



Tuition Fees Policy 2023 - 2024

Equality Impact Assessment: Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

1. POLICY STATEMENT

- 1.1 Askham Bryan College is committed to a framework for setting tuition fees which is fair, equitable and clear.

2. PURPOSE

- 2.1 The purpose of this policy is to provide a framework within which the College's fee setting processes are devised and operated.
- 2.2 This policy outlines the factors that influence the level of fees and charges made by the College for its education and training services and seeks to ensure that:
- the College's approach to tuition and additional fees is fair, equitable and clear;
 - any barriers to participation presented by tuition fees and associated charges are mitigated by providing flexible payment options and/or by assisting students to access appropriate financial support; and
 - all obligations in respect of payment of fees are clearly shown.
- 2.3 The policy also sets a framework for ensuring that comprehensive information and guidance regarding fees is available and accessible to prospective students, staff and Governors. The College's Tuition Fees Policy and any subsequent amendments to this policy will require approval of the Governing Body.

3. PRINCIPLES

- 3.1 The College's approach to setting tuition fees and associated charges is reviewed on an annual basis. Such review will take account of any changes to the government funding policies, changes in the College's costs in providing programmes and market conditions, as appropriate. Any changes recommended will be referred for approval to

Version: June 2023	Next Review: March 2024	Author: Head of Finance	SLT Owner: Chief Finance Officer
--------------------	-------------------------	-------------------------	----------------------------------

TUITION FEES POLICY 2023 - 2024

the Governing Body.

- 3.2 In setting fees for courses, the College considers a broad range of factors, body registration and examination fees. Commercial fees will be based on market prices, financial viability and demand.
- 3.3 The College reserves the right, once fees are agreed, to be flexible in discounting in order to be able to tactically respond to demand and changes in market opportunities. The College will not make in year changes to increase course fees once a student enrolls for that year's course.
- 3.4 The College reserves the right to cancel any course or change the fee rate where the costs of delivery may result in financial loss and, or, cancel any course that is not financially viable due to lack of students enrolling.
- 3.5 The College will apply the latest ESFA funding guidelines. Where links in the policy refer to 22-23 or earlier, regulations which are subsequently superseded, then the updated regulations will take effect including, but not limited to, published guidance from funding and relevant regulatory bodies, the cost of awarding body registration and examination fees. Commercial fees will be based on market prices, financial viability and demand.

4. RESIDENCY AND ELIGIBILITY RULES

- 4.1 Each funding body sets their own residency and eligibility rules and it is the College's responsibility to assess a student's status in accordance with the appropriate rules and record the outcome of the assessment.
- 4.2 Individuals will only be eligible for funding if they meet the criteria set out by the funding body.
- 4.3 Where a student does not meet the residency or eligibility criteria for funding eligibility, they usually will be required to pay the full unfunded fee for their course.

5. FURTHER EDUCATION COURSES

- 5.1 The College will follow the ESFA funding guidelines available on the Gov.uk website. ESFA funding agreements for young people aged 16 to 19 rules and those aged 19 to 24 with an Education Health and Care Plan (EHCP)

<https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision>

Adult education funding rates:

[Adult education budget \(AEB\): funding rates and formula 2022 to 2023 - GOV.UK \(www.gov.uk\)](#)

Version: June 2023	Next Review: March 2024	Author: Head of Finance	SLT Owner: Chief Finance Officer
--------------------	-------------------------	-------------------------	----------------------------------

TUITION FEES POLICY 2023 - 2024

5.2 Tuition fees vary according to a student's age, level of study, qualifications on entry, type of programme being studied, home postcode and where and how the course is delivered.

5.3 Fee Remission

The College will apply fee remission as outlined in the latest version of the ESFA funding rules. Students should contact the College prior to enrolment to ensure there has been no change to the fee remission categories listed below.

Students aged 16-18 (as at 31 August)

Students aged 16-18 (excluding apprentices) who meet the following criteria will not be charged a tuition fee:

All full-time further education course tuition fees are free for UK residents who are between 16 and 18.

Continuing students who are over 18 and began a Further Education (FE) course before the age of 19 will normally have their fees waived. However, any start of a new learning aim is subject to fees.

Students aged 19+ (as at 31 August)

Students aged 19+ (excluding apprentices) who meet the following criteria will not be charged a tuition fee:

Students aged 19-23 with an Education, Health and Care plan eligible for Education and Skills Funding Agency (ESFA) funding and not studying at any other institution, or undertaking an apprenticeship at any other institution.

Students aged 19+ studying Basic English and Maths qualifications which are classified as legal entitlements by the ESFA (i.e. Functional Skills). This is on condition that the qualification being studied is at a level higher than previously obtained with either the college or any other institution, regardless of awarding organisation.

Students aged 19+ who do not hold a GCSE at Grade C/Grade 4 or above in Maths and English Language and are studying GCSE English and Maths. This is on the understanding that the student is enrolling to undertake and participate in a full course of learning and not just re-taking the examination. If a GCSE Grade C (4) in English or Maths has previously been achieved and then there is no funding available, regardless of employment status.

Students aged 19-23 or over, studying at Level 1 and below, and are unemployed, or employed and earn a low income as defined by the ESFA (£17,374.50 per annum for

Version: June 2023	Next Review: March 2024	Author: Head of Finance	SLT Owner: Chief Finance Officer
--------------------	-------------------------	-------------------------	----------------------------------

21/22).

Students aged 24+ studying at Level 2 and below, and are unemployed or employed and earn a low income as defined by the ESFA (£17,374.50 per annum for 21/22).

Students aged 19-23 studying a level 2 or 3 qualification which has been classified by the ESFA as a legal entitlement (other than level 3 Access courses) in the classroom; or progressing to a level 2 qualification via entry or Level 1 courses.

Students aged 19-23 undertaking a level 2 course and not already holding a level 2 qualification. The qualification must be classified as a legal entitlement in order to qualify for funding and fee remission.

Students aged 19-24 with a learning difficulty or disability whose place in college has been commissioned as a 'High Needs' placement by the Local Authority.

Benefits eligible for fee remission are:

- Income based Job Seekers Allowance
- Employment Support Allowance
- Universal Credit
- Income Support
- Housing Benefit
- Council Tax Benefit (not the Single Person Discount)
- Pension Guarantee Credit
- Disability Living Allowance/Personal Independence Payment
- If you are a joint claimant of one of the above benefits
- Dependent of individuals in receipt of the above (up to the age of 20)
- Asylum Seekers on means tested benefits (Aspen Card)
- If you are unemployed and a dependent of a claimant on working tax credit

For further information, please refer to the detailed ESFA guidance:

[Adult education budget: funding and performance management rules 2022 to 2023 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/614441/adult-education-budget-funding-and-performance-management-rules-2022-to-2023.pdf)

Fee remission is not available to learners whose home address post code (not term-time address) is in one of the new Mayoral Combined Authority areas where the College does not have agreed allocation. The College currently has an allocation with the West Yorkshire Combined Authority

Community Learning Provision

The college engages in community learning provision on behalf of the ESFA and West Yorkshire Combined Authority (WYCA).

Version: June 2023	Next Review: March 2024	Author: Head of Finance	SLT Owner: Chief Finance Officer
--------------------	-------------------------	-------------------------	----------------------------------

Pound Plus Fee Remission Policy

This remission policy will apply to the Community Learning Provision. If a student is eligible for a waiver under the ESFA funding rules then tuition and examination fees will be waived.

- 5.4 The ESFA provides varying levels of funding for non-Apprentice students aged 19 and over through the Adult Education Budget (AEB) outside of devolved authority areas:
- for some students the cost of their learning will be fully funded by the ESFA;
 - for some students the cost of their learning will be co-funded (i.e. partially funded), with the student or their employer / sponsor expected to contribute the balance of the fee;
 - some students will not be eligible for any Government funding for their learning and either the student or their employer / sponsor will be expected to pay the full fee;
 - depending upon the course and eligibility, some students who are required to pay the full fee for their learning, may have the option of applying for an Advanced Learner Loan from Student Finance England administered by the Student Loans Company to pay for their course.
- 5.5 The conditions for eligibility for full or co-funding of FE tuition fees are set out in Appendix A of this policy.
- 5.6 The list of qualifications that are eligible for funding can be found in section 2 of the Adult education budget funding rules:

[Overview - List of Qualifications approved for funding \(education.gov.uk\)](#)

- 5.7 The tuition fee for courses eligible for funding are normally charged at 50% of the Find A Learning Aim Reference Service (LARS) unweighted rate, as per clause 5.6 above:
<https://hub.fasst.org.uk/learning%20aims/pages/default.aspx>
- 5.8 Adult students aged 19 and above who are resident in one of the new Mayoral Combined Authority areas where the College does not have agreed allocation, will not be able to enrol on funded courses at the College unless they pay the Full Cost Unfunded fee. The College currently has an allocation with the West Yorkshire Combined Authority. Adult students resident in the North of Tyne, Tees Valley and Sheffield City Region devolved areas will be required to pay the Full Cost Unfunded fee. The student admissions team hold a list of affected postcodes and can provide further assistance if required. For more details please refer to:
<https://www.gov.uk/guidance/adult-education-budget-aeb-devolution#contents>
- 5.9 Where the ESFA fully fund courses, the College will not charge FE students for registration or examination fees. This only applies if a qualification is fully funded.

Version: June 2023	Next Review: March 2024	Author: Head of Finance	SLT Owner: Chief Finance Officer
--------------------	-------------------------	-------------------------	----------------------------------

TUITION FEES POLICY 2023 - 2024

- 5.10 The College has an Advanced Learner Loans allocation and is therefore able to offer the option to eligible students of applying for an Advanced Learner Loan to pay for their tuition fees.
- 5.11 All students who wish to apply for an Advanced Learner Loan will need to apply for the full value of the loan they require for the duration of their course.
- 5.12 Students electing to pay for their studies via an Advanced Learner Loan must apply to Student Finance England for their loan.
- 5.13 Where a student withdraws from the course, the student's fee liability will mirror Student Finance England's methodology (except where an employer/sponsor pays the fees), whereby the total fee liability is determined by confirmation of attendance at three points during the academic year:

Date of Liability	Fee Liability
After the start of term 1	25%
The start date of term 2	50%
The start of term 3	100%

- 5.14 Where a student withdraws from the course and a tuition fee loan is in place, there will be no further liability on the student for the element of the tuition fee not covered by the loan which has been received by the College as at the date of withdrawal. No refund will be given in this situation.
- 5.15 Where a student withdraws from the course and a tuition fee loan is not in place, the student will be liable for the portion of the tuition fee as per clause 5.15 above.
- 5.16 Students, unless they qualify for exemptions or waivers may also be charged the cost of any equipment necessary to undertake their programme of study (if this equipment will remain the property of the student once the course has been completed) and the cost of any trips or visits associated with the programme of study.

6. HIGHER EDUCATION COURSES

- 6.1 The College will recover the cost of teaching through setting an appropriate tuition fee which will be charged to the student. For Higher Education courses the fee status of each applicant will be assessed prior to any offer being made. Fee status will then be confirmed within the offer letter. Where required, further information may be requested from an applicant to ensure the correct fee status is allocated. If an applicant believes that the fee status they have been assigned does not fit their circumstances, then they can request a review of this decision. Applicants can obtain further guidance from UKCISA on studying in the UK, please visit UKCISA (<https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-HE-fee-status#layer-6085>).

Version: June 2023	Next Review: March 2024	Author: Head of Finance	SLT Owner: Chief Finance Officer
--------------------	-------------------------	-------------------------	----------------------------------

TUITION FEES POLICY 2023 - 2024

6.2 Tuition fees are reviewed on an annual basis in line with Office for Students guidelines, the Access and Participation Plan, the Teaching Excellence Framework and with due regard for financial viability.

6.3 On the 23 June 2020, the UK government announced that EU, other EEA and Swiss nationals will no longer be eligible for home fee status, undergraduate, postgraduate and advanced learner financial support from Student Finance England for courses starting from academic year 2021/22 onwards. It will not affect students who started courses in academic year 2020/21, nor those EU, other EEA and Swiss nationals benefitting from Citizens' Rights under the EU Withdrawal Agreement, EEA EFTA Separation Agreement or Swiss Citizens' Rights Agreement respectively.

It will also not apply to Irish nationals living in the UK or Ireland whose right to study and to access benefits and services will be preserved on a reciprocal basis for UK and Irish nationals under the Common Travel Area arrangement.

From the academic year 2021 onwards, EU students are no longer eligible for home fee status, and will therefore pay international fee rates at universities in England. <https://www.gov.uk/guidance/studying-in-the-uk-guidance-for-eu-students>

6.4 The 2022/23 fees are set as follows.

Full time Tuition Fees for **new** entrants:

Tuition Fee Status	Type of Course	New Entrants 2023/24
UK, Isle of Man and Channel Isles Students	BSc Honours Degree/ BSc Ordinary Degree/ BSc Top up/ Foundation Degree/ Extended Foundation Degree/ Higher National Diploma	£9,000
Overseas Students	Honours Degree/ Ordinary Degree/ Foundation Degree/ Extended Foundation Degree/ Higher National Diploma	£14,000

Full time Tuition Fees for **continuing** students:

Tuition Fee Status	Type of Course	Entrants 2020/21	Entrants 2021/22	Entrants 2022/23
UK/EU, Isle of Man and Channel Isles Students	BSc Honours Degree/ BSc Ordinary Degree/ BSc Top up/ Foundation Degree/ Extended Foundation Degree/ Higher National Diploma	£9,000	£9,000	£9,000
Non-EU Overseas Students	Honours Degree/ Ordinary Degree/ Foundation Degree/ Extended Foundation Degree/ Higher National Diploma	£14,000	£14,000	£14,000

Version: June 2023	Next Review: March 2024	Author: Head of Finance	SLT Owner: Chief Finance Officer
--------------------	-------------------------	-------------------------	----------------------------------

TUITION FEES POLICY 2023 - 2024

Part time Tuition Fees for **new** entrants:

Tuition Fee Status	Type of Course	New Entrants 2023/24
UK, Isle of Man and Channel Isles Students	BSc Honours Degree/ BSc Ordinary Degree/ BSc Top up/ Foundation Degree/ Extended Foundation Degree/ Higher National Diploma	£4,500
Overseas Students	Honours Degree/ Ordinary Degree/ Foundation Degree/ Extended Foundation Degree/ Higher National Diploma	£7,000

Part time Tuition Fees for **continuing** students:

Tuition Fee Status	Type of Course	Entrants 2020/21	Entrants 2021/22	Entrants 2022/23
UK/EU, Isle of Man and Channel Isles Students	Foundation Degree (4 year)/BSc Top Up (2 Year)	£4,500	£4,500	£4,500
UK/EU, Isle of Man and Channel Isles Students	MSc (2 Year)	£4,000	£4,000	£4,000
Non-EU Overseas Students	Honours Degree/ Ordinary Degree/ Foundation Degree/ Extended Foundation Degree	£7,000	£7,000	£7,000

Other Fees:

Module fees for students undertaking a partial year repeat- £600 per module
Dissertation only fee - £100

The College will support restudy students eligible for Student Finance England loans, to ensure they are not financially disadvantaged.

- 6.5 The College offers Higher Education (HE) students the facility to pay by instalments, although most UK students will be eligible for a loan from Student Finance England administered by the Student Loans Company to pay for their course. Guidance on who can access these loans can be found at Student Finance England government website <https://www.gov.uk/student-finance>
- 6.6 If a student is unsuccessful in securing a tuition fee loan or decides not to access one then they will be required to pay the tuition fee themselves.

Version: June 2023	Next Review: March 2024	Author: Head of Finance	SLT Owner: Chief Finance Officer
--------------------	-------------------------	-------------------------	----------------------------------

TUITION FEES POLICY 2023 - 2024

- 6.7 Where a student withdraws from the course, the student's fee liability will mirror the Student Finance England's methodology (except where an employer/sponsor pays the fees), whereby a student's total fee liability is determined by confirmation of attendance at three liability points during the academic year:

Date of Liability	Fee Liability
After the start of term 1	25%
The start date of term 2	50%
The start of term 3	100%

- 6.8 Where a student withdraws from the course and a tuition fee loan is in place, there will be no further liability on the student for the element of the tuition fee not covered by the loan which has been received by the College as at the date of withdrawal. No refund will be given in this situation.
- 6.9 Where a student withdraws from the course and a tuition fee loan is not in place, the student will be liable for the portion of the tuition fee per clause 6.7 above.
- 6.10 Students, unless they qualify for exemptions or waivers may also be charged the cost of any equipment necessary to undertake their programme of study if this equipment will remain the property of the student once the course has been completed and the cost of any trips or visits associated with the programme of study.

7. APPRENTICESHIPS

- 7.1 The College will negotiate the fee to be charged for any apprenticeship it provides with the relevant employer. The fee will be informed by current Government funding guidance and the results of a Skills Scan for the proposed apprentice and any other factors deemed relevant by either party.
- 7.2 A contract between the College and the Employer will be signed at the point of enrolment. The contract will set out the agreed price for the course.
- 7.3 From 1st April 2021, all employers are required to reserve funding for apprenticeship training via an Apprenticeship Service (digital) Account, against the proposed apprenticeship standard and for the required number of apprentices they wish to enrol.
- 7.4 The agreed price shall include all training costs however where additional training or skills development is provided for an employer which is over and above that required for the relevant apprenticeship this may be charged for. For Apprenticeship Standards the price shall also include the cost of the end-point assessment and for Apprenticeship Frameworks shall include the price of on-programme assessment.
- 7.5 Where agreed in the contract, the employer will also be charged for accommodation and/or travel for their apprentice. This will not be eligible for government funding and will be borne directly by the employer.

Version: June 2023	Next Review: March 2024	Author: Head of Finance	SLT Owner: Chief Finance Officer
--------------------	-------------------------	-------------------------	----------------------------------

TUITION FEES POLICY 2023 - 2024

- 7.6 Should an apprenticeship be terminated prior to completion of the Apprenticeship programme for any reason, the College will comply with ESFA funding regulations in operation at that time.
- 7.7 Employer/sponsors of Apprentices will be invoiced for the charges payable at the start of each year of the Apprenticeship programme.
- 7.8 Where the employer/sponsor of an Apprentice is an Apprenticeship Levy payer, the employer may use their Levy funds to pay the fees to the College via the Digital Apprenticeship Service.
- 7.9 Employers that do not pay the Apprenticeship Levy are required to make a co-investment payment towards the cost of any apprenticeships they purchase. The current 5% co-investment rate applies.
- 7.10 Should an employer not make the minimum co-investment stipulated by government, the College will not be able to draw down the associated apprenticeship funding. Where this is the case, the College reserves the right to pursue the employer for the full cost of any Apprenticeship delivery that has been undertaken

8. COMMERCIAL AND ADULT UNFUNDED COURSES

- 8.1 All fees for unfunded, commercial programmes will be priced at a level to reflect the full cost to the College set using systems approved by the College Senior Leadership Team.
- 8.2 Full cost fees should be set on achieving a minimum contribution rate of 50%.
- 8.3 Fees are always charged for commercial and funded programmes and no fee concessions or fee waivers shall apply.
- 8.4 Where unfunded and commercial provision is marketed through the online store, fees should be paid in advance in full via the online store.
- 8.5 Staff employed by the College and existing students attending Further Education, Higher Education or Apprenticeship courses with the College, will be eligible for a 10% discount on course fees for Commercial and Full Cost courses.

9. STUDENT DEBT

- 9.1 Please see section 9 of the Student Payment and Collections Policy for the College's policy on student debt.

Version: June 2023	Next Review: March 2024	Author: Head of Finance	SLT Owner: Chief Finance Officer
--------------------	-------------------------	-------------------------	----------------------------------

10. STUDENT FINANCIAL SUPPORT

- 10.1 The College has a limited, means tested student support fund which can help some students with tuition fee costs in some circumstances.
- 10.2 For students on low income undertaking government funded courses, the College may be able to offer financial support for payment towards costs associated with courses such as materials, equipment trips etc.
- 10.3 For students studying FE courses please see the College policy for the Allocation of Student Financial Support (Further Education).

11. PAYMENT OF FEES

- 11.1 Payment of all tuition fees should be made in accordance with the College Student Payment and Collection Policy 2021 - 2023.

12. REFUND POLICY

- 12.1 Please refer to the College's Academic Fees Refunds Policy 2021 - 2022 which applies to all students irrespective of the method by which the student is paying for their fees.

13. RESPONSIBILITIES

- 13.1 The Chief Finance Officer will have overall responsibility for ensuring compliance with this policy.
- 13.2 The Chief Finance Officer will be assisted by the Head of Finance to ensure compliance with this policy.

14. MONITORING AND REVIEW

- 14.1 The Chief Finance Officer will maintain oversight of the effectiveness of these arrangements. This policy and the implementation arrangements which underpin it will be reviewed annually by the Head of Finance.

15. SUPPORTING/RELATED DOCUMENTS

- Allocation of Student Financial Support (Further Education) Policy 2022-2023
- Student Payment and Collection Policy 2021 - 2023
- Academic Fees Refunds Policy 2022 – 2024

Version: June 2023	Next Review: March 2024	Author: Head of Finance	SLT Owner: Chief Finance Officer
--------------------	-------------------------	-------------------------	----------------------------------

TUITION FEES POLICY 2023 - 2024

Appendix A - ESFA financial contributions from the Adult Education Budget (AEB)

For students aged 19 or older on 31st August 2021 the level of contribution the government will fund for eligible adult skills study programmes is set out in the table below.

Provision	19- to 23-year-olds	24+ unemployed	24+ other
English and maths, up to and including level 2 (Must be delivered as part of the legal entitlement)	Fully funded*	Fully funded*	Fully funded*
Essential Digital Skills Qualifications up to and including level 1	Fully funded*	Fully funded*	Fully funded*
Level 2 (excluding English and maths) (First full level 2 must be delivered as part of the legal entitlement)	Fully funded* (first and full)	Fully Funded	Co-funded+
Learning to progress to level 2	Fully funded^ (up to and including level 1)	Fully funded	Co-funded+
Level 3 legal entitlement (learners first full level 3)	Fully funded*=	N/A	N/A
Level 3 adult offer (learners without a full level 3 or above accessing a qualification on the Level 3 adult offer qualifications list)	Fully funded=	Fully funded	Fully funded
Level 3 (a learner has already achieved a full level 3)	Loan-funded**=	Loan-funded	Loan-funded
Traineeship [#]	Fully funded (including 16- to 24-year-olds ^{##})	N/A	N/A
English for speakers of other languages (ESOL) learning up to and including level 2	Co-funded+ Fully funded – unemployed	Fully funded	Co-funded+
Learning aims up to and including level 2, where the learner has already achieved a first full level 2, or above	Co-funded+ Fully funded – unemployed	Fully funded	Co-funded+
Learning aims up to and including level 2, where the learner has not achieved a first full level 2, or above	N/A	Fully Funded	Co-funded+
<p>*Must be delivered as one of the English and maths, Digital entitlement and/or first full level 2 or first full level 3 qualifications required as part of the legal entitlements.</p> <p>^Must be delivered as entry or level one provision from local flexibility.</p> <p># Excludes flexible element where funding depends on age and level.</p> <p>## 16- to 18-year-old learners must be eligible under the ESFA's young people's residency requirements: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1007458/16_to_19_funding_guidance_Regulations_2021_to_2022-Version_1.2.pdf</p> <p>** Availability of loans at level 3 does not replace the legal entitlement to full funding for learners aged 19 to 23 undertaking their first full level 3.</p> <p>+ Low wage flexibility may apply, refer to paragraph 161 of the ESFA funded adult education budget (AEB): funding and performance management rules 2021 to 2022.</p> <p>= One year high value courses for school and college leavers: skills offer for 19-year-olds, may apply.</p>			

Version: June 2023	Next Review: March 2024	Author: Head of Finance	SLT Owner: Chief Finance Officer
--------------------	-------------------------	-------------------------	----------------------------------