

FEES POLICY 2018-19

for

Further Education (FE) Courses

including Technical Level and Applied qualifications and those funded by Advanced Learner Loans



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Date approved:	24 April 2018
Approved by:	Board of Governors
Responsible Manager(s):	Head of Management Information & Funding
Executive Lead:	Chief Operating Officer

Applicable to staff:	Yes
Applicable to students:	Yes
Accessible to students:	Yes
Accessible to general public: (Including clients)	Yes

Consultation

Consultation undertaken with:		Date
• SMT	Yes	April 2018
• AMT	NA	
• Students	NA	
• Employee representatives	NA	
• Other	NA	

** please delete as appropriate*

Policy review frequency, normally: yearly

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1. Scope and Purpose of the Policy

This policy applies to students studying FE programmes at Blackpool and The Fylde College who are resident in England and who meet the funding eligibility criteria for:

- Education & Skills Funding Agency (ESFA) funding for Young People
- Education & Skills Funding Agency (ESFA) - Adult Education Budget, or
- Advanced Learner Loans

The policy outlines the types of charges made to students and the circumstances under which fees will be waived. A summary table can be found at Appendix A.

Other students may be eligible for reduced fees and will be considered on a case by case basis in line with current government funding rules and college policy.

1.1 Definitions

This document makes reference to:

- Legal Entitlement
- Students who are unemployed
- Full level 2 and full level 3 qualifications

Each of these terms is a specific ESFA definition as outlined below:

1.1.1 Legal Entitlement

The ESFA's "Legal Entitlement" says that

- students aged 19-23 will be fully funded (i.e., will pay no tuition fees) when they study towards an ESFA-approved first full qualification at level 2 or 3
- students aged 19+ will be fully funded (i.e., will pay no tuition fees) when they study for an ESFA-approved qualification in English or maths up to and including level 2

NOTE: ESFA-approved qualifications are those coded on the Learning Aim Reference Service (LARS) as being approved for the category in question

1.1.2 Students who are unemployed

For purposes of funding and fees, the Skills Funding Agency's definition of "unemployed" is that one or more of the following is true at the start of learning:

1. Student is in receipt of JSA (including those receiving National Insurance credits only)
2. Student is in receipt of ESA and is in the work-related activity group (WRAG)
3. Student is in receipt of Universal Credit *and* earns a weekly income of less than 16 times the National Minimum/National Living Wage for their age group or a monthly income of less than £338 for individual claims (£541 for household claims) *and* is determined by Jobcentre Plus (JCP) as being in one of the following groups:

- All Work-Related Requirements Group
 - Work Preparation Group
 - Work-Focused Interview Group
4. Student is an offender released on temporary licence (RoTL) who is studying outside a prison environment and not funded by the Ministry of Justice
5. All of the following are true
- The student is in receipt of another state benefit(s) not listed above
 - The student earns a weekly income of less than 16 times the National Minimum/National Living Wage for their age group or a monthly income of less than £338 for individual claims (£541 for household claims)
 - The student wishes to be employed (or progress into more sustainable employment)
 - The College is satisfied that the learning is directly relevant to the student's employment prospects and local labour market need

1.1.3 Full level 2 and full level 3 qualifications

Full level 2 is the level of attainment which, is demonstrated by:

- General Certificates of Secondary Education (GCSEs) in five subjects, each at grade 4 (previously grade C) or above, or
- A technical certificate at level 2 which meets the requirements for the 2018, 2019 and 2020 16 to 19 performance tables
- A qualification gained overseas which has been confirmed to be equivalent to full level 2 by the National Academic Recognition Information Centre

Full level 3 is the level of attainment which is demonstrated by:

- General Certificates of Education at advanced level (GCE A Levels) in two subjects
- General Certificates of Education at AS level (GCE AS Levels) in four subjects
- A QAA Access to Higher Education (HE) Diploma at level 3
- A tech level or applied general qualification at level 3 which meets the requirements for the 2018, 2019 and 2020 16 to 19 performance tables
- A qualification gained overseas which has been confirmed to be equivalent to full level 3 by the National Academic Recognition Information Centre

2. Policy Statement

Blackpool and The Fylde College sets fees for further education (FE) programmes in line with government funding policy. Students are only required to pay fees for these programmes where ESFA funding policy states they are not “fully funded” for a qualification. This document outlines fees payable by students for various types of provision. It applies only to students who meet the latest published ESFA eligibility criteria for [young people](#) or for [adults](#).

This document is subject to any changes made by the ESFA. In addition, eligibility of specific qualifications is subject to change so cases are assessed at the point of enrolment.

2.1 16-18 students

16-18 students are fully funded and will be charged no tuition fees.

We will only consider charging fees to these students for the following:

- *optional* trips and extra-curricular activities
- replacement bus passes, ID badges or photocopying cards
- books, supplies or stationery sold in college retail outlets
- equipment or protective clothing available to borrow which the student chooses to purchase
- *optional* photocopying and printing
- *optional* courses which are not a mandatory part of their funded study programme
- recreational use of college leisure and sports facilities (unless course-related)
- fines for late return of library loans, misuse of lockers or other disciplinary penalties
- charges for examinations where the student
 - fails to attend classes or complete required work
 - fails to sit the examination
 - chooses to re-sit e.g., to improve a grade where the student has already achieved grade 4 (previously grade C) or higher

NOTE: deposits may be charged which are refundable upon the safe return of equipment such as locker keys

2.2 19-23 year old students

2.2.1 19-23 year olds who will pay no tuition fees (be fully funded)

Students who are 19-23 when they commence study will be fully funded and **will be** charged no tuition fees for the following types of courses:

1. First Full level 2 qualifications included in the “legal entitlement” (see 1.1.1 and 1.1.3 for definitions)
2. First Full Level 3 qualifications included in the “legal entitlement” (see 1.1.1 and 1.1.3 for definitions)
3. ESFA-approved English or mathematics qualifications as part of the legal entitlement where the student has not yet achieved GCSE grade 4 (or grade C) in the subject
NB: level of study must be higher than any level already achieved in the same subject
4. Qualifications that support progression to *first* full level 2 (i.e., entry level and level 1)
NB: excludes English, maths and English for Speakers of Other Languages (ESOL)
5. Where student has previously achieved full level 2, qualifications up to level 2 where the student is unemployed or to level 1 where the student is employed (see 1.1.2 for definition of unemployed for this purpose)
6. The core (not flexible) elements of a Traineeship programme where the student

- has not already achieved a full level 3 qualification
- is unemployed at the start of the traineeship or is earning less than 16 times the National Minimum/National Living Wage for their age group each week (or £338 per month for individual claims)
- has little work experience and is focused on employment or an apprenticeship
- will be employment-ready or apprenticeship-ready within 6 months
- is 19-24 years of age at start of programme

2.2.2 19-23 year olds who will pay full tuition fees (be unfunded)

19-23 year olds will be unfunded for the following:

- courses delivered at their workplace and relevant to their job (except where legal entitlement applies)
- ^a courses linked to acquisition of licences
- ^a qualifications which are an employer's statutory responsibility
- courses resulting in licences to practice
- any course if they are already studying an apprenticeship or any funded course with the exception of English or maths under the legal entitlement (see 1.1.1 for definition)
- ^b any course if they are in custody (unless released on licence)

^a some may be funded for unemployed students studying local flexibility courses

^b the Ministry of Justice funds training separately for students retained in custody

19-23 year old students who wish to study qualifications in these categories must pay tuition fees. Tuition fees for these students will be equivalent to the funding rate (weighted) published by the Education & Skills Funding Agency on The [Learning Aim Record Service](#) (LARS).

Fees are payable for each qualification the student undertakes.

19-23 year old students who enrol to level 3, 4, 5 or 6 qualifications may be eligible to take out an Advanced Learner Loan** to meet this cost depending on course and student eligibility. Tuition fees will be charged at the full funding rate (weighted) published by the Education & Skills Funding Agency on the [Learning Aim Record Service](#) (LARS).

**see note on page 9

2.2.3 19-23 year olds who will pay reduced tuition fees (be co-funded)

In all other circumstances, 19-23 year old students will be charged 50% of the funded rate (unweighted) published by the Education & Skills Funding Agency.

Fees are payable for each qualification the student undertakes.

Any fees for equipment, trips, fines, photocopying and replacement badges are payable even when tuition fees are not.

2.3 24+ Students

2.3.1 24+ students who are unemployed

Students aged 24 or older who are unemployed when they commence study will be fully funded by the ESFA and will be charged no tuition fees for:

1. ESFA-approved English or mathematics qualifications as part of the legal entitlement where the student has not yet achieved GCSE grade 4 (or grade C) in the subject
NB: level of study must be higher than any level already achieved in the same subject
2. Approved qualifications, including ESOL, up to and including level 2 (excludes maths and non-ESOL English)
3. Traineeships for eligible 24 year olds (see 2.2.1 item 6 for details)

2.3.2 Other 24+ students

- 2.3.2.1 Students aged 24 or older who are employed will usually be charged tuition fees. Only those studying courses in the following categories will receive free tuition (i.e., be fully funded):
 - a) ESFA-approved English or mathematics qualifications as part of the legal entitlement where the student has not yet achieved GCSE grade 4 (or grade C) in the subject
NB: level of study must be higher than any level already achieved in the same subject
 - b) Courses which meet learning needs which have not yet been met and are outlined in the student's Education Health & Care (EHC) Plan (applies only to students up to 25 years old)
- 2.3.2.2 Students aged 24+ who enrol to courses at entry level, level 1 or 2 will be charged 50% of the funded rate (unweighted) published by the ESFA on the [Learning Aim Record Service](#) (LARS). Fees are payable for each qualification they undertake.
- 2.3.2.3 Students enrolling to level 3, 4, 5 or 6 qualifications may be eligible to take out an Advanced Learner Loan** to help pay tuition fees. This depends on both the course and the student being eligible**.
- 2.3.2.4 All other students aged 24+ must pay tuition fees of at least the full funding rate (weighted) published by the ESFA on the [Learning Aim Record Service](#) (LARS).

Additional fees may apply. All fees are payable in full for each qualification the student undertakes.

- 2.3.2.5 Any fees for equipment, trips, fines, photocopying and replacement badges are payable even when tuition fees are not.

**see note on page 9

2.4 International and Other Students

Students who are not eligible for funding on the basis of their EU or EEA citizenship* are classified as international students for funding purposes. International students will be charged an international fee. Contact Blackpool and The Fylde College directly for details.

Students who are not classified as international students and are not eligible to be funded by the ESFA or Student Loans Company (via Advanced Learner Loans) will be charged at least the full commercial cost of the course in question. This will usually be at least the full funding rate (weighted) published by the ESFA on the [Learning Aim Record Service \(LARS\)](#).

NOTE: For students paying commercial or international fees, fees for equipment, trips, fines, photocopying and replacement badges may be payable in addition to tuition fees.

* Eligibility defined in Annex A of [ESFA Adult Education Budget funding rules](#)

**Details in relation to advanced learner loans is available at <https://www.gov.uk/advanced-learning-loans/overview>

Any variation to planned fees is at the discretion of the Chief Operating Officer or his nominated deputy only.

3. Accountability

The Chief Operating Officer is responsible for ensuring compliance with policy.

4. Student Involvement

No student involvement. It is a requirement and a condition of Blackpool and The Fylde College's ESFA funding agreement that the College publishes this policy.

5. Linked Policies & Procedures

Financial Policies, Procedure & Regulations
Fee Payment, Fee Handling and Refund Policies
International Fees Policy
Late Returns and Fines policy
Late Returns and Fines procedure
Cash and Banking Procedures

6. Equality Impact Assessment

Impact Assessment for the 4 strands of Equality, Safeguarding, Health and Safety and Sustainability	
Initial Form to be completed with Risk Assessments or as part of a proposal or change to a policy, plan or new way of working	
<p>Title of Activity: Fees Policy 2018-19 for Further Education (FE) Courses including those eligible for Advanced Learner Loans Author and Date: Linda Smith, 28 March 2018</p>	<p><input type="checkbox"/> New or <input checked="" type="checkbox"/> Revision</p> <p>Expected Implementation Date: May 18</p> <p>What is the review date? Feb 2019</p>
<p>Equality and Diversity.</p> <p>Which of the characteristics maybe impacted upon? And, if yes, how has this been considered? What are the risks? What are the benefits?</p>	<p>Positive impact for students who are unemployed and those with EHCPs</p>
<p>Safeguarding:</p> <p>Are there any aspects of this proposal which could cause a student/member of staff/visitor to feel unsafe? If yes, how has this been considered? What are the risks? What are the benefits?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>Health and Safety:</p> <p>Have any risks been identified? If yes, how has this been considered? What are the risks? What are the benefits?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>Sustainability:</p> <p>Are there expected benefits or impacts on sustainability issues? If yes, how have these been considered?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>Evidence:</p> <p>What evidence do you have for your conclusions and expectations for these conclusions? How will this impact be monitored for all these considerations?</p>	<p>Fees set in line with government policy. Where students are deemed to be disadvantaged, the College will lobby to raise government awareness</p>
<p>Is this policy of a high/medium or low risk? :</p>	<p><input type="checkbox"/> High <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Low</p>

Appendix A – Table summarising 2018/19 fees payable for adults studying FE courses at Blackpool and The Fylde College

Course Type	19-23 yr olds	24+ ^(v) Unemployed	24+ Other
English and maths (up to GCSE grade 4/grade C)	⁽ⁱ⁾ No fees payable	⁽ⁱ⁾ No fees payable	⁽ⁱ⁾ No fees payable
ESOL (up to level 2)	Reduced fees payable if employed	No fees payable	Reduced fees payable
	No fees payable if ^(v) unemployed		
Other provision to progress to level 2	⁽ⁱⁱ⁾ No fees payable (up to level 1)	No fees payable	Reduced fees payable
Level 2 (first full)	⁽ⁱ⁾ No fees payable (first and full)	⁽ⁱ⁾ No fees payable	Reduced fees payable
Learning aims up to and including level 2, <i>where Student has already achieved first full level 2 or above</i>	Reduced fees payable if employed	No fees payable	Reduced fees payable
	No fees payable if ^(v) unemployed		
Level 3	⁽ⁱ⁾ No fees payable (if first and full)	⁽ⁱⁱⁱ⁾ Loan may be available	⁽ⁱⁱⁱ⁾ Loan may be available
	⁽ⁱⁱⁱ⁾ Loan may be available (if previously achieved level 3 or above)		
Traineeship	^(iv) No fees payable	Not Applicable	Not Applicable

⁽ⁱ⁾ Must be as part of legal entitlement offer where student has not already achieved grade 4/grade C in same subject

⁽ⁱⁱ⁾ must be entry level or level 1 available as part of local flexibility

⁽ⁱⁱⁱ⁾ Course must be available as part of loans offer. If loan not available, full fees are payable

^(iv) Excludes flexible element; 16-18 yr olds must be eligible under the [ESFA's young people's residency requirements](#)

^(v) Please see 1.1.3 for definition of unemployed for purposes of establishing eligibility to pay fees

