For those who meet the earnings threshold criteria; Fully funded. For those who do not meet the earnings threshold criteria: Co-funded

Fee remission does not apply to courses described as “full cost”. The eligibility for a particular course for ESFA funding does not guarantee that Etc. will utilise funding for the delivery of that course, meaning that fee remission will not apply.

Learning Loans

Advanced Learner Loans are similar to higher education loans; to qualify learners need to meet all of the following criteria:

- Aged 19 and over (*at the start of the course*)²
- A resident in the UK
- Studying at Levels 3 to 6 on qualifications set out in the “Advanced Learner Loans qualifications catalogue”, including:

² Please refer to Appendix A and detailed guidance published by the ESFA

- A-levels and AS-levels
- Quality Assurance Agency (QAA) Access to Higher Education Diplomas
- General and technical qualifications at levels 3, 4, 5 and 6

The loans are not means tested or credit checked and any individual who meets the criteria will be able to apply for a loan whether employed or unemployed - the loan will then be paid direct to Etc. on the learner's behalf. A learner who fails to satisfy the requirements of the Student Loans Company for an Advanced Learner Loan will be required to pay any remaining fees for their programme of study.

Learners do not pay anything up front for their course fees and if they are not earning over £27,295, they will not pay anything back either.

Apprenticeships

Etc. will charge for the delivery of training and assessment services in line with ESFA guidance and regulations. Charges will be published, agreed with employers and recorded (for Levy paying companies) through the Digital Apprenticeship Service (DAS). Apprenticeships may be subject to a dedicated contractual relationship between Etc. and the employer.

Other Programmes

Individuals and Employers may also be required to contribute to the cost of other programmes, as required by the funder. This may include, but not be limited to:

- Bootcamps,
- Bespoke Employer Led Programmes

Additional Charges

Material and Supplementary Charges:

Additional charges may be levied, where appropriate, on a course by course basis, unless the learner is eligible for fee remission and the item is deemed, by Etc., as essential to the delivery of the course. These charges cover items including, but not limited to, uniforms, protective clothing, kits, tools, books, learning materials, consumable materials, work placement fees and Disclosure and Barring checks. Where supplementary charges are due they are payable by all learners on relevant courses including those aged 16-18 at enrolment. Materials and supplementary charges for individual courses will be published by Etc.

Photocopying and Printing Charges:

Students may be given an initial printer credit to ensure the registration process is successful. Subsequent printing will be paid for by the student. Certain courses have

been identified where the initial credit will be topped up by an amount collected via the materials charge.

Educational Visits:

Some programmes include educational visits. Students may be expected to meet these costs themselves.

Refunds

Refunds for fees may be given where:

- The course is cancelled by Etc. - fees and charges will be refunded in full.
- It is deemed necessary to close a course programme before the planned end date – Etc. will refund the unexpired portion of the fees and charges.

As Etc. relies on the income from a full class group to cover the costs of delivery, it is not in a position to refund fees to individuals who withdraw from a course due to changes in personal circumstances. Senior managers have discretion to award refunds on compassionate grounds or where there are extraordinary circumstances outside the control of the individual which could not have been foreseen.

Where learners take out an Advanced Learner Loan the fees are paid to Etc. by the Student Loans Company on a monthly basis up to the point where the student withdraws from the course. The loan accumulated for the learner will be for the same amount. Fees will not be refundable for Advanced Learner Loans unless the course is cancelled by the College/Group and any remaining balance of fees owed will be due from the student.

Non-payment of Fees

Learners are required to meet all payments, either at the commencement of their course or in accordance with the instalment dates agreed at enrolment. Should learners default on a repayment plan Etc. will make every effort to contact them by means of letter, telephone calls and emails. Note that these are reminders only and learners remain responsible for paying their fees and charges on time.

Learners finding difficulty in meeting payment deadlines are encouraged to contact Etc. to discuss matters, agree solutions and, where applicable, access additional support services.

Failure to pay may result in:

- Learners being excluded from the course if they owe tuition fees
- Learners may face legal action for non-payment of any fees

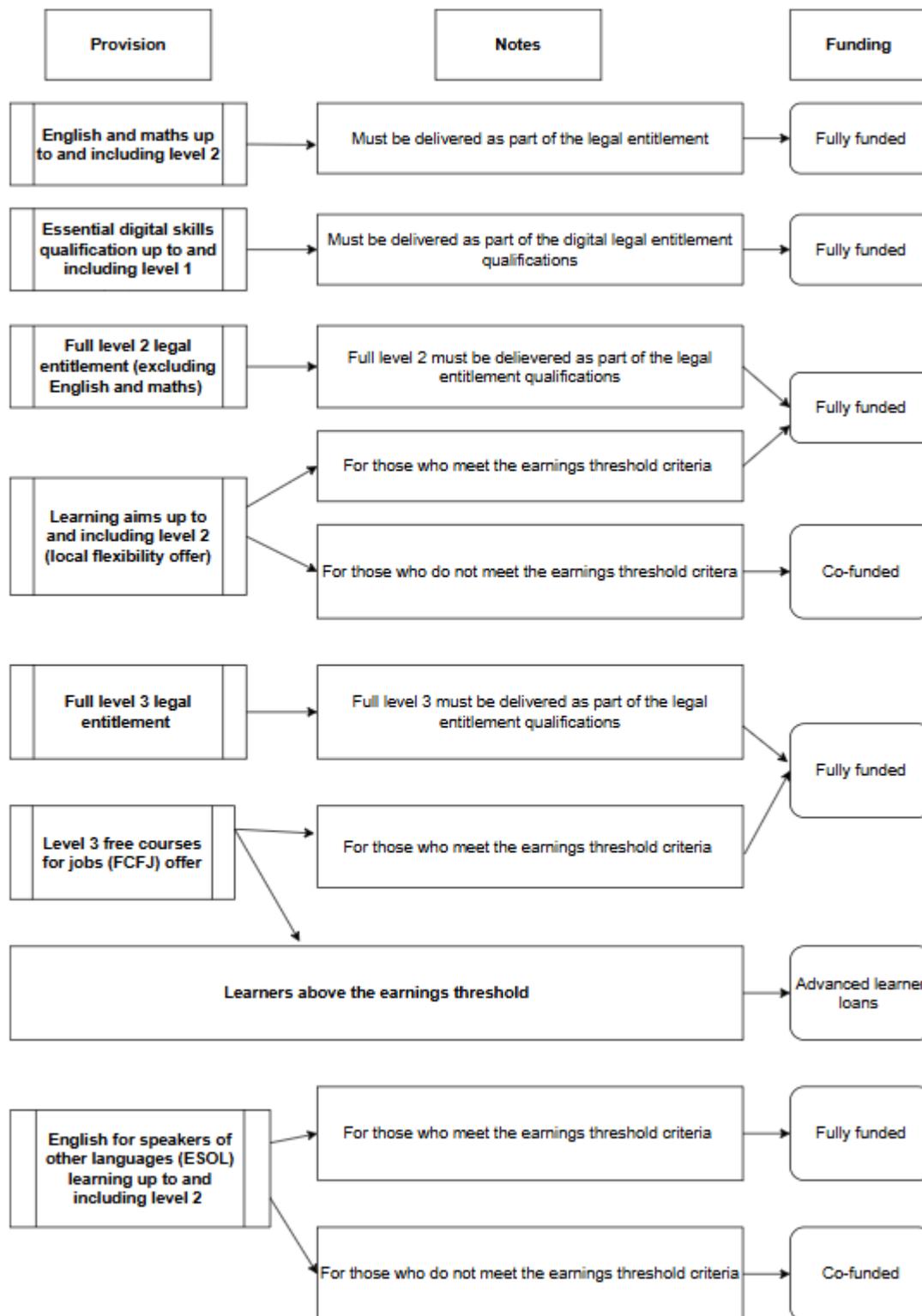
- Learners will not be allowed to register for the following academic year
- Learners will not receive their certificates
- Referral to an external debt collection agency

Referral of the debt to an outside debt collecting agency or the instigation of Court action that results in a County Court Judgement (CCJ) may affect a learner's credit rating. Referral to an outside debt collecting agency will incur additional costs for the individual learner.

Annex A

Summary of ESFA funding eligibility (Adult Education Budget funding rules)

Government contribution table 1: 19 to 23-year-olds (age exception on traineeships 19- to 24-year-olds)The level of government contribution is as follows.

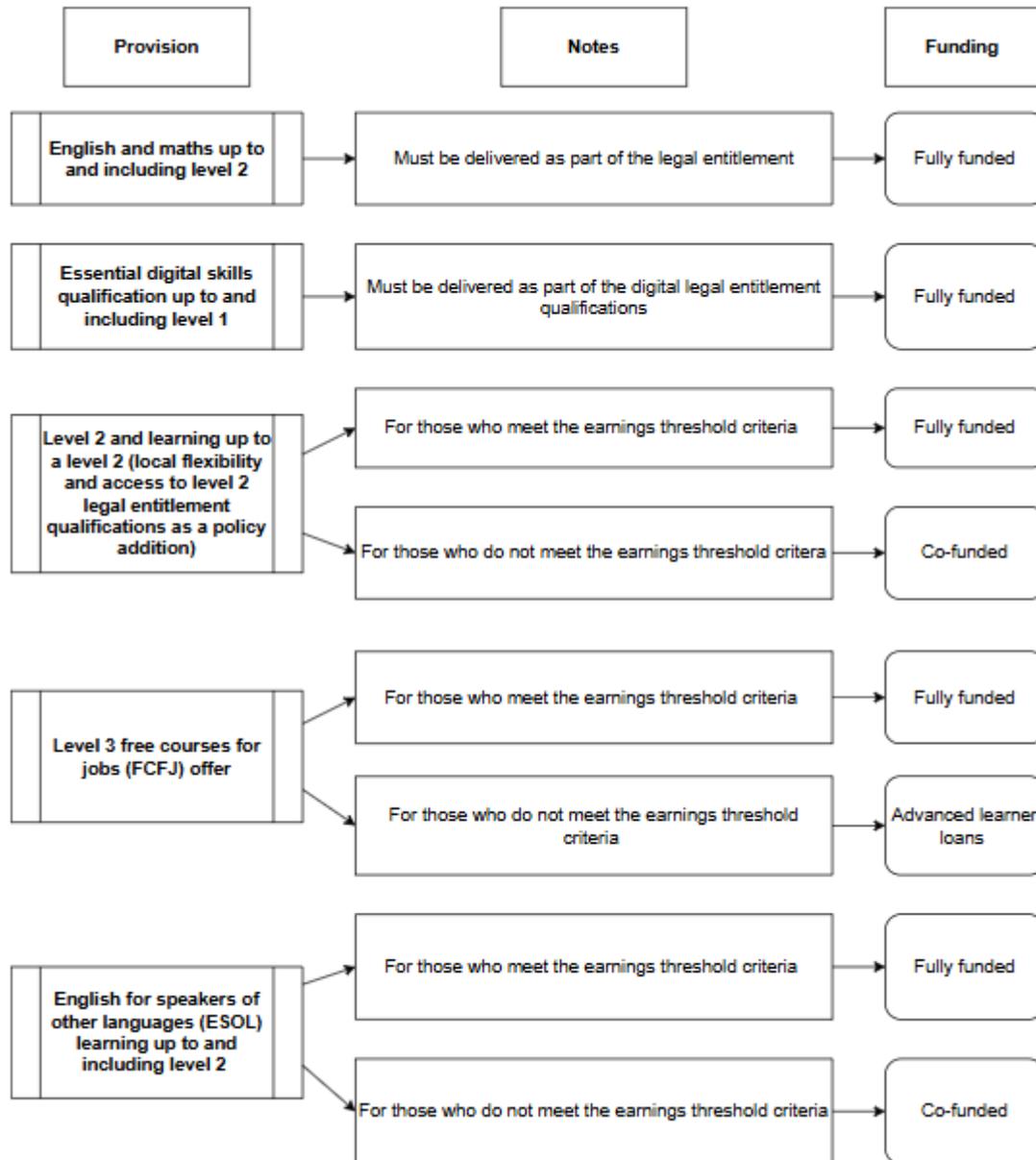


Source:

[Adult skills fund: funding rules 2024 to 2025 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/adult-skills-fund-funding-rules-2024-to-2025)

Government contribution table 2: 24+

The level of government contribution is as follows.



Source:

[Adult skills fund: funding rules 2024 to 2025 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/adult-skills-fund-funding-rules-2024-to-2025)