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| **Name of Policy:****Fees Policy** |
| **Person responsible for review:** | JDT |
| **Approved by** | LGB |
| **Last approved:** | 19.11.19 |
| **Review Frequency** | Annually |
| **Next Review Date:** | November 2020 |
| **Version** | 1.1 |
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**Fee Policy**

# SCOPE

* 1. This policy statement details how Birkenhead Sixth Form College will apply fees for courses funded by the Education & Skills Funding Agency (ESFA), and those courses that receive no grant funding.
	2. In exceptional circumstances approval may be sought from the Principal to set fees outside the guidance of this policy prior to commencement of the course, or to waive or amend the requirements for individual learner circumstances.

# DISCLAIMER

* 1. The College reserves the right to change or amend, at any time, any of the course details including content, dates, times, venues, fees payable, concessions available, terms or conditions. The College also reserves the right to close or not to start any published course.

# ESFA FEE REMISSION

* 1. ESFA document “Adult Education budget funding and performance management rules 2018 to 2019” sets out the groups of adult students considered to be eligible for full fee remission given enrolment onto eligible qualifications. Related ESFA document “Advice: funding regulations for post-16 provision 2018 to 2019” sets out the current funding regulations for 16-19 year old learners, and those aged 19-24 with an EHC Plan. These documents, and any updates for the following academic years, are referred to as the Funding Rules Document.

# COURSE FEE ELIGIBILITY

* 1. **16 –19 Students:** All students who are aged 16, 17 or 18 on the 31st August in the year of the start of their programme of study and eligible for Education & Skills Funding Agency (ESFA) funding (as defined in the Funding Rules Document) will pay not tuition fees for ESFA funded full and part-time courses. This also applies to those students aged 19-24 with an Education Health Care Plan.
	2. **16-19 Students Not Eligible for Funding:** The College only admits overseas students if they are eligible for ESFA funding.
	3. **Art Foundation Course:** Students who are not fully funded (as determined from the Funding Rules document) are required to pay a fee of £4500. An Advanced Learner Loan may be available.
	4. **Sixth Form programme:** In exceptional circumstance, and where funding is available, the College may accept adult learners onto a Sixth Form programme of study**.** Such students who are 19 or over on the 31st August in the year of the start of their course must be eligible for both adult funding and fee remission as detailed in the Funding Rules document. Tuition fees will be remitted in full for learners entitled to remissions.

# PAYMENT TERMS

* 1. All fees are normally payable at enrolment prior to the start of the course.
	2. Qualifying Adult learners will be able to apply for Advanced Learning Loans (ALL) for approved courses from the Student Loans Company.
	3. Advanced Learning Loans will be paid directly to the College by the Student Loans Company; liability will be incurred after the student has attended their course for 2 weeks and on a monthly basis thereafter.
	4. If the learner decides to apply for a loan, providers must supply information through a Learning and Funding application letter to assist the learner in making the loans application. The Learning and Funding information letter will include the following:
		+ UK Provider Reference Number (UKPRN)
		+ Provider Name and delivery location
		+ Learning aim reference number
		+ Learning aim title
		+ Learning start / planned end date
		+ Fee charged to the learner
		+ Maximum amount of loan available for the learning aim
	5. If a student is loan funded, they must sign an agreement at the time of their enrolment to confirm that if they withdraw from their course of study for any reason after the initial two weeks liability period, they will be liable to pay the balance of the fees for the academic year that is no longer covered by their student loan.