

Nottingham College

Fees Policy

2018 - 2019

For review January 2019

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1. Purpose and Objectives

The Nottingham College Fees Policy sets out the general framework under which the college operates all aspects of the management of fees, including fee setting, collection, charges and refunds for the academic year 2018-19.

The fees that the college charges for the courses it provides take into account the requirements of government legislation and funding agencies.

The policy will be reviewed and updated with recommendations by a wide group of staff which will include both curriculum and business support including the Vice principals for Finance and Curriculum. This policy will be approved by the corporation on an annual basis.

It is expected that this policy will be used to:

Provide customers with accurate advice and guidance on financial requirements when enquiring about a course with Nottingham College.

Ensure that the college operates accurate monitoring and receipt of programme costs, charges and refunds.

Support planning and delivery of enrolment activity across the college.

2. Further Education Programmes

The Education and Skills Funding Agency (ESFA) funds the following categories of students:

Those that are aged 16 to 19, or those that are aged 19 to 24 and have an Education Health and Care (EHC) plan, or

Those that are aged 14 to 16 and meet the funding criteria as set out in:

<https://www.gov.uk/guidance/full-time-enrolment-of-14-to-16-year-olds-in-further-education-and-sixth-form-colleges>

(NB: 18/19 guidance was unavailable at time of this document being written)

A 16- to 18-year-old student is any student who is aged 16, 17 or 18 on 31 August 2018.

If they become 19 years old during their learning programme such students are funded at 16 to 18 rates to complete their learning programmes.

All ESFA funded students are entitled to free tuition and examination fees.

Those aged 19 or older on 31 August within the 2018 to 2019 funding year if the learning aim is not an apprenticeship or traineeship

An apprentice starting an apprenticeship after the last Friday in June of the academic year in which they have their 16th birthday.

For students studying on a continuous programme that lasts for two years then their funding eligibility will continue until the programme has been completed. Nottingham

College may run programmes which provide a certificate qualification in year one, and a diploma after completion of a further years study. For these courses, students who turn 19 within the first year of the certificate programme will be charged a fee for the second year of study qualification where they will achieve a diploma.

Nottingham College and the student can agree to suspend a learning aim while the student takes a break from learning. This allows the student to continue learning at a later date with the same eligibility that applied when they first started their learning aim. The college must have evidence that the student agrees to return and continue with the same learning aim to qualify for funding.

The Government (ESFA) does not fund the following:

- Ineligible qualifications – these can be checked through the Learning aims database
- Where a student is only resitting a learning aim assessment or Exam and no extra learning takes place
- Repeating the same regulated qualification
- Resitting a GCSE Maths or English where a C or 4 grade or higher have been achieved

3. Eligibility for classroom based provision

Residency Eligibility

The eligibility of the student must be established at the start of their programme. In order for a student to be eligible for funding from either of the funding agencies the student must have the legal right to be resident in the United Kingdom at the start of their study programme.

Generally the requirement is that a student should have been ordinarily resident in the European Economic Area (EEA) for at least the previous three years on the first day of learning or other countries determined within the EEA for example Switzerland, or have the right of abode in the UK.

For Apprentices the individual must also have the right to work in England.

Some individuals are exempt from the three year residency rule and as such will qualify for government funding:

1. Refugee status
2. Discretionary leave to Enter or Remain
3. Exceptional Leave to Enter or Remain
4. Indefinite Leave to Enter or Remain.
5. Humanitarian protection.
6. Leave Outside the Rules.
7. The husband, wife, civil partner and child of the above categories
8. Asylum seekers who;

Have lived in the UK for six months or longer while their claim is being considered by the Home Office, and no decision on their claim has been made, **or**

Are in the care of the local authority and are receiving local authority support under section 23C or section 23CA of the Children Act 1989 or section 21 of the National Assistance Act 1948

An individual who has been refused asylum will be eligible if:

They have appealed against a decision made by the UK government against granting refugee status and no decision has been made within six months of lodging the appeal, or

They are granted support for themselves under section 4 of the Immigration and Asylum Act 1999, or

They are in the care of a local authority and are receiving local authority support for themselves under section 23C or section 23CA of the Children Act 1989

Further eligibility information can be found from the UK Council for International Student Affairs (UKCISA). The college will conduct a thorough check of residency eligibility before it enrolls any student onto a course at college.

4. Levels of Government Funding Available

(Subject to government funding rules which can change between years). The level of funding provided by the government for adults (19+) is dependent on age, level and type of qualification and prior attainment of the individual as well as their employment status. The table below details each category of student:

Type of qualification	19-23 year olds	24+ year olds, unemployed and in receipt of a means tested benefit	24+ year olds other
English for speakers of other languages (ESOL) learning up to and including level 2	Co funded	Fully Funded	Co Funded
	Fully Funded unemployed		
A course which provides progression to level 2 (Entry or level 1 course)	Fully Funded	Fully Funded	Co Funded
First full level 2 which qualifies for legal entitlement	Fully Funded	Fully Funded	Co Funded
Level 2 where a qualification at level 2 or above has been achieved	Co Funded	Fully Funded	Co Funded
	Fully Funded unemployed		
English and Maths up to and including Level 2 (including GCSE's) and which qualifies for legal entitlement where a GCSE	Fully Funded	Fully Funded	Fully Funded

grade C or 4 has not yet been achieved			
First Full level 3 which qualifies for legal entitlement	Fully Funded	Loan funded	Loan Funded
Level 3, where a qualification at level 3 or above has already been achieved and where the qualification is approved for loan funding	Loan funded	Loan Funded	Loan Funded
Level 4 to 6 where a qualification is eligible for loans funding	Loan Funded	Loan Funded	Loan Funded
Full Cost provision – non vocational	No government funding - Self funded – no loan available	No government funding - Self funded – no loan available	No government funding - Self funded – no loan available

Fully Funded – the course fees are free for students in this category.

Co Funded – The government will contribute 50% of the cost of the qualification, any published fees will be the remaining 50% of fees that the student will need to pay. Some students may be eligible for further support towards fee payment, more information can be found in **Appendix 1 (fee remission and College Discretionary learner support fund)**

Loan funded – no government funding is available therefore this qualification must be funded entirely by the student, either through self-funding, employer sponsorship or by taking an advanced learner loan available through student finance England.

Full Cost – no government funding is available therefore this qualification must be funded entirely by the student, either through self-funding, employer sponsorship

Legal entitlement – This is a qualification that has been determined as eligible for government funding through a series of checks that it meets fullness in its qualification and that it has been approved to run.

5. Other Charges

Nottingham College has the discretion to charge for the following regardless of government funding as below:

- Resitting an exam which has previously been taken (twice) and failed
- Late entries for an examination after the normal awarding body deadline will be charged
- Resitting an exam where the aim is to improve their grade or remarking of an exam at the students request
- Where a programme requires equipment to support teaching and learning on that course and where a student will retain that equipment such as Hair and Beauty Kits
- DBS checks for all 19+years old students DBS checks for 16 – 18 year old students, unless it is a mandatory requirement of the substantive

qualification. Where clothing or equipment is necessary for the learner's health or safety. A charge may be made for clothing and equipment that the learner retains, but only if the learner also has the option of borrowing the clothing or equipment free of charge.

- For the sale of learning materials such as art materials, or similar facilities in the college, which provide students with discounts on such items.
- Fines for the late return of library books.
- Replacement ID cards, locker keys or other equipment that are fully refundable except in cases of damage or theft.
- Photocopying and printing, including computer printouts,
- The recreational use of leisure and other non-academic facilities where the activity taking place is not a requirement of a course syllabus or not part of a student union membership free entitlement.
- Travel, board and lodging and other additional costs. This includes any tuition costs, associated with field trips and similar activities that may form part of, or be outside the requirement of the course syllabus or agreed study programme.
- Optional extra activities where the activity is taking place outside a required part of an agreed study programme. In this case charging is at the discretion of the college that would otherwise meet the cost of provision. Examples of optional extra activities include theatre, cinema or museum visits or other day or residential visits that are not a requirement of course syllabuses.

The provision of replacement certificates.

6. Further Education Programme costs

The following programme costs will be charged in the academic year 2018-19 and individual programme cost details can be found on the college website, the programme fees include Tuition fees, exam, registration costs, materials and equipment that is essential for the completion of the programme and which is not retained by the student.

Full Time Further Education Programme Costs	
Category of student	Tuition fee per year
14-18yr olds	Free
19-23 yr. olds (fully funded)	Free
19-23 yr. olds (co funded)	£1,500
19+yrs old Loan funded	As per individual course costs (see website for details)and LARA database
Part Time Further education course cost £3.25 per hour	

Choices 14 – 16	£7.50 or £75.00 per discrete group
Full Cost Part Time courses cost £6.50per hr (no government funding)	

Other Costs

16 – 18 year old students

Students on programmes where the use of materials or equipment is significant and or over and above the standard required to complete the programme, then students will be charged a contribution towards these costs.

Fully funded students cannot be charged for any materials or equipment that are essential to their learning, however if they wish to keep these outside of the learning environment then they can be charged. Students will be advised of costs prior to enrolment.

19+ year old students

Students aged 19+ years old will be charged for materials and equipment required to complete the course. The college will require students to provide materials and equipment which are fit for purpose and meet industry standards, students will be advised of these costs prior to enrolment.

7. Educational Trips and Visits

The college may charge for educational visits where these enhance the learning experience of the student.

Such costs will include; transport, subsistence, entry costs and will incorporate the costs for any supervising staff.

8. Fee Payment for Further Education Programmes

All students must be issued with a college ID card before they may start their course. To obtain an ID card a student must complete a learning agreement with a member of the college team, provide personal identification and either:

- Pay in full/ the first instalment and set up a direct debit payment plan for the balance;
- Provide proof to enable fee remission/exemption; or
- Bring a letter from an employer/ sponsor which contains confirmation that they will pay their fees and which includes the purchase order number; or
- Provide evidence that an advanced learner FE loan has been applied for and approved

More information about Advanced Learner loans and paying by instalments is available in appendix 2, with information about refunds being available in appendix 3

NB: 16 – 18 year old students (on 31st August prior to the start of the course) are exempt from payment of programme fees.

9. Employer/Sponsor Payments

The Student is ultimately liable for their programme fees.

If a student's employer or sponsor is paying all or part of the fees, students must provide a letter on company headed paper*, signed by a senior responsible person of the organisation and it must include a company purchase order (PO) number, where the company requires this in order for them to accept an invoice, or provide confirmation that a PO number is not required. Until this is received, the student is liable for the fees and can set up instalment plans in line with this policy.

If the student's employment circumstance changes, and they are no longer employed by the company originally supplied as the sponsor, then all outstanding fees will be liable from the student.

Employers and sponsors are able to agree an instalment plan with finance on an individual basis.

*The college will provide a template letter for the company to complete.

10. Staff Development Sponsorship

Fees, including examination and materials fees, for ESFA funded programmes attended by College staff may be funded by the staff development budget, or the Apprenticeship levy budget where applicable, with the prior approval of the relevant budget holder. A letter of approval of funding must be presented to enrolling staff.

11. Internationally Funded Provision

Course fees and costs

Some international course costs are set through commercial contracts by the International Department. These contracts will be variable in nature for volume, country of origin (and therefore currency) and price. Contractual prices agreed should be approved by the VP Partnerships, Apprenticeships and Enterprise prior to signing of any contract for provision.

International fees for individual courses are set by the International Department and approved by the VP Partnerships, Apprenticeships and Enterprise. Fees are renewed on an annual basis, in line with the current market conditions.

Individual fee assessments must be carried out by the international department, who can also advise on any scholarships that might be available.

International course costs for 2018-19 are below:

Course type	Scholarship	International fee per year)	EU Fee (per year)
International Foundation/Access programme (3 terms) – Sept Intake	Up to 50%	£16,850	EFL & Int Office Support £3,736
International Foundation/Access programme (2.5 terms) Jan Intake	Up to 50%	£16,850	EFL & Int Office Support £3,736
University level courses HND, Foundation Degree and BA	NA	£9,500	£7,500
Further Education Course e.g. BTEC Extended diploma	NA	£6,500	EFL & Int Office Support £3,736
A Levels – 1 Year Programme	Up to 57%	£22,500	EFL & Int Office Support £3,736
A Levels – 2 Year Programme	Up to 50%	£14,850	EFL & Int Office Support £3,736
A Levels – 3 Year Programme	Up to 50%	£14,850	EFL & Int Office Support £3,736
International summer school – 4 Weeks – 16 July to 11 Aug 2018	NA	£680	£680

12. Eligibility

Contracted international students generally attend the College as part of agreed contracts or agency agreements through the International Department. Course costs for contracted international learners are based upon full cost tuition fees charged to non-funded students.

Individual international students generally attend the College on an individual basis with applications and admissions through the International Office. Some students who live locally, but are classified as “international for fee purposes” due to funding eligibility rules also attend College on an individual basis, such students will be identified through the admissions process and fees assessed accordingly.

International Full time Students are eligible to study under Tier 4 Visa must on a Full Time course (min 15 hrs day time 8am to 6pm per week) at Level 3 and above. All queries related to eligibility to study on different visa types should be addressed to the International Office (Marlys Murray Tel 0115 8380527).

International Part time Students are eligible to study under the Short-term study and Visitor visas. The Short-term visa allows the students to study English language and any short courses for up to 6 months and 11 months for English Language only. The Visitor visa route allows the students to study for up to 30 days as long as this is not their main reason for visit.

13. Fee payment

A deposit of 60% must be paid to the college prior to the College issuing a “CAS” (Confirmation of Acceptance for Study) for students applying under Tier 4 of the Points Based System, or on issuing a visa confirmation letter for those applying as “student visitors”.

The remaining fees are due on enrolment at the start of the full time course. The only exception to this is students who are fully sponsored by their government or organisation, who must submit a valid “financial guarantee letter” in place of their deposit. The letter must clearly state the College name, student name, course being funded, total tuition fee and accommodation fee (if applicable).

14. Higher Education (HE)

Residency eligibility

To be eligible for “home” fees students will need to have been resident in the UK or any of its islands for three years prior to the start of the course, the qualifying date depends on the start date of the course, but will normally be 1st of September each year.

Please Note: For full terms regarding HE fees, please refer to the HE Enrolment Terms and Conditions available on the Nottingham College website.

In line with Government policy, Nottingham College will charge fees in accordance with the College’s Access Agreement with the Office for Fair Access (OFFA).

15. HE Fees are detailed in the table below:

The maximum fees for new full-time Higher Education programmes at Nottingham College in the 2018/19 academic year are £7,500 where a student is eligible as home student.

Part-time fees vary depending on the intensity of study. Please contact the Higher Education Office at the University Centre using: heteam@nottinghamcollege.ac.uk

Course Type	Fee
HNC/HND full-time - First year	£7,500
Foundation Degree full-time - First Year	£7,500
BA (Hons) top-up full-time	£7,500
Foundation Degree part-time - year 1	£4,500
BA (Hons) part-time - year 1	£3,375
HNC part-time – year 1	£3,375

16. HE Fee Payment

All HE course fees are due for payment at the point of enrolment.

Students who are taking a student loan must supply confirmation that a HE loan has been approved at enrolment. For clarity, an application request made by the student is insufficient evidence that the loan company is paying the fee.

Students who are funding their course themselves must enter into an instalment plan agreement with three payment dates as below.

For students unable to provide evidence of successful loan application at enrolment, they must enter into an instalment plan agreement with three payment dates as below, **and** pay a deposit of £250 at the point of enrolment, in order for their enrolment to be processed. Students must then provide the approved loan confirmation within two weeks of their enrolment date.

If the approved loan confirmation is not received by the college within two weeks of enrolment then the student will remain liable for the total course fees and these will be taken by direct debit, in line with the instalment agreement dates.

If a student is at an approved awaiting signature stage on their loan application then this will be accepted as long as the student provides the declaration form to enrolment staff. This form will then be completed and sent off to the Student Loan Company to complete their application and their enrolment may take place.

If a student's employer or sponsor is paying all or part of the fees, students must provide a letter on company headed paper (the college can provide a template letter), signed by a senior responsible person of the organisation and it must include a company purchase order (PO) number, where the company requires this in order for them to accept an invoice, or provide confirmation that a PO number is not required. Until this is received, the student is liable for the fees and can set up instalment plans in line with this policy.

If a sponsor fails to pay fees the agreement will be cancelled. The student will be liable for the outstanding fees and will be requested to make payment directly to the College.

In all respective cases, outlined above, the student holds total personal liability for payment of the full course fee even when it is determined that circumstances prevail to

confirm the student cannot: fund their course by either loan, employer's, or sponsor's contribution; or they leave the course of their own volition.

17. Payment by Instalment

Arrangements for instalment payments are in place to support students to pay their fees where a student loan has not been taken. When paying by instalment, students will be required to set up a direct debit.

Instalment fee collection dates for HE students for the 2018-19 academic year will be on or after:

- 6th Nov 2018
- 6th February 2019
- 6th May 2019

Alternatively, the yearly fee can be paid in up to 6 equal monthly payments. First payment of 1 / 6th of the total fees, to be made at the time of enrolment and the student has a choice of payments dates. These being the 6th or 28th of each month.

18. HE Cooling off period

Nottingham College operates a 14 calendar day 'cooling-off' period for HE students. A student can withdraw up to and including 14 calendar days after enrolment and they will not be liable for fees. This will be calculated for each individual student based on their actual date of enrolment. For clarity, the day you enter into your contract (by enrolling) is discounted and 'Day 1' of the cooling-off period is the following day. **The 14 day period includes weekends.**

In calculating a final invoice, any payments already received from the student, employer or Student Loan Company will be deducted before arriving at the balance due.

Should a student withdraw after the 14 day cooling off period then all fees will be liable and will continue to be due by the student/ sponsor/employer

19. Apprenticeships and other employer training fees:

From 6th April 2017 all employers with a wage bill of £3m+ will be charged a levy through HMRC, this will be used to fund apprenticeships.

For non-levy employers, the employer will be required to pay 10% contribution to the negotiated rate for each apprentice, the government will co-fund the remaining 90% which will be funded through a provider's allocation.

Where an employer has less than 50 employees; in these cases the government will fund 100% of the apprenticeship for 16-18 year olds.

Nottingham College's pricing strategy is set in line with the government's guidelines, where each apprenticeship has been allocated to a specific band.

Employer training fees will be based on commercially negotiated contracts.

Arrangements will be agreed with the Vice principal Partnerships, Apprenticeships and Enterprise prior to completion.

The following table details the charges to be made in 2018-19:

Funding Band	Total Funding Value	Employer Fee Value	Government Contribution
1	£1,500	£150	1,350
2	£2,000	£200	1,800
3	£2,500	£250	2,250
4	£3,000	£300	2,700
5	£3,500	£350	3,150
6	£4,000	£400	3,600
7	£5,000	£500	4,500
8	£6,000	£600	5,400
9	£9,000	£900	8,100
10	£12,000	£1,200	10,800
11	£15,000	£1,500	13,500
12	£18,000	£1,800	16,200
13	£21,000	£2,100	18,900
14	£24,000	£2,400	21,600
15	£27,000	£2,700	24,300

20. Fee payment arrangements for Employers

Below are the arrangements for payments of fees by SME's with learners 19+ and non-levy organisations all ages.

- A. A payment in full at the time of enrolment - this is the only option for training charges under £250.
- B. 6 month instalment plan for total charges £251-£999- the employer will be required to complete a direct debit instruction and instalment agreement.
- C. 12 month instalment plan can be offered for total charges £1000+ - an instalment agreement and Direct Debit instruction will need to be completed at the time of enrolment

21. ESOL Students

Nottingham College provides a significant amount of English for Speakers of other languages courses throughout the year on a roll on roll off basis. A brokerage system and close working relationship with BEGIN has been in place for a number of years, which ensures that a constant supply of students is provided to the college.

ESOL students are fundable if they meet the criteria set down in section 4 of this policy.

The college recognises that for a number of ESOL students gaining more English and Maths skills is crucial to them gaining worthwhile employment or extending their employment opportunities further.

For this reason the college operates a further discretionary arrangement for ESOL students which is as follows:

If fees are above £400 for the year allow the student a £200 subsidy if they are in receipt of working tax credit, however the learner must pay at least £200 to be eligible for the subsidy .

22. Appendix 1

Fee assessment and remission/exemption for further education students

All students must provide personal Identification in order to prove existence.

All students' residency status will be verified at enrolment.

Students will be informed of what types of identification or fee remission evidence the college will accept prior to enrolment taking place.

Fee remission categories accepted by Nottingham College.

Fee remission is available to students on some FE courses in the following circumstances:

- those aged 16-18;
- adults aged 19+ years taking specific English and Maths qualifications;
- adults aged 19+ years in receipt of specific income related benefits on level 1 and level 2 courses only (see below);
- eligible adults aged 19 -23 taking Entry or Level 1 qualifications excluding English, Maths and ESOL
- eligible adults aged 19-23 taking their first full level 2 qualification or first full level 3 qualification; any such qualifications must meet legal entitlement criteria
- Adults aged 19-24 who have a (EHCP) Education Health and Care Plan.

19+ years old years old FE learners studying courses/ learning aims up to and including level 2 and who are unemployed and wishing to enter employment and needing skills training will be eligible for full fee remission - where the learning is directly relevant to both the individual's employment prospects and the needs of the local labour market. For fee remission purposes a learner is defined as unemployed if one or more of the following apply:

- They receive Jobseeker's Allowance (JSA), including those receiving National Insurance credits only.
- They receive Employment and Support Allowance (ESA) and are in the work-related activity group (WRAG).
- They receive Universal Credit, earn less than 16 times the National Minimum wage per week or £330 a month and are 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

For 19+ students who do not have a Full Level 2 Qualification, they are not fundable for learning aims that are recognised as one of the Level 2 Legal Entitlement Category group of learning aims as per the government definition. See list of legal entitlement qualifications <https://www.gov.uk/government/publications/qualifications-getting-approval-for-funding>.

For those 19+ learners that have achieved a Full Level 2 qualification and are wanting to study a non-Level 2 legal Entitlement qualification, they will be Co Funded, unless they are eligible for full funding i.e. – unemployed, when they will be eligible for fee remission using one of the benefits the college recognizes.

**The government has introduced a new category of funding for employed adults as a trial in 2018 – 19
Learners in receipt of low wage**

Nottingham College will fully fund students, who are employed and cannot contribute towards the cost of co-funding fees.

The college will need to be satisfied that the Student meets both of the following:

- Is eligible for co-funding,
- and earns less than £15,736.50 annual gross salary.

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

Nottingham college will use their discretion to fund other learners if they are in receipt of one of the below benefits (list of eligible benefits below) and they receive less than 16 times the National Minimum Wage a week or £330 a month and the student wants to be employed and the College is satisfied that the learning is directly relevant to their employment prospects and the local labour market needs.

The Student receives other state benefits:

- Income support
- Housing benefit
- Council Tax benefit (not single persons allowance)
- Pension Guarantee Credit,
- Disability Living Allowance,
- Personal Independence payments,
- Dependents of individuals in receipt of any of the above benefits – must be named on the benefit evidence,
- Asylum seekers on the equivalent of a means tested benefit – NASS – with the last 2 months post office receipts, AZURE card, Aspen Card and issue

letter with the students name on, Local authority support under section s23C or S23CA of the children's act 1989, s21 national assistance ACT 1948 and those with section 4 support)

- Dependents of individuals in receipt of Working Tax credit who are themselves unemployed – must be named on the award letter

23. Acceptable evidence required at enrolment

Personal Identification

- Passport
- Birth certificate
- Driving licence – this can be full or provisional
- National Insurance card or letter
- National identity card
- Bank, credit or debit card
- Exam certificates
- UK naturalisation/citizenship certificate
- Utility bill which clearly states your name
- Benefit letter which states your name
- Your Advanced Learner Loan letter
- Adoption certificate
- Residence permit card
- Home Office letter
- HM Forces card

Residency

- Passport
- Visa Stamp
- Residence permit
- Home office letter

24. Fee remission

A student will be required to sign a self-declaration (on the enrolment form/ learning agreement) which states that the course satisfies the JSA/ESFA regulations in terms of guided learning hours of study and that they wish to enter employment and require skills training provided by this course to do so. This declaration will also state that if they have declared false information, that the college may take action to reclaim the tuition fees and any support costs provided.

Changes in learners' eligibility for fee remission will only be considered within 6 weeks of starting a FT course and 14 days for a PT course. Students in this circumstance must appeal to the customer operations team in writing and evidence

of changes to employment status must be evidenced. Please refer to appendix 3 for the refund protocol.

For those continuing to study the same learning aim (2nd year of a continuous programme of study) in their subsequent academic year a new signed self-declaration is not required, neither is the requirement to see updated benefit evidence for fee remission purposes – the status applied at the start of the learning aim will continue.

Acceptable evidence for fee remission:

- Evidence of receipt of universal credit, either online statement or bank statement
- Benefit letter must evidence the learner is receipt of benefit at point of enrolment
- ESA, JSA, income support, universal credit letter dated within the last 3 months
- PIP, and DLA letter (issued yearly)
- Council tax or housing benefit award notice/ bill for 18/19.
- Tax credit award notice for 18/19 to include all pages – for dependents and ESOL students only.

25. College discretionary learner fund support

The college operates a hardship scheme as part of its Discretionary learner support fund, which is in place to support financially vulnerable Co funded students (those that do not meet general fee remission categories). Students must apply for this fund through the general student finance application route. If eligible the fund will support 100% of the fees.

26. Appendix 2

Paying by instalments for Further Education courses

NB: Instalments are not available for international students on international courses.

HE instalment arrangements can be found in section 16 of this policy

Instalments can be arranged on full time or part time courses and allow students to spread out the costs of course fees.

The first instalment payment must be made at the point of enrolment. The remaining payments will be arranged in line with a choice of monthly salary payment dates 6th & 28th of each month (in line with general monthly salary payment dates). Once agreed these payment dates cannot be changed unless in exceptional circumstances and via letter or email of appeal to Finance team.

If a course costs more than £500 and 10 weeks or more in duration an instalment plan of up to 6 months is available, but this must not exceed the duration of the course.

If the course costs less than £500, but more than £200, and longer than 10 weeks in duration an instalment plan of up to four months is available, but this must not exceed the duration of the course.

The student must complete a direct debit mandate at the time of enrolment for all instalment plans. If a direct debit instalment defaults then the debt immediately becomes liable in full from the student. Any student that is in financial hardship should contact the college as soon as possible so that any support the college may be able to provide through its discretionary learner support fund can be explored.

27. Advanced Learner Loans

A 19+ year old student studying a level 3 or above qualification, where they are not eligible for first full level 3 fee remission may be eligible to apply for an Advanced Learner loan to cover the cost of their course fees.

If the student decides to pay some or all of the fees themselves then an instalment plan is available (see instalments section above).

Where a 19+ student has not yet applied for a learning loan or has not yet received confirmation that the loans company will be paying the fee then support will be provided by student services to access the SLC portal and give guidance on the scheme.

If a student has applied for an Advanced Learner Loan, but has not yet received confirmation of the approved loan, then they will be allowed to enrol and commence learning if they set up an instalment plan and make a deposit payment of £250 at the time of enrolment along with an instalment plan and Direct Debit – in line with general FE instalment policy payment dates. The student must then provide the college with the confirmation of the approved loan within two weeks, at which point the deposit will be refunded and the loan arrangements will be set up against the students account. If this is not provided the student will be expected to pay a further £250 at this point and the college will then continue to gather payments by direct debit at the agreed monthly points.

Where a loan is at the status of approved awaiting signature, the student must provide the Loan declaration form to the College before they will be allowed to enrol and attend the course.

28. Withdrawals from further education courses

When a student enrolls onto a full time programme at Nottingham College, they are committing to completing that programme of study. Appropriate advice and guidance will have been provided to the student to enable them to make an appropriate decision to enrol with the college. Further support will be provided by the college to ensure that the student succeeds and completes their chosen course.

The college endeavours to maximise staff utilisation in order for it to operate efficiently and this is achieved by maximising class sizes.

When a student withdraws from one of its courses this puts at risk the college's operating efficiency and as such it is essential that the income generated from a student's place on the course is not lost. Therefore the college will pursue all fees associated with that student where possible.

Therefore, if a student withdraws from a course then all outstanding fees will be chased. This may result in the students future credit score being negatively impacted upon, should the fees remain outstanding.

29. Appendix 3

Refunds for FE and HE Courses

Refunds can only be given in the following circumstance:

Course Cancellation: If the College cancels the course, the College will refund the course fee and there will be no administration charge applied.

Costs that have been incurred by the College in enrolling a student, e.g. Examination costs, registration fees and purchased materials cannot be reclaimed by the student, even if they withdraw from the course prior to the start, unless the course is cancelled by the College.

If a student transfers course, the student will need to sign to confirm their transfer. Where there is a subsequent additional cost, a discussion must take place with the student and Nottingham College staff to confirm payment methods. Once this has been confirmed they can be enrolled onto the new course. Where there is a reduction in course costs then a refund of these costs may take place.

30. Instances of Non Payment of fees and debt management

The College is financially vulnerable when students or their sponsors do not pay the full agreed fee in the timescale expected. Potential students are advised that the College actively pursues all outstanding accounts and, in certain cases, may decide to use the services of an external debt collection agency.

The principle that the College follows is that all students should pay the amount of fee required through the guidance of the Funding Agency as set down in this Policy.

Students may be removed from the course if they fail to make payment for their course fees. Any further enrolments will be prevented if the learner has a bad debt on their account.

Charges for legal and other costs will be passed on to the learner

If the student does not pay any outstanding fees in the required period the debt will be treated according to the college debt collection procedures. The debt may eventually be

referred to a debt collection agency, and the learner may have College privileges removed such as access to College facilities and barring from examinations.

HE students with outstanding fees will not be permitted to:

- progress to the next stage of their course;
- attend the graduation ceremony;
- receive their award certificate;
- receive their academic transcript or any confirmation of results
- Until all outstanding debts have been cleared in full.

For the avoidance of doubt, terminating study with the College (for whatever reason) does not exempt or release students from their obligation to pay any fees due.