



## 1 Authority & Context

- 1.1 The purpose of this policy is to provide the framework within which Oldham College's fee setting and fee refund processes will be devised and operated. The policy also sets the framework for ensuring that comprehensive guidance and information regarding fees for courses subsidies and potential remission of fees is available and accessible to customers and learners, staff and Governors. This policy has been written in accordance with guidance from the College's funding agencies.
- 1.2 The College reserves the right to cancel any course or change its charging policy where its cost may result in financial loss; cancel any course where there is lack of appropriate resources; and/or refuse entry to a course on any nondiscriminatory grounds.

## 2 Scope

- 2.1 The policy applies to all courses at Oldham College for the academic year 2018/19. Tuition fees are for one academic year only (unless otherwise stated).
- 2.2 The College Fees policy and any subsequent amendments to this policy will require the approval of the Resources Committee. No staff are authorised to give advice that is contrary to this policy – failure of staff to adhere to this policy could result in disciplinary action.
- 2.3 The policy will be reviewed annually and any changes recommended will be referred for approval to the Principalship and then to the Resources Committee.

## 3 Policy Content

- 3.1 The College charges fees for its courses in line with the costs that are incurred in delivering the course, market competition and as directed by the College's funding agencies. The following fees are applicable for the 2018/19 academic year:

- 3.2 School leavers aged 16 – 18 years

No tuition fees are payable by students aged between 16 and 18 on full or part time courses (excluding full cost courses).

- 3.3 Students aged 19-23 studying further education courses

Students aged 19-23 who enrol on their first full Level 2 course - FREE.

Students aged 19-23 who enrol on their first full Level 3 course - FREE.

Students aged 19-23 who are unemployed, in receipt of JSA, ESA, Universal Credit or Income Support and wishing to enter employment – FREE (Up to and including full Level 3 courses).

Students aged 19-23 who work less than 16 hours per week, earn less than £330 a month and are in receipt of JSA, ESA, Universal Credit or Income Support – FREE (Up to and including full Level 3 courses).

### 3.4 Students aged 24+ studying further education courses

Students aged 24+ who are unemployed, in receipt of JSA, ESA, Universal Credit or Income Support and wishing to enter employment – FREE (Up to and including full Level 2 courses).

Students aged 24+ who work less than 16 hours per week, earn less than £330 a month and are in receipt of JSA, ESA, Universal Credit or Income Support – FREE (Up to and including full Level 2 courses).

Fees will only be remitted providing a *Self-Declaration Form for claiming Fee Remission* is signed at enrolment.

Students with remitted fees will be allowed one free exam re-sit but will have to pay the examination fee if they choose to have more than one re-sit.

Adult students studying further education courses who are eligible for co-funding on their course, who are in employment and earning less than £15,736.50 gross per annum – FREE.

### 3.5 Further Education Co-Funded Fees Basis

- Adult Students (those aged 19 and above as at 31/08/18) who are not eligible for fee remission will pay all registration/examination/certification fees but only 50% of the tuition fees.

3.6 Learners aged 19 and above may apply for an Advanced Learning Loan for qualifications from Level 3 up to Level 5 that have been identified as designated for loans– full details of this are available at: <http://www.gov.uk/advanced-learning-loans>

3.7 Any student being supported by an employer or sponsor must provide a letter of authorisation on enrolment.

Learners who do not fall into the above categories are liable to pay fees in accordance with the published fee rates.

## 4 Higher Education

4.1 University Campus Oldham Higher Education Tuition fee for 2018/19 will be £7,500 to £9,000 dependent on course for new students. The fee will remain at £5,995 for returning students, who first enrolled on a continuing course during the academic year 2016/17 or earlier

4.2 For part time courses, the tuition fee will be set as a pro-rata amount of the learning input of the full time courses unless moderated for market conditions.

## 5 Apprenticeships

5.1 For new Apprenticeship starts from May 2017 the College will agree a price with employers for their Apprenticeship delivery. Where an Apprenticeship is not funded from the employer's digital account (non-levy payers, and levy payers with insufficient funds), employers are required by Government to co-invest 10% of the agreed training cost up to the maximum value of the funding band and 100% where this is above the funding band.

The only exceptions to employer co-investment are for:

- English and maths to achieve the required government standard;
- Where the employer qualifies for small employer support;
- For any additional learning support.

## 6 Payment of Fees

- 6.1 All tuition fees become due in full at enrolment, although the College offers terms for payment as listed below to assist as it is recognised that some students may be unable to pay their fees in full at enrolment.

### Employers

- 6.2 Learners whose employers have agreed to pay their fees will be required to produce a letter/purchase order from the employer at the time of enrolment confirming they will cover the full cost of the course. Direct debit instalments are not available to employers paying student fees.

### Higher Education

- 6.3 HE tuition fees are due at the time of enrolment. Students applying for or in receipt of a tuition fee loan must produce evidence of their loan application and approval from the Student Loan Company (SLC) as a result of which the College will receive payments directly from the SLC. Where there is a difference in the amount received from the SLC and the fees for the course the students will be expected to pay the difference on enrolment.
- 6.4 Students enrolling for Higher Education courses will be required to sign a liability form on enrolment which will confirm that the student understands the course fees that are payable and will be liable for payments should any sponsor or the Student Loan Company fail to make full payment for their course fees.
- 6.5 Students are eligible to pay the fees themselves and if doing so must pay a 1/6<sup>th</sup> of the total fee as a deposit on enrolment and complete a direct debit mandate. Alternatively students should provide the UCO Admissions Team with evidence that their fees (in part or in full) will be paid by a sponsor recognised by UCO as reasonably acceptable (for example, an employer). Where the sponsor is deemed to be 'not acceptable' the student will be required to act as guarantor and pay their fees to UCO. On receipt of payment from the sponsor, the student will be reimbursed.
- 6.6 Failure of the student to provide proof of sponsorship (for example the Student Loan Company or an employer) or pay a minimum deposit of 1/6<sup>th</sup> of the total fee at enrolment will result in the student being denied the ability to enrol until such time that it can be provided to UCO.

### Advanced Learner Loan

- 6.7 Students who have applied for an Advanced Learning Loan must provide evidence at enrolment that their fees will be paid by the Student Loan Company. Failure to provide this will result in the fees being paid by the learner and a minimum deposit of a 1/6<sup>th</sup> of the total fee being payable at enrolment, until such evidence can be presented.

### Unpaid fees – sanctions that may be applied for any student

- 6.8 For any student who has not paid their fees in full by the end of the academic year or the end of their course (whichever is the earlier) the College reserves the right to:
- Not mark Assessed work
  - Not issue References for employment beyond confirmation of dates and courses attended

- Deny progression on to the next year of study or enrolment on another course at the college
- Refer the debt to the debt collection agency for recovery or through the legal system – this could lead to financial judgements against the student if nonpayment persists.

## 7 Payment by Instalment

7.1 The College offers payment by instalment for fees in accordance with the table below for fees that exceed £200 (annual charge including any other associated costs of the course). This option is available to individual students only, not sponsors or any third party paying on behalf of the student.

Students enrolling on courses and opting to pay by instalment will be required to sign a liability form on enrolment which will confirm that the student understands the course fees that are payable and will be liable for payments should they cancel or revoke a direct debit or any sponsor or the Student Loan Company fail to make full payment for their course fees.

7.2 In order for the instalment option to be available the student must complete a direct debit mandate at the time of enrolment:

Course Fees	Minimum Deposit	Number of further Instalments
£199 and under	No Instalments available	
Over £200	1/6 <sup>th</sup> of the course fee	5

7.3 The number of instalments is in addition to the deposit.

- The number of monthly instalments will not exceed the length of the course.
- Students may opt for their instalment deductions to be made on either the 1st or 15th of each month.
- Adult full time students who progress internally within the College have the option to pay by instalments that commence in September 2018 but must pay a deposit at enrolment.
- The College reserves the right if it is unable to collect an instalment payment from the student's bank account on more than one occasion, to ask the student to leave the course. The student will remain liable for payment of any outstanding fees.

## 8 Refunds

8.1 The College does not offer refunds to students unless it is unable to deliver or has to cancel the course due to lack of numbers making the course financially unviable or potentially other operational issues. In such an instance a full refund of any monies paid will be returned to the student or sponsor or an alternative date or time of the course may be offered.

8.2 Where a student withdraws from the course a refund of the fees will not normally be made unless their application to withdraw has been as a direct result of the failure of the College to deliver what could have been reasonably expected. In such instances the Quality department would also consider the circumstances of the withdrawal under the College's complaints procedure.

8.3 The College may, in very exceptional circumstances, consider a fee refund if there are personal extenuating circumstances. For this to be considered an email giving full details should be sent to [creditcontrol@oldham.ac.uk](mailto:creditcontrol@oldham.ac.uk) which will be administered by the finance team with the final decision to be made by the Director of Finance. The student will be notified in writing of the decision which will be final.

8.4 HE Students who are required to pay tuition fees and withdraw from or suspend their studies during the year will be charged a proportion of the fee for their course as set out below. For starters at other times of the year the fee will be adjusted accordingly. For Home and EU students leaving in:

**First Month – no charge**

**Term 1 – 25% charge**

**Term 2 – 50% charge**

**Term 3 – 100% charge**

Where the student is due a bursary or other payment from the College the College reserves the right to make deductions from such payments for any outstanding fees that may be due to the College.

8.5 Students in receipt of an Advanced Learning Loan who withdraw become liable for the fees at the point of withdrawal – in normal circumstances this amount will be fully paid by the SLC on the students behalf but should there be any instance where the SLC claw back the student funding the College reserves the right to collect the outstanding debt from the student.

8.6 Full Details for refunds are shown in the Refund and Compensation Policy.

## 9 Accountabilities

The Director of Finance is the senior manager with lead responsibility for the implementation and operation of the fees policy.

## 10 Associated Documentation

## 11 Related Policies and Procedures

Refund and Compensation Policy  
HE Student Protection Plan  
Complaints Handling procedure

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### Change History Record

Issue	Description	Approval (author signature)	Date of Issue
Draft 1	New Fees Policy 18-19	Rebecca Johnson	21.05.18
Version 1	Approved by Governors with one amendment: 3.4 – last sentence added regarding free of charge for employed adults earning less than £15,735.50 gross per annum	Nick Middleton	09.07.18