



# **Fees Policy**

**December 2014 (October 2019)**

<b>This policy applies to :</b>	All students
<b>Author/Department:</b>	Director of Finance
<b>Area/Person responsible:</b>	Director of Finance
<b>Date approved:</b>	May 2018
<b>Related Documents/ Policies:</b>	
<b>Date of Next Review:</b>	May 2019

<b>Date of most recent review:</b>	October 2019
<b>Changes made:</b>	Updated sections 1, 2 and appendices A, B,C, D and removed appendix E.

### The Equality Act 2010: The Equality Duty

The College has a duty to consider the needs of all individuals in our day-to-day work – in shaping policy, in delivering services and in relation to our employees. The Equality Duty has three aims, which require the College to have due regard to the need to:

- **Eliminate unlawful discrimination**, harassment, victimisation and any other conduct prohibited by the Act;
- **Advance equality of opportunity** between people who share a protected characteristic and people who do not share it; and
- **Foster good relations** between people who share a protected characteristic and people who do not share it.

<b>Does the policy support the aims of the Equality Duty?</b>	<b>Yes</b>	x	<b>No</b>		<b>N/A</b>	
<b>If no, please state which groups may be affected and complete a full equalities impact assessment</b> (guidance and forms available on the intranet)						
<b>Impact Assessment Reference:</b>						

<b>Initial Impact Assessment Completed</b>	
<b>Review of Policy</b>	

<b>Date</b>	
<b>Date</b>	

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## 1. Introduction

- 1.1 The College upholds the principles of free education for eligible 16-18 year olds. Students who are 19 years on a full time programme progressing internally will also be offered a free place. Part time adult learners eligible for fee remission are defined as those who are 19 or over at the start of the programme of study on a qualification(s) which are eligible to draw down funding from the Greater Manchester Combined Authority (GMCA) or Education & Skills Funding Agency (ESFA) as applicable. Learners may be fully funded (no fees payable by the learner), or co-funded. Where fees are applicable the College will charge the recommended fee percentage designated by the funding bodies subject to market conditions. Charges for full fee courses will be based on market conditions and must yield a positive contribution. For full time and part time Higher Education learners fees are set in liaison with the relevant university partner.

## 2. General Policy Statement

- 2.1. The Principal can waive fees in special circumstances

- 2.2. 16-18 Funded Courses:

- 2.2.1. All full-time students will be asked to make a voluntary contribution of £20 at the start of their programme of study as a part subsidy for the funding of the student council, enrichment activities and administration costs.
- 2.2.2. In most courses the resource costs of will be paid by the College, where this is not the case the cost will be clearly stated in course literature. Course resources can be purchased from the College shop (EQUIP) at competitive prices
- 2.2.3. A charge will be made for enrichment activities and trips and visits on an ad hoc basis
- 2.2.4. Resit exam fees are paid by the student and subject to a 10% admin fee
- 2.2.5. A fulltime fee for a fulltime programme is £4,000 per year, based on 450 - 600 taught hours. Part time fees are calculated as follows: 360 - 499 hours = £2,700; 280 - 359 = £2,133
- 2.2.6. Fees below 279 hours calculated on a case by case basis
- 2.2.7. Fees are based on the equivalent funding available from the ESFA based on the taught hours

- 2.3. Adult Education Funded Courses:

- 2.3.1. As a guiding principle, course costs will be determined on consideration of the following factors, a presumed fee assumption from the funding bodies, local and national priorities, contribution target (minimum 25%) and by taking into account the relevant staffing and resource costs.

- 2.3.2. The College will apply the ESFA and GMCA residency rules to establish entitlement for funding. If a learner is not entitled to a funded place the full course costs would apply. Rights to be in the UK and engage in learning will be verified and students will be required to provide relevant home office documentation.
- 2.3.3. Learners enrolling under one of the 'adult entitlements' will receive tuition and examination fee remission for accredited and adult education budget (GMCA/ESFA) funded courses as per Funding Guidance (FG). See appendix A for adult entitlements/applicable benefits.
- 2.3.4. Full cost recovery courses are run on the basis of a minimum contribution target of 25%. No fee remission can be claimed as it is unfunded provision. Adult full cost recovery courses and relevant fees will be indicated within course publicity.
- 2.3.5. Where a course or project is established by arrangement with a local partner/key stakeholder to meet local or national targets and needs, the fees may vary from the norm or may be waived or alternative funding streams sought. The College will class these courses as 'Special Projects', see appendix A
- 2.3.6. Adult courses may be offered at a comparatively low fee where the College deems it necessary in response to market forces, local economic pressures and demands, to keep in line with other local providers or as a marketing activity, but ultimately must yield a positive contribution.
- 2.3.7. The College may be able to offer financial support towards the costs of travel, childcare and resource costs, subject to external funding. Details of current scheme are shown in appendix B.
- 2.3.8. Current fees for adult courses are published in the Adult Course Guide and up to date fee information can be found on the College website. Fees and charges are subject to change.
- 2.3.9. For adult education courses learners may withdraw and obtain a full refund less a 5% administration fee if they withdraw within the first two weeks.

#### 2.4. Higher Education funded courses:

- 2.4.1. Fee arrangements and issues of eligibility for HE programmes are set and assessed in liaison with the university partner. See appendix C.
- 2.4.2. The College will issue details of financial support available to HE applicants and where to seek further advice, such as the details of the Student Loan Company and university advisory services.
- 2.4.3. Students will be directed as to which institution will seek payments - the College or the University. If a HE student is seeking a tuition fee loan, this will be paid directly to the university on the student's behalf.
- 2.4.4. In circumstances where a HE student wishes to withdraw, the following applies:
- 2.4.5. If a student does not commence a programme of study or withdraws or intermits within the first two weeks, including induction week, of the published start date of their award, they will be normally entitled to receive a refund of the whole of the tuition fees paid by them less any deposit paid by them.
- 2.4.6. HE students who withdraw from their programme of study or intermit after the first two weeks, even if they have not taken the opportunity to attend, will normally receive a refund based on the table below:

Date of withdrawal	Fee Liability
Before 6 January 2020	No more than 25% of the full tuition fee
On or after 6 January 2020 and before 20 April 2020	50% of the full tuition fee
On or after 20 April 2020	100% of the full tuition fee

- 2.4.7. Continuing students enrolled on Staffordshire University programmes who complete e-enrolment, who subsequently decide not to start the new academic year will be charged 25% of the tuition fee unless they notify the University and the College by 17 September of their decision to withdraw.
- 2.4.8. Guidance on non-payment of fees for post 19 courses is detailed in Appendix D.

### 3. Summary of Policy Actions

- 3.1. This policy will be reviewed annually and approved by Corporation.
- 3.2. This policy and fees will be reviewed termly to ensure that they are competitive and account for market conditions.
- 3.3. The list of adult entitlements (appendix A) applicable for fee remission will be monitored and published termly
- 3.4. The procedures for obtaining financial support will be monitored and published termly (appendix B)
- 3.5. Fees policy for 16-19 year olds will be reviewed and published annually.
- 3.6. Adult and HE course fees are published on the College website and in other marketing publications along with regular fee updates as required.

## Appendix A (v14)

### Higher Education and Adult Education

#### Fees, Charges and Adult Entitlements 2019/20 with effect from 1<sup>st</sup> August 2019



#### Introduction

The current fees are published in the Higher Education & Adult Education Course Guide and on the college website. The website will contain all updated information.\*

\* Learners should contact us for the most up to date information about fees and charges as this is subject to change.

This document outlines a range of 'adult entitlements' currently available.

From the 2019/20 academic year the Greater Manchester Combined Authority (GMCA) will assume responsibility for ensuring high quality adult education is available across the city region. The Greater Manchester's devolved AEB can be used to support new learners resident within Greater Manchester. Continuing learners from 2018/19 will still be funded by the ESFA.

**'Fully funded'** in relation to a course means:

"The fees charged in respect of the course by the person providing it, and such fees in respect of other matters relating to the course (such as undergoing a preliminary assessment or sitting an examination) as may be specified in regulations made by the Secretary of State." (SFA Adult Skills Budget Funding Requirements 2011/12 version 1.1).

1. **Learners aged 16-18 on 31<sup>st</sup> August 2019 are fully funded.**
2. **Learners aged 19 or older on 31<sup>st</sup> August 2019 (Entry to level 2 qualifications).**
- 2a All GMCA residents regardless of age or employment status will be fully funded for their first full level 2 qualification (equivalent to 5 GCSEs at grade C or grade 4 or above).
- 2b Those in receipt of:
  - Jobseeker's Allowance (JSA) including those receiving National Insurance Credits only or
  - Employment and Support Allowance (ESA) and are in the work-related activity group (WRAG) or
  - Universal Credit, and earn either less than 16 times the national minimum wage / national living wage a week, or £338 a month (where the learner is a sole adult in their benefit claim) or £541 a month (learner has a joint benefit claim with their partner) and Jobcentre Plus determine as being in one of the following groups: All Work-Related Requirements Group; Work Preparation Group; Work-Focused Interview Group; They are released on temporary licence, studying outside a prison environment, and not funded through the Offenders' Learning and Skills Service (OLASS), or
  - Council Tax Benefit (not 25% single person's discount), Housing Benefit, Income Support, Working Tax Credit, Pension Credit or Contribution based ESA not in the WRAG (not a dependant) and earn either less than 16 times the national minimum wage / national living wage a week, or £338 a month (where the learner is a sole adult in their benefit claim) or

£541 a month (learner has a joint benefit claim with their partner) and want to be employed or progress into more sustainable employment and the learning is directly relevant to their employment prospects and the local labour market needs or

- Earn less than £17 550 annual gross salary.

are fully funded.

For those learners studying any learning aim up to and including level 2. Evidence of benefits and income or wage slip within 3 months of the resident's learning start date, or a current employment contract which states gross monthly/annual wages and a signed declaration form is required to confirm the learner is undertaking the training with the intention of it supporting them to gain employment or progress into more sustainable employment and the learning is directly relevant to their employment prospects and the local labour market needs.

2c Learners who have not previously attained a GCSE grade A\*-C or grade 4 or higher in English and Maths, for the following qualifications are fully funded:

- GCSE English Language or Maths
- Functional Skills English or Maths from Entry to Level 2 or
- Stepping-stone qualifications in English and Maths approved by the DfE and ESFA.

**3. Learners aged 19-23 on the start date of the course (Entry to level 3 qualifications).**

3a Learners aged 19-23 studying a course up to and including level 1 (excluding English, Maths and ESOL), to support progression to a first full level 2 and /or level 2 for those who already have a full level 2 if they are unemployed, are fully funded.

3b Learners aged 19-23 studying their first full level 2 qualification, equivalent to 5 GCSEs A\*-C or grade 4 or higher are fully funded.

3c Learners aged 19-23 studying their first full level 3 qualification are fully funded.

3d Those in receipt of:

- Jobseeker's Allowance (JSA) including those receiving National Insurance Credits only or
- Employment and Support Allowance (ESA) and are in the work-related activity group (WRAG) or
- Universal Credit, and earn either less than 16 times the national minimum wage / national living wage a week, or £338 a month (where the learner is a sole adult in their benefit claim) or £541 a month (learner has a joint benefit claim with their partner) and Jobcentre Plus determine as being in one of the following groups: All Work-Related Requirements Group; Work Preparation Group; Work-Focused Interview Group; They are released on temporary licence, studying outside a prison environment, and not funded through the Offenders' Learning and Skills Service (OLASS), or
- Council Tax Benefit (not 25% single person's discount), Housing Benefit, Income Support, Working Tax Credit, Pension Credit or Contribution based ESA not in the WRAG (not a dependant) and earn either less than 16 times the national minimum wage / national living wage a week, or £338 a month (where the learner is a sole adult in their benefit claim) or £541 a month (learner has a joint benefit claim with their partner) and want to be employed

or progress into more sustainable employment and the learning is directly relevant to their employment prospects and the local labour market needs or

- Earn less than £17 550 annual gross salary.

are fully funded.

For those learners studying any learning aim up to and including level 2. Evidence of benefits and income or wage slip within 3 months of the resident's learning start date, or a current employment contract which states gross monthly/annual wages and a signed declaration form is required to confirm the learner is undertaking the training with the intention of it supporting them to gain employment or progress into more sustainable employment and the learning is directly relevant to their employment prospects and the local labour market needs.

- 3e Learners who have already achieved a full Level 2 or above, who are employed, will be co-funded (except where the low wage flexibility above may apply).
4. **Learners aged 19+ and enrolling on a level 3 qualification, if it is not their first full level 3 qualification**, can apply for an Advanced Learner Loan from Student Finance England. A Funding and Information letter will need to be completed.
5. Special Projects – there are some programmes as planned during the year aimed at some learners which the college will fully support and will make no charge to the learner. Learners must still fit into and follow a category.
6. Asylum Seekers and Refugees are eligible for funding subject to the necessary evidence being produced and can fall into the above categories (e.g. if they receive the equivalent of income based benefits).
7. Learners on a low income can apply for financial assistance from the Discretionary Learner Support Fund and their case will be assessed (see Appendix B).
8. For Higher Education students financial support may be available through Student Finance England – see [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance) for full details or call 0845 300 5090.
9. For adult education courses, fees are due at point of enrolment or as agreed at point of enrolment (eg. staged payments if over £1000). Fees must be paid on agreed dates. Learners who have not paid any fees due within six weeks of agreed dates will be asked to leave the course.
10. For adult education courses, learners may withdraw and obtain a full refund less a 5% administration fee if they withdraw within the first two weeks.



## Eligibility for Fee Remission

**Evidence of benefits and income required and a signed declaration form to confirm.**

<b>Benefit</b>	<b>Tuition fee and exam/registration fee remission for accredited courses only</b>	<b>Evidence to be provided by learner (recent dated evidence required)</b>	<b>Notes</b>
<p>Job Seekers Allowance- (JSA)</p> <p>Also including receiving National Insurance Credits only.</p>	<p>Yes</p>	<p>Referral letter by Job Centre Plus where they are mandated to training. Those learners who self-refer or are not mandated will be able to ask for a 'Proof of Benefit letter' from the Benefit Enquiry Line* as evidence.</p> <p>Benefit notification dated within the last 6 weeks.</p>	<p>Where the claim is joint then both individuals are eligible for fee remission.</p> <p>Where an individual is a dependent of a claimant in receipt of JSA or ESA (but not part of a joint claim or claiming themselves) they are not automatically eligible for full fee remission but they may be eligible under other criteria.</p>
<p>Employment and Support Allowance (ESA) in the Work Related Activity Group only</p>	<p>Yes</p>	<p>Referral letter by Job Centre Plus where they are mandated to training. Those learners who self-refer or are not mandated will be able to ask for a 'Proof of Benefit letter' from the Benefit Enquiry Line* as evidence.</p> <p>In addition to the 'Proof of Benefit letter' those on ESA may also be in receipt of a 'Work Capability Assessment' indicating that they are in the Work Related Activity Group.</p> <p>Benefit notification dated within the last 6 weeks.</p>	<p>Where an individual is a dependent of a claimant in receipt of JSA or ESA (but not part of a joint claim or claiming themselves) they are not automatically eligible for full fee remission but they may be eligible under other criteria.</p>
<p>Universal Credit</p>	<p>Yes</p>	<p>Universal Credit, and earn either less than 16 times the national minimum wage / national living wage a week, or £338 a month (where the learner is a sole adult in their benefit claim) or £541 a month (learner has a joint benefit claim with their partner) and Jobcentre Plus determine as being in one of the following groups: All Work-Related Requirements Group; Work Preparation Group; Work-Focused Interview Group; They are released on temporary licence, studying outside a prison environment, and not funded through the Offenders' Learning and Skills Service (OLASS),</p> <p>Benefit notification dated within the last 6 weeks or print out of their Universal Credit online account.</p> <p>Referral letter by Job Centre Plus where they are mandated to undertake skills training or are not mandated (required) to undertake skills training.</p> <p>Proof of income required - P60 or wage slip if not on letter.</p>	

Council Tax Benefit (not 25% single persons discount)	Yes	Award notices  <b>AND</b>  Learner earns less than 16 times the national minimum wage / national living wage a week, or £338 a month (where the learner is a sole adult in their benefit claim) or £541 a month (learner has a joint benefit claim with their partner).  <b>AND</b>  Learner wants to be employed or progress into more sustainable employment and the learning is directly relevant to my employment prospects and the local labour market needs.  Benefit notification dated within the last 6 weeks and named on the benefit notification (and not a dependant). Proof of income required - P60, Tax Credits letter or wage slip.
Housing Benefit		
Income Support (under 60's)		
Working Tax Credit		
Pension Credit (over 60's)- Guaranteed Credit only (not savings credit)		
Contribution Based Employment and Support Allowance (ESA) not in the Work Related Activity Group.		
Earn less than £17 550 annual gross salary	Yes	Proof of income required – copy of wage slip (within 3 months of the learning start date) or a current employment contract which states gross monthly/annual wages.
Child Tax Credit (on its own)	No	

Learners can call 0845 6043719 to arrange for confirmation of benefits to be delivered to their home address.

**\* National Minimum Wage (under 25)**

Apprentice (16 x £3.90 = £62.40)\*\*

16 - 17 (16 x £4.35 = £69.60)

18 – 20 (16 x £6.15 = £98.40)

21 – 24 (16 x £7.70 = £123.20)

\*\* under 19 or 19 and over who are in the first year of apprenticeship

**National Living Wage (over 25)**

25+ (16 x £8.21 = £131.36)

The learners below can fall into all funding categories

<b>Evidence to be provided by learner</b> (recent dated evidence required)	
Asylum Seekers	To have been legally in the UK while their claim is being considered by the home office for longer than 6 months and no decision has been made <u>or</u> they are in the care of the local authority and are receiving local authority support. Application Registration Card (ARC) which is issued on or close to the date of their asylum claim plus a recent (that is less than 1 month old) copy of a person's post office receipt of Asylum Support (AS) assistance is required.
Refugees	Home office documentation that outlines their status e.g. refugee status, humanitarian protection, discretionary leave or exceptional leave to enter or remain in the UK. (includes husband, wife, civil partner and children are eligible for funding).

**Eligibility for funding (subject to review)**

**Countries or areas where residency establishes eligibility for funding:**

- Member states of the European Union

A list of member states can be found on the EU website.

**Other territories are categorised as being within the European Union for the purposes of the fees regulations; these are:**

- Cyprus: any Cypriot national living on any part of the island qualifies for EU residency and is considered an EU national
- Finland: includes the Aland Islands
- France: the French Overseas Department (DOMS) (Guadeloupe, Martinique, French Guiana (Guyana), Reunion and Saint-Pierre et Miquelon) is part of metropolitan France and is part of the EU
- Germany: includes the former German Democratic Republic and the tax-free port of Heligoland
- Portugal: Madeira and the Azores are part of the EU; Macau is not
- Spain: the Balearic Islands, the Canary Islands, Ceuta and Melilla are part of the EU
- United Kingdom: Gibraltar is part of the territory of the EU

To note: The Channel Islands and Isle of Man are part of the United Kingdom and Islands but not part of the EU and Andorra, Monaco, San Marino and the Vatican are not part of the EU.

**EEA and eligible overseas dependent territories**

For funding eligibility purposes, this is defined as all member states of the EU and Iceland, Liechtenstein, Switzerland, Norway and all the eligible British Overseas Territories and EU overseas territories listed below. Although Switzerland is not part of the formally recognised EEA, its nationals are eligible under various international treaties signed by the UK and Swiss governments.

**Residents who are nationals of certain British Overseas Territories and of certain European overseas territories are eligible for funding, depending on the three-year rule on residence in the EEA. These are as follows:**

Anguilla; Bermuda; British Antarctic Territory; British Indian Ocean Territory; British Virgin Islands; Cayman Islands; Falkland Islands; Henderson Island; Montserrat; Pitcairn, Ducie and Oeno Islands; South Georgia and the South Sandwich Isles; St Helena and its dependencies; Turks and Caicos Islands; Greenland and Faroe Isles; Antilles (Bonaire, Curacao, Saba, St Eustatius and St Maarten) Aruba ;New Caledonia and its dependencies; French Polynesia; Saint Barthélemy; The Territory of Wallis and Futuna Islands; Mayotte; French Southern and Antarctic Territories.

## **Appendix B**

### **Procedure and Guidance for students age 19 plus applying for financial support**

#### **Adult Education Discretionary Learner Support Fund (DLS)**

##### **Introduction**

The above fund exists to enable students who have been identified as experiencing the greatest need for financial support to remain in education and thereby improve their choices in life.

We recognise that education brings with it a financial burden and for this reason we are likely to receive many more applications than we can approve. We are committed to assessing all applications received in a fair, consistent and objective manner.

As students can apply at any point in the year, we may find the available funds are fully utilised during the year and be unable to consider any further applications from that point. Please note that this source of support is limited.

##### **Eligibility and Criteria**

To be eligible for financial assistance learners must: (1) be an enrolled student as defined by the college; (2) have been 'ordinarily resident' in the British Isles or European Economic Area (EEA) for purposes other than education for the last three years, and students must satisfy the residency criterion. This means having a British or Northern Ireland passport, or

- ◆ Having your passport endorsed to show you have the right of abode in the UK
- ◆ Having 'settled status' in the UK.

This guide seeks to outline the eligibility criteria for the Adult Education Discretionary Learner Support Fund and how to apply.

DLS is aimed at supporting learners with a specific financial hardship that prevents them from taking part in learning. The specific financial hardship categories are:

- 19 and over in financial hardship
- 20 or over with childcare issues
- Residential Access Fund

Learners who are eligible for the fund will not automatically be entitled to it.

##### **Eligibility for DLS**

You must meet all the usual eligibility criteria for GMCA/ESFA funding for your main programme of study. This will be assessed at enrolment. If you are eligible to be funded for your programme of study by the GMCA/ESFA, then you are eligible to apply for DLS. Please seek advice if you are unsure.

- If you are being "fully funded" by the GMCA/ESFA for your programme of study, you may only apply to DLS for support with childcare issues (if you are 20 plus), transport or Residential Access Fund.

- Learners who are paying something for their programme of study and are part funded by GMCA/ESFA may apply under any of the three categories, 19 and over in financial hardship, 20 or over with childcare issues, Residential Access Fund.

Learners whose needs would be better supported with the provision of learning support rather than DLS will be advised accordingly.

### Income thresholds for eligibility

You can apply to the DLS if you, your parent/carer (if you are living at home) or your spouse/partner are receiving “out of work” income based benefits or have a low income. Please see below for income thresholds.

You can apply to the DLS if your household income does not exceed £26,000. For a household with more than one dependent child, the income threshold is £30,000.

Reasons for which you can apply for DLS:

<b>19+ Hardship</b>	<p>Please note, depending on your application, if successful you may be offered items, services or money to enable you to take part in learning. The most suitable means of support will be assessed and discussed with you. Any award made will normally be a contribution towards total costs, not payment in full.</p> <p>You must attach proof of household income/income based benefits to your application as well as indicate</p>
<ul style="list-style-type: none"> <li>• Course related costs e.g. trips, books, equipment</li> </ul>	
<ul style="list-style-type: none"> <li>• Transport</li> </ul>	
<ul style="list-style-type: none"> <li>• Exam fees or registration fees</li> </ul>	
<b>20+ Childcare</b>	
<p>Conditions on your childcare payments apply:</p> <ul style="list-style-type: none"> <li>• This fund can only be used for a childminder, provider or agency that is OFSTED registered.</li> <li>• The agreement or contract for the services of childcare is between you and the provider not the provider and the college.</li> <li>• You are expected to use your child/children's entitlement to nursery education funding for each day they are receiving funding for childcare costs from the college.</li> <li>• You must maintain an overall attendance of 90%. This will be checked as and when the childcare invoice is received.</li> <li>• Payments are made to your childcare provider by the college in arrears.</li> <li>• Assistance with childcare is available for term-time only and for the time you attend your timetabled classes at college, for the duration of your course. Therefore, over half term, Christmas and Easter breaks the DLS fund will not pay for your child's place.</li> <li>• If you withdraw from your course, you will be responsible for any costs to cover the period of notice needed by the childcare provider if applicable.</li> <li>• Where you continue to use childcare provision after completing your course, you will be liable for all childcare costs.</li> </ul>	
<b>Residential Access Fund</b>	
<ul style="list-style-type: none"> <li>• Currently the college does not offer programmes with a residential element.</li> </ul>	

<b>Other</b>	your reason (s) for applying.
<ul style="list-style-type: none"> <li>You may indicate a need not outlined above</li> </ul>	<p>The outcome of your assessment for DLS will be recoded on a learning agreement for you to sign.</p>

### **Application Forms**

Forms can be requested from Higher and Adult Education Admissions. Please contact [ljp@asfc.ac.uk](mailto:ljp@asfc.ac.uk) or call 0161 6668215. The form can also be downloaded from the College website. We cannot accept on-line applications. Applications must be submitted by paper and must be accompanied by supplementary evidence, as requested.

### **Incomplete Applications**

Please ensure that your completed application form is submitted with the supporting evidence we have requested. We cannot process your application without the evidence required and this will almost certainly lead to delays in assessment. No back payments will be made.

### **Payments or other support**

If your DLS application is successful, you will be notified of the outcome and the support you are to receive and by what means. Awards are dependent upon full attendance. The College can also stop payments if you do not adhere to the conditions of your Learning Agreement.

### **Agreement**

You will be asked to sign a learning agreement which indicates you are to receive DLS.

### **Appeals**

If you believe that the decision regarding your DLS application is incorrect, you should put in a Letter of Appeal to the Senior Admissions Officer at the College address. You will receive a decision on your appeal within two weeks of our receipt of the appeal. If you are still unhappy with the decision, you should use the College's usual Complaints Procedure.

### **Future changes**

This policy and procedure will be updated in accordance with funding body guidance.

**APPLICATION FOR SUPPORT FROM THE  
DISCRETIONARY LEARNER SUPPORT FUND 19/20  
PART-TIME STUDENT**

Please read the information on this page carefully. If you do not understand any of the points, please ask the Senior Admissions Officer. Learner Support Funds are used to assist students who may have difficulties in completing their course because of financial considerations.

To be eligible for financial assistance from the Learner Support Fund you must: (1) be an enrolled student as defined by the college; (2) have been 'ordinarily resident' in the British Isles or European Economic Area (EEA/EU) for purposes other than education for the last three years.

Please remember that each application is judged on the basis of 'relative financial need' and that not all applications will be successful.

Your completed application form should be delivered to the Senior Admissions Officer, Higher and Adult Education, as soon as possible, as funds are limited and will be distributed on a first come first served basis.

<b>To qualify for the Discretionary Learner Support fund you will need to meet one of the following criteria</b>	Tick
19 and over in financial hardship –for course related costs such as trips, books, equipment, transport, exam fees and registration fees.	
20 or over with childcare issues Conditions on your childcare payments apply: <ul style="list-style-type: none"> <li>• This fund can only be used for a childminder, provider or agency that is OFSTED registered.</li> <li>• The agreement or contract for the services of childcare is between you and the provider not the provider and the college.</li> <li>• You are expected to use your child/children's entitlement to nursery education funding for each day they are receiving funding for childcare costs from the college.</li> <li>• You must maintain an overall attendance of 90%. This will be checked as and when the childcare invoice is received.</li> <li>• Payments are made to your childcare provider by the college in arrears.</li> <li>• Assistance with childcare is available for term-time only and for the time you attend your timetabled classes at college, for the duration of your course. Therefore, over half term, Christmas and Easter breaks the DLS fund will not pay for your child's place.</li> <li>• If you withdraw from your course, you will be responsible for any costs to cover the period of notice needed by the childcare provider if applicable.</li> <li>• Where you continue to use childcare provision after completing your course, you will be liable for all childcare costs.</li> </ul>	
Residential Access Fund	N/A
Other need not outlined above	

\*If you are being 'Fully Funded' by the ESFA/GMCA for your programme of study you may apply to DLS for support with childcare (if you are 20 plus), transport and residential costs only.

<b>You will also need to meet the criteria below</b>	Tick
You, your parent/carer (if you are living at home) or your spouse/partner are receiving 'out of work' income based benefits or have a low income <b>and</b>	
Your household income does not exceed £26, 000 <b>or</b>	
For a household with more than one dependent child, the income threshold is £30,000	

**Please note: you will need to provide evidence that you fall into the above categories, so attach copies of any relevant documentation (household income, income based benefit letters).**

<p>Please give your reason/s for applying for support below:          (Please attach any relevant documentation e.g. childcare invoice, transport costs)          Course related costs – trips, books, equipment              - transport              - exam fees or registration fees              - 20 + childcare              - other need</p>
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**Please complete all the details required, in full. If you do not provide the information requested, your application will not be considered.**

Title:	Forenames:	Surname:
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Address:
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Postcode:	Daytime telephone number:	Evening telephone number:
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Date of Birth:	Age at 31/08/19:
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Course(s) you are enrolled on at the college:
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Tutor:	Timetabled hours each week:
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Please indicate if you have already received an award from the Discretionary Learner Support Fund during this academic year 2019/20?	
Yes	No

If yes, what amount(s) have you received?	£
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<p>By signing this form you are agreeing to the following:</p> <ul style="list-style-type: none"> <li>• <b>If I leave before the completion of the course I understand I may have to repay some or all of any award issued up to that date.</b></li> <li>• <b>If my attendance proves to be unsatisfactory I understand any award made could be withheld.</b></li> <li>• <b>I am not already receiving help with travel or childcare costs (if applicable to claim) from JobCentre Plus or a Work Programme provider in connection with pre-employment training.</b></li> <li>• <b>I will disclose the amount received to the Department for Work and Pensions (DWP) if applicable. (Please note: DLS payments may affect your eligibility to some benefits).</b></li> <li>• <b>I certify that the information I have provided above is correct.</b></li> <li>• <b>I agree to sign a Learning Agreement recording the outcome of my DLS Fund assessment.</b></li> </ul>
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Signed: (student)	Date:
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Outcome Approved or rejected?	First stage approval: <b>Assistant Principal - Higher and Adult Education &amp; Practitioner Research Lead</b>  Date:	Final approval: Director of Finance  Date:
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Rate/amount awarded and payment details:
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## Appendix C

### Higher Education Fees

#### 2019/2020 and 2020/2021 Fees

<b>Course</b>	<b>Mode of study</b>	<b>Duration</b>	<b>Annual Fee to student 19/20*</b>	<b>Annual Fee to student 20/21*</b>	<b>Awarding Body</b>
Foundation Degree in Education	Part-time fast track	2 years	£4800	£4800	Staffordshire University
Foundation Degree in Early Childhood Studies	Part-time fast track	2 years	£4800	£4800	Staffordshire University
BA (Hons) in Education	Part-time fast track	1 year	£4800	£4800	Staffordshire University
BA(Hons) Education Studies	Full-time	3 years	£5950	£7500	Staffordshire University
BA (Hons) in Early Childhood Studies	Part-time fast track	1 year	£4800	£4800	Staffordshire University
Certificate in Education (PCET)	Full-time	1 year	£5950	£5950	Staffordshire University
and PGCE (PCET)	Part-time	2 years	£2400	£2400	Staffordshire University
Foundation Year Health & Social Care (leading to BSc Health Programme or professional routes).	Full-time	1 year	£5950	£5950	Staffordshire University
Foundation Degree in Video Content Creation for Social Media	TBC	TBC	TBC	TBC	Staffordshire University
Level 3 and 4 Diploma in Foundation Studies (Art & Design)	Full-time	1 year	16-18 free, 19+ £3600 (Advanced Learner Loan option)	16-18 free, 19+ £3600 (Advanced Learner Loan option)	WJEC
School Direct Initial Teacher Training – Primary & Secondary	TBC	TBC	TBC	TBC	TBC

\*correct at time of going to print

The Adult Education course fees are revised annually in May each year and published in the summer in our Course Guide – University Courses & Adult Education.

For HE courses validated by Staffordshire University, payments will be made to the university by the student loan company on the student's behalf. The university will then pay the College.

For HE programmes if a student does not commence a programme of study or withdraws or intermits within the first **two** weeks, including induction week, of the published start date of their award, they will be normally entitled to receive a refund of the whole of the tuition fees paid by them less any deposit paid by them.

HE students who withdraw from their programme of study or intermit after the first **two** weeks, even if they have not taken the opportunity to attend, will normally receive a refund based on the table below:

Date of withdrawal	Fee Liability
Before 6 January 2020	No more than 25% of the full tuition fee
On or after 6 January 2020 and before 20 April 2020	50% of the full tuition fee
On or after 20 April 2020	100% of the full tuition fee

It is the student's responsibility to formally notify the University or College of their withdrawal at the point at which they leave their course of study. Failure to formally notify the University or the College of their withdrawal will result in their continuing liability for tuition fees until they formally withdraw. Retrospective withdrawals will not be permitted.

Continuing students enrolled on Staffordshire University programmes who complete e-enrolment, who subsequently decide not to start the new academic year will be charged 25% of the tuition fee unless they notify the University by 17 September of their decision to withdraw.

All learners will receive Student Finance England information in the application packs for all the programmes.

On occasions the College offers Level 4/5 courses which sit outside of funding and are not eligible for financial support from the student loan company/SLC. Learners will be made aware of this when it applies.

Students must complete fully, each year's work before progression. Consideration will be given to progression with outstanding work subject to approval from tutors and awarding institutions. In circumstances where progression is agreed to, any additional fees incurred such as late registration fees, must be covered by the individual at an additional cost over and above their course fee.

Students will be required to pay additional fees in the following circumstances:

- In the case of an extended period to use college facilities and receive support leading to re-submission of work beyond the free 'one off' 30 minutes per module- fee of £100 per term.
- When fully re-sitting and attending a module for a second time.
- When re-sitting and attending a module in circumstances where they were unable to do so the first time round.

## Appendix D

### Non-payment of fees for post 19 courses

#### Students paying their own fees

Fees are due at the point of enrolment when students sign the enrolment form and learning agreement unless they are applying for a student loan.

In instances where the course fee is over £1000 (and students are not applying for a loan), it is possible to make arrangements for payment by instalments providing the first instalment is paid at enrolment. This agreement must be made at enrolment.

For courses that last an academic year, payment must be completed within the first 5 months of study. For example, for courses commencing in September, payment must be complete by January – with regular payments made each month. For shorter courses, a pro rata adjustment will be made.

This option does not apply to higher education students or level 3 students who are able to take out loans from Student Finance England to cover their fees.

#### Students applying for an Advanced Learner Loan

Students who opt to apply for an Advanced Learner Loan must add their Customer Reference Number from the Student Loan Company to the confirmation sheet attached to their Learning and Funding letter, or advise the Senior Admissions Officer of this within one week from the start date of their course, at the latest. If not received by this deadline, the College will invoice them for the cost of their course to be paid in instalments over 5 months. Advanced Learner Loan students are liable after the first 2 weeks for the full course fee.

#### Students applying for a Higher Education Loan

For academic year 2019/20 Higher Education students are required to submit a copy of their entitlement letter from Student Finance England to the Senior Admissions Officer by the 15<sup>th</sup> November 2019 deadline. Students unable to present their letter by this date will automatically be expected to pay their fee in full or by 5 instalments on 30/11/19, 31/12/19, 31/1/20, 28/2/20, 31/3/20. The college will make any relevant adjustments/refunds once the student's loan has come through. At all times it is important for students to communicate with the Senior Admissions Officer about their circumstances.

#### Students who have failed to pay

Students who fail to pay for their course in a timely manner or make payments at agreed intervals will be sent a reminder letter (debtor's letter) from the finance department. Please also note that untimely payments can result in students not being entered for exams or forthcoming modules, late exam entry charges or results being withheld for example. For Higher Education students module results will not go forward to Award Boards. Following the reminder letter from the finance department, if the account is not settled by the date indicated, students will be invited to a meeting with the Assistant Principal Higher Education, Adult Education & International when actions will be agreed. Students will subsequently be withdrawn from their programme(s) of study should they not adhere to these actions. They will be notified of this in a letter from the college and the date from which this takes effect.

The college is keen to support students and will make every effort to support students where it is feasible or possible. However, students should give full consideration to whether they can afford the course fees and any related costs of study before they enrol and keep the college informed of any change of circumstances.

### Financial Hardship Funds

In cases of financial hardship, please see Appendix B. However, please note that this does not apply to tuition fees. These sources of support are for students on programme who have paid their tuition fees (or fully funded students) who wish to apply for additional financial support to contribute to costs such as childcare or travel.