

Tuition Fees Policy

2017/18

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Chronology of Adjustments

- Apprenticeship context changes in Sections 6.3, 9.2 and Appendix A due to changes in funding methodology.
- Under 16 and school links text in section 5.6 now clarifies the differences between a home educated learner and a school link learner.
- Advanced learning loans section 4 updated to reflect roll-on-roll-off provision and payments.
- The Education Funding Agency (EFA) and Skills Funding Agency (SFA) are now 1 funding body called The Education and Skills Funding Agency (ESFA) and are referred as ESFA throughout the document.
- Fee collection and refund policy updated in sections 8 and 9 to reflect changes.

1. Introduction

In accordance with the College's Financial Regulations and Articles of Government, the Governing Body is required to approve the tuition fee policy for each academic year.

The fee assumption for 2017/18 will be 50% of the base funding rate.

There are an increasing number of providers offering part-time adult courses at reduced rates. Accordingly, the policy allows Senior Managers some flexibility in adjusting fees in year in order to respond to market forces or to generate additional activity.

This policy applies to learners enrolling on qualifications (including qualifications that last for 2 years but not HE qualifications) starting in 2017/18.

2. Fee Structure

Tuition fees have traditionally been calculated in-line with recommended fee rates specified nationally. This is calculated as a percentage (50% in 2017/18) of the base funding rate value of a qualification as specified on the Learning Aims Reference application (LARS).

As such, a programme delivered in 100 hours but which has a funding value equivalent to 200 hours will be charged the fee for 100 hours of time rather than the qualifications notional value (as was the case in earlier years). ESFA co-funded fees are set out in Appendix A based on £7.00 per GLH.

In some circumstances the rate will differ for individual courses to reflect market forces and Department Heads have the capacity to provide a case for an adjusted fee, based on the calculation above, where market circumstances allow for an increase or reduced fee. This is requested for, moderated and approved using a fee calculator designed internally.

3. General

College fees are made up of several elements: tuition fees, awarding body registration fees, examination or certification fees and other course related costs.

In addition, certain courses require learners to purchase special equipment, materials, uniforms, etc., or to pay for educational trips, or residential elements of their course. This equipment, material, uniform, etc. when paid for by the learner becomes their property at the end of the course.

College fees are payable in advance and are payable for the duration of the qualification either directly or by instalments. College fees and examination fees are normally collected at enrolment, except where a learner is being sponsored (when an invoice is sent to the sponsor on enrolment which requires a letter of confirmation from the sponsor) and for certain examination fees where the decision on which examination is to be sat is taken after some weeks of tuition.

Certification fees due to be paid by the learner should be paid before the learner is entered for examination/assessment. However, the College will not withhold certification where fees are not paid.

4. Advanced learning loans

All learners aged 24 or over on August 1st and wishing to study a level 3, 4, 5 or 6 Further Education (FE) qualification or aged 19+ as at August 31 in the 1st study year and not studying a first and full level 3 Further Education (FE) qualification will either have to pay for the course / programme in full or apply for an "Advanced learning loan" from the government via the Student Loans Company.

The loans are constructed in such a way that the maximum value the college will receive from the loan will be the fully funded value that is specified in the LARS for AEB

qualifications. If the college wishes to charge more than the qualification value then this will be a charge made directly to the learner. It is worth noting that a learner could be funded for a programme of study by different means e.g. a level 3 qualification via a loan, a GCSE via public funding and a full cost qualification. The college will set the fee for these learners based on the LARS value but there are a small number of loan values on the LARS that are “priced” very high due to a high weighting factor. Department Heads can request an adjustment of the loan amount based on market forces as part of the curriculum planning process.

Learners who intend to commence a qualification funded via an Advanced Learning Loan will receive a Learning and Funding Information Letter prior to enrolling on their course. The college can only make learners aware of loan availability and encourage them to obtain independent advice and guidance about suitability of a loan. Learners must ensure that they make their loan application as soon as they have their Learning and Funding Information letter. On enrolment, learners will be provided with an invoice for their course. If their loan is approved, the invoice will be apportioned to the loan funding. Where a loan is yet to be approved, the invoice will be held as a debt against the learner and they will sign an enrolment form to state that they understand that the fee is a financial liability to them until the loan is fully approved. If by 8 weeks from the enrolment start date, the learner has still not had confirmation of loan approval, the college will review the learner’s place on the course and future attendance will be dependent on the agreement of an instalment plan to cover ALL fees and any bursaries previously made available. If a learner withdraws beyond 8 weeks from their start date, it will be the college's policy to charge the balance of any outstanding fees, unless there are extenuating circumstances. These circumstances will be reviewed on a case-by-case basis.

5. Standard Tuition fees 2017/18

For FE learners, it is currently expected that learners who are part funded, or their employers, will contribute towards the total income for the course based on the “Appendix A” rates.

5.1 Full-time FE (16-18)

Learners aged 16-18, studying qualifications for which the College is claiming Education Skills Funding Agency (ESFA) funding are not required to pay for tuition¹, registration, material² or examinations fees.

Learners who are 18 at the start of a two year course are not required to pay tuition, registration, or examination fees in the second year of their programme. An additional material fee may be charged.

5.2 Full Time Course (19+ Learners)

Full-time course fees for learners aged 19 or over on 31 August prior to the commencement of the course who are not fully funded are payable in full or through agreement of an instalment plan.

Any learners required to pay a fee in the first year of studying an additional level 3 qualification within a full-time programme of study may be eligible for an advanced learning loan to cover the cost of the level 3 qualification. They will be charged

¹ An exception are courses internally determined as “full-cost” where there are no concessions due to other fee remission mechanisms

² Material fees are charged for disclosure and barring service (DBS) checks, uniforms, materials and equipment that the learners take away with them after the course. Bursaries may be available to financially support learners with material fees and uniforms, materials and equipment will be available on site to enable the learner to study the qualification.

individually for the remainder of the qualifications within their programme of study, where government funding is unavailable. This could be qualifications such as functional skills or industry-specific short courses. As the majority of Level 3+ programmes for 19+ learners are made up of one Level 3+ qualification plus functional skills the learner will not have an additional tuition or exam fee but may have a material fee.

The fee for any full-time course for a learner aged 19 in 2017/18 will be determined by the calculation specified above. This covers access to services such as tutorial and provision of functional skills.

5.3 Additionality

Any additionality which is relevant to the main programme of study, as pre-defined and approved by the Head of Department, in conjunction with the Senior Management Team, will not attract additional administration fees. These courses are recorded on the College course schedule as an "Additional Module" to main programme. Any additional course which is not relevant to the main programme of study is fully charged.

Learners aged 19 plus and not fully funded would have to pay for an additional module based on the infill rate of £7 per GLH

5.4 Materials Fees

For fully funded learners there will be no charge made for materials directly related to completing their course but a fee will be charged for optional enrichment activities, uniforms and materials that can be taken away by the learner when they leave or complete their study programme.

A charge of £35 will be made to all full-time learners to cover the cost of non-curriculum activity i.e. Use of the college gym, high speed open access to the internet via Wi-Fi across the site for all devices and additional printing and use of the amenities that are not directly related to their programme.

To maximise the benefit to learners some vocational areas offer specialist equipment that is not a specific requirement of the course but can assist in further development outside their time at the College.

5.5 Part-time courses

Fees are payable by the individual at the time of enrolment either in full or by agreed instalment plan or, in the case of learners sponsored by an employer or other organisation, by providing a sponsor letter signed by an employer at the time of enrolment.

Learners aged 16-18 are exempt from part-time tuition fees, awarding body registration and examinations fees but are not exempt from fees for "full-cost" courses developed to meet the specific needs of industry and which are not eligible for funding.

5.6 Learners Under 16 and school links

All enrolments of students aged under 16 must be directed via student services and will be approved by the Assistant Principal (teaching and learning) following the protocols for dealing with any enquiry.

For home-educated learners i.e. learners NOT on the school roll; these will be funded under the ESFA and will be referred to student services for BKSB and risk assessments prior to enrolment. Please refer to student services policy for additional guidance.

For all provision offered to individuals from a school roll, the college currently aims to base fees for under 16s on what would have been the full Funding Agency national rate had the learner been eligible for ESFA funding. This policy is both logical and fair in that it reflects the ESFA's expectation of cost of delivery, and compensates for the resources being diverted from a learner funded via ESFA. It is, therefore, proposed to maintain the existing policy. The same policy will be adopted for post 16 learners who are enrolled at other educational establishments, but pursuing part of their studies at the College.

For cohorts of learners referred from schools for a bespoke programme, the rate agreed will be £7.00 per learner per hour with a minimum value of £70 per hour.

In case for non-ESFA funded delivery, additional learning support will be individually calculated based on the learner need on a marginal basis reflecting LSA staffing costs and this should be agreed prior to enrolment.

5.7 Higher Education Funding Council (HEFCE) Indirectly Funded Provision

Fees for full-and part-time learners are agreed annually with the relevant Universities.

Information for financial support for full and part-time learners entering HE in 2017/18 is available through www.studentfinanceengland.co.uk

5.8 Professional Courses

There are some professional courses for which the College sets fees at the market rate. The College proposes to continue to use the fees implied by the College Policy as a minimum and to allow individual curriculum areas some additional flexibility in charging higher fees where market conditions allow, and/or where not doing so would prejudice the course being offered. This would apply to courses such as AAT and CMI.

5.7 Adult Education Courses

Fees for Adult Leisure Education courses are set with the primary objective of covering the overall variable costs incurred from their operation. A contribution to overheads is secured to ensure administrative staff and other costs incurred in programme delivery are fully covered. All courses are priced individually.

6. Non-Standard Fees

6.1. Overseas Learners

International fees will be informed by the co-funded rate but be respectful of market conditions.

Payment in full is required prior to commencement of all full time courses, unless negotiated differently by the International Department. A 10% deposit is required when applying for a Student Visa, prior to the provision of a CAS (Confirmation of Acceptance of Studies) application from the College to the UKBA.

The Department Head can also put in a request to the Principal for an adjustment of an International course fee where a specific learner has extenuating circumstances. These will be dealt with on a case-by-case basis.

6.2. Work Based Learning (WBL) Funded learners / External Agents (contracted in)

Contracted in (subcontracted by another provider to the college) will be underwritten by a Service Level agreement (SLA) for contracted in agreed by both parties.

6.3. Apprenticeships Funded learners

Apprenticeship funding changes from May 01 2017. Levy paying Employers will contribute to Apprenticeship learning via digital account or via government co-investment.

For non-levied Employers (with annual pay bills less than £3 million) 90% of the costs of training and assessment will be paid by the government and 10% payable by the employer.

For employers with less than 50 employees who recruit an apprentice aged 16-18 or those aged 19-24 in care / EHCP will receive 100% of the funding from government.

6.4. Full Cost Courses and Tailored Direct College Provision

Fees for these courses will be based on the co-funded rate but will continue to be determined on an individual basis based on targets related to employer engagement and taking account of the costs of delivery.

All courses will be reviewed on an individual basis using proforma costing processes, operated within the Finance function, to ensure that pricing is competitive and achieving target contribution for the College.

6.5. Late Enrolments

Learners joining a course late are subject to the full course fee if they satisfy entry requirements

6.6. GCSE Resits

Learners requesting ONLY a resit will be required to pay the exam fee amount in full as this is not fundable whereas learners who retake the GCSE to improve the grade above grade "D" and undertake the entire study programme within college will be fully fundable and not required to pay the exam fee.

Learners who undertake GCSE study at another institution will not be able to undertake a resit of the exam within the college and should be referred back to the institution where the study was undertaken.

6.7 Staff Development

College courses identified as staff development are defined as qualifications required by staff in order to develop within a current or future role and are subject to approval under the Staff Development budget by the Human Resources Team.

These courses will be agreed by the member of staff and their line manager as relevant to the role and an application for approval will be made via an SD1, stating the title, duration and cost of tuition, registration, examination (if applicable) and certification costs of the course. Where a course is relevant to a large number of staff, it may be agreed that the cost of the course be ring-fenced to registration, certification and examination (if applicable). Ring-fenced courses will be agreed by the Human Resources Team and Senior Management.

Staff are eligible to undertake a course as an 'infill' under staff development where a class is running with space, is already financially viable and there is no learner waiting list. These courses will be agreed by the member of staff and their line manager and an application for approval will be made via an SD1, stating the title and duration and requesting a space as an in-fill. Only the cost of registration, examination (if applicable) and certification fees will be charged to the Staff Development budget and will be subject to approval as an infill by the Human Resources Team.

7. Fee remission

A summary of fee remission policies for 2017/18, including ESFA remission categories, is included as Appendix B. Learners following courses where there are no concession arrangements will be expected to pay the full fee advertised for the course

8. Fee Collection Policy

Payment of learner fees by instalment will only be considered where the total amount exceeds £280 (this amount being determined by the cost of a course of 40 guided learning hours) and the course is longer than two terms. The initial payment will be 10% followed by nine equal payments for the balance. There is a small additional fee chargeable of £10 with the first payment. Queries regarding payment by instalments should be directed to the Finance Office and in some circumstances instalments over a slightly longer period may be agreed.

Payment of employer fees by instalment will only be considered in exceptional circumstances and where the total amount exceeds £500. The employer will need to make an initial payment of 25% followed by three equal payments for the balance. There is a small administrative fee chargeable of £10 with the first payment to cover administration costs. Queries regarding payment by instalments should be directed to the Finance Office

Apprenticeship employer fees will be documented on an employer declaration. This documentation will be signed by the employer before the learner is enrolled and will clearly outline overall employer contribution (10% of funding band if not eligible for full funded provision) and fee schedule. This document will form part of the employer, learner, provider contract required by the Education and Skills Funding Agency. For further details on payment schedules, see Appendix D.

The College will use appropriate debt recovery procedures where learners breach the terms of the instalment agreement and may exclude such learners from the College. All learners who are expected to pay a fee for their course must agree a payment plan for their fees prior to enrolment being completed and attendance commencing. Materials fees for full-time learners can be paid by instalments.

As a last resort, the College will use a debt recovery agency. The costs incurred from their use will be added to the learner's liability and interest will also be charged.

9. Refund Policy

9.1 Refunds for funded classroom or full-cost classroom/work-based courses

Refunding of fees will generally only occur when a course does not recruit viable numbers, or closes as a result of a decision by the College. Where a learner is unable to continue their studies due to ill-health, refunds will only be given on receipt of independent medical evidence explaining the learner's inability to continue attending. The Principal can authorise refunds where there has been legitimate concerns raised about a course and its operation. Refunds will be pro rata to the period of the course attended subject to approval by the Principal.

On courses where learner numbers are low one of three options will be implemented with the approval of the Senior Management Team

- a. The course may be closed with full refund of fees (where paid)
- b. A reduced programme and fee may be implemented
- c. Two or more courses may be taught together.

9.2 Apprenticeship refund policy

If after paying the initial 20% of the employer contribution (holding fee) an Apprentice is not enrolled with the employer, a full refund will occur.

If a learner is enrolled onto an apprenticeship, their provision will be split into 3 census points in the first year. After each census point is reached, a refund will no longer be available for that proportion of the provision, please note the 20% 'holding fee' will be retained in any event.

For employer contributions of £500 or less if a learner remains on programme for 10 weeks or longer, there will be no refund as upfront costs will have been incurred.

For employer contributions of £500 or more if a learner remains on programme for 9 months or longer, there will be no refund as upfront costs will have been incurred.

Examples are detail in Appendix D.

10. Subcontractor fees

Some specialised provision that is not delivered by the college is catered for with the use of carefully selected specialist providers in a subcontract arrangement. A proportion of the fee is retained by the college to manage subcontractors and in some circumstances support the partner in partial delivery of qualification units / elements. This amount is determined by the level of management and therefore cost the subcontractor requires. This currently ranges from 10% retained from a partner that delivers the full qualification with minimal support required to 40% where a significant part of the programme is delivered by the college. The details of each contract and payment plans are available from the Finance Department and will be published within the 2017/18 academic year¹.

Providers in partnership with the college are expected to adhere to the college fees policy. Any variation to this will need to be documented within the contract between the college and the subcontractors.

11. Fee Waiver

The waiver of chargeable fees is only allowed in agreement with the Principal or by a member of SMT to whom the authority has been delegated.

¹ Reference to "ESFA: common and performance-management funding rules 2017-18"

12. Monitoring and Review

Policy to be reviewed annually and approved by the Senior Management Team prior to approval by Corporation.

Fee rates to be revised annually in March after publication of ESFA Funding Guidance for the forthcoming year.

Fee rates to be compared with comparable institutions on an annual basis.

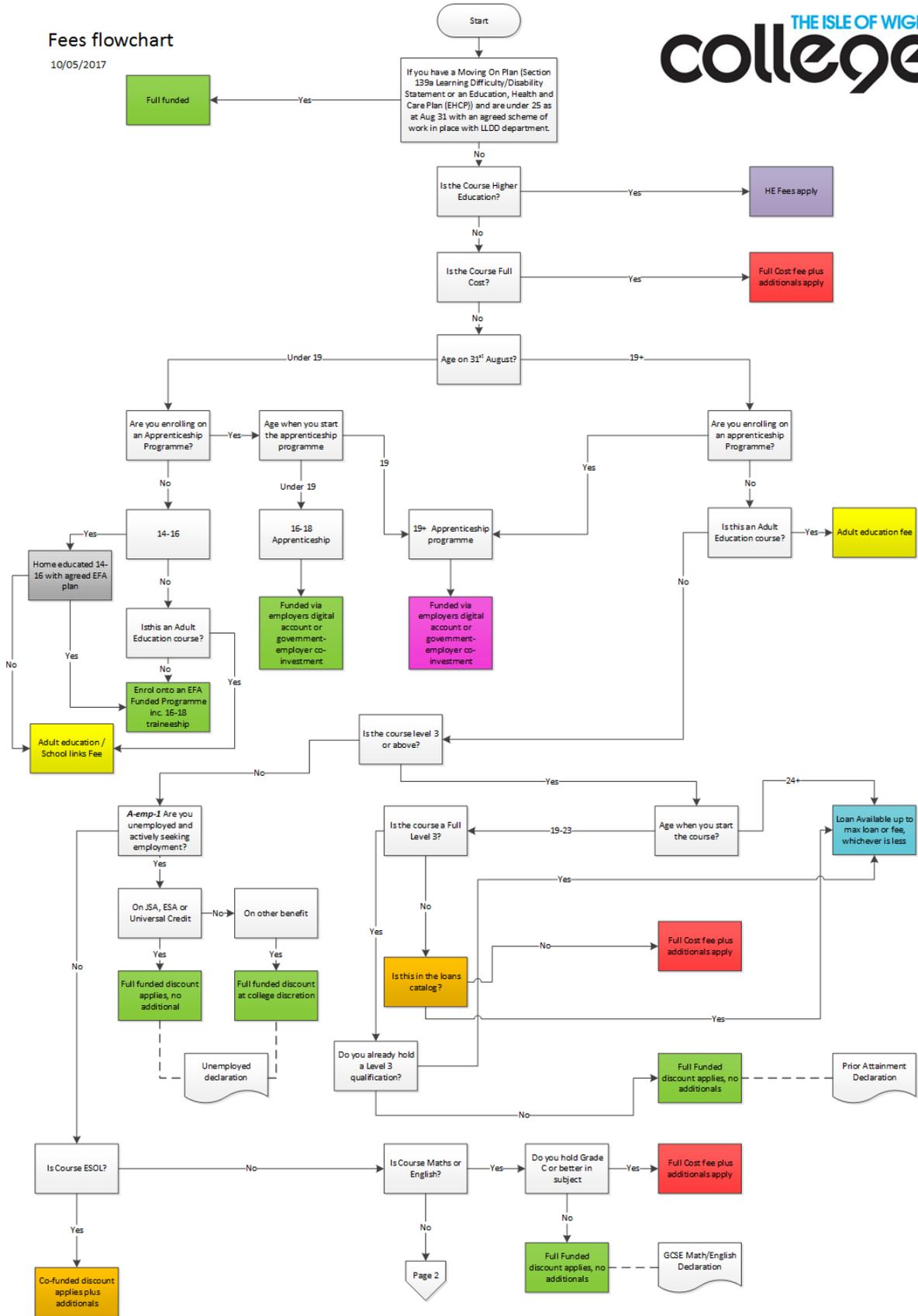
Appendix A

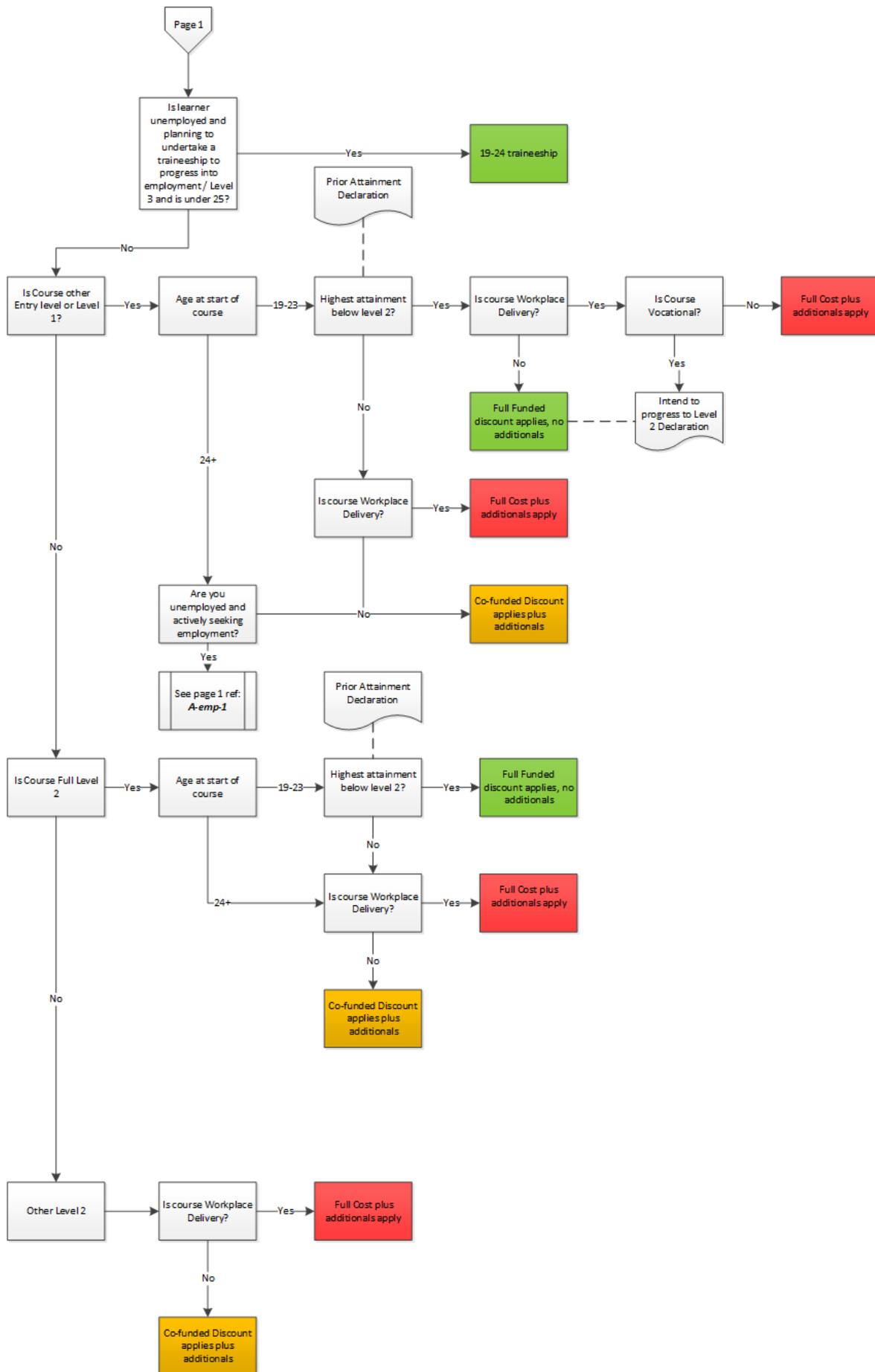
**The Isle of Wight College – Standard Tuition Fees 2017/18 (Co-funded rate)
based on a charge of £7.00 per guided learning hour**

GLH	Tuition Fee £		GLH	Tuition Fee £
10 to 19	70		310 to 319	2170
20 to 29	140		320 to 329	2240
30 to 39	210		330 to 339	2310
40 to 49	280		340 to 349	2380
50 to 59	350		350 to 359	2450
60 to 69	420		360 to 369	2520
70 to 79	490		370 to 379	2590
80 to 89	560		380 to 389	2660
90 to 99	630		390 to 399	2730
100 to 109	700		400 to 409	2800
110 to 119	770		410 to 419	2870
120 to 129	840		420 to 429	2940
130 to 139	910		430 to 439	3010
140 to 149	980		440 to 449	3080
150 to 159	1050		450 to 459	3150
160 to 169	1120		460 to 469	3220
170 to 179	1190		470 to 479	3290
180 to 189	1260		480 to 489	3360
190 to 199	1330		490 to 499	3430
200 to 209	1400		500 to 509	3500
210 to 219	1470		510 to 519	3570
220 to 229	1540		520 to 529	3640
230 to 239	1610		530 to 539	3710
240 to 249	1680		540 to 549	3780
250 to 259	1750		550 to 559	3850
260 to 269	1820		560 to 569	3920
270 to 279	1890		570 to 579	3990
280 to 289	1960		580 to 589	4060
290 to 299	2030		590 to 599	4130
300 to 309	2100		600 to 609	4200

Fees flowchart

10/05/2017





Appendix B – Subcontracting

Supply-chain fees and charges applicable to subcontractors

Introduction

This policy covers all supply-chain fees and charges applicable to subcontractors, set by The Isle of Wight College for 2017/18.

Scope

This policy applies to all courses offered by subcontractors of The Isle of Wight College, as listed on the 'Declaration of Subcontractors'.

The ESFA funding rules require that all prime providers create and publish a policy for subcontracting. ESFA rules state:

“You must publish your supply-chain fees and charges policy on your website before entering into any subcontracting agreements for the 2017/2018 academic year.”

ESFA Funding Rules 17/18

The Isle of Wight College recognises that it holds full accountability for the delivery of the contract and this cannot be assigned to subcontractors. Both The Isle of Wight College and its subcontractors refer to the Skills Funding Agency Funding Rules documents and any future updates in all matters regarding the delivery of the contract.

Roles and responsibilities for The Isle of Wight College and the subcontractors are clearly defined from the outset of the partnership. All subcontractors are required to agree and sign a contract for the provision of training services with The Isle of Wight College.

Responsibility for Implementation

The Corporation is required to agree the fees policy for The Isle of Wight College as part of its responsibilities for The College's educational character. The Assistant Principal of Resources and Finance is responsible for providing adequate advice as the basis for the setting of fees, course costing and other related issues.

Policy Objectives

Our reasoning for subcontracting

The Isle of Wight College subcontracts for one or more of the following reasons:

- To capacity build
- To engage with new markets
- To ensure revenue/margin protection
- To ensure greater cost efficiency
- To maintain the delivery of niche provision

The key principles of selecting a new subcontracting partner are whether they:

- Fit with the strategic objectives of the College
- Bring positive local community benefits/widening participation (attracting learners who would not normally go to a FE college)
- Add value to the work the College does
- Complement but not compete with the existing product portfolio of the College
- Are aligned to key sectors that the College or Government has prioritised
- Have a track record of high success rates
- Are willing to engage in a mutually supportive relationship built on trust and respect
- Have reputation and standing in the sector/market
- Comply with EU subcontracting regulations (OJEU)

The policy's contribution to improving our and our subcontractor's quality of teaching and learning

This policy ensures that there is openness and transparency in the fees and charges relating to subcontractors, so that when entering into a subcontracting relationship the potential partner is aware of the support services provided within the management fee. This allows the subcontractor to work with the College to improve the quality of teaching and learning.

Specific measures The College implements to ensure improving quality of teaching and learning include having sight of any quality assurance documentation, internal and external, and related actions plans; graded lesson observations with course tutors and assessors; quality assurance monitoring visits to check course files, schemes of work etc.

The typical percentage range of fees retained to manage subcontractors, and how this range is calculated

The Isle of Wight College normally charges subcontractors a management fee for a standard subcontracting agreement. This could range from 5% - 40%.

The fee is calculated to cover day-to-day management of subcontracted delivery, monitoring of learner progress, collecting and updating due diligence, ensuring audit compliance, dealing with partner queries, coordinating self-assessment processes, quality and compliance monitoring, as well as other similar services as needed.

The fee also includes administration support to process the data, ILR management, Middle and Senior Management support (working with national agencies, funding bodies, advice relating to policies, ESFA guidance, etc.), and management of funding

and finances (preparation and processing of payments). The level of support required for each subcontractor will determine the percentage management fee.

The reason for any differences in fees charged for or support provided to different subcontractors

The management fee is increased if:

- The risk rating on a particular subcontractor is 'medium' or 'high' as a result of a College Risk Assessment.
- If additional/exceptional services are provided to the subcontractor, there will be a separate fee agreed to be charged above the core management fee based on usage (such as internal verification, etc.).

Payment terms between the College and subcontractors

The payment terms are set out in detail in the subcontract agreement referred to above and available for potential subcontractors to view before entering into agreement with The Isle of Wight College.

In summary, subcontractors will be paid within 30 days of receipt of a valid invoice subject to meeting contractual requirements. Alternative payment conditions may operate, following discussions with the subcontractor, depending on the contract delivery model and contract delivery time.

All subcontractors will be set up as 'suppliers' on the College's finance system. The payment will be made to the subcontractor via BACS.

How and when the policy is communicated to and discussed with current and potential subcontractors

This policy is discussed with potential subcontractors as part of the curriculum planning process on an annual basis prior to subcontracts being agreed.

References

- [Financial Regulations TBR June 2017](#)
- [Skills Funding Agency 'Funding Rules'](#)
- [Fees and charges for subcontractors including Subcontractors Declaration Form](#)

Appendix C

The Isle of Wight College – Fee Remission Policy/Discounts for new starts in 2017/18 ¹

ESFA Remission	Discount % (applies to tuition fees shown on Schedule)
Full-time and part-time 16 – 18 funded learners (Inc. work placed NVQs and traineeships) ²	100%
Foundation learning programmes where a 19 to 23 year old learner does not have a Full Level 2 Entitlement and is planning to progress onto a Full Level 2 qualification.	100%
ABE Courses / Basic Skills– Maths & English are free to all ages (qualifications to be agreed nationally)	100%
Maths & English Functional Skills/GCSEs are free to all ages where the previous GCSE grade is D-G	100%
If you have a Moving On Plan (Section 139a Learning Difficulty/Disability Statement or an Education, Health and Care Plan (EHCP)) and are under 25 as at Aug 31 2017	100%
Job Seeker Allowance (income based or receiving NI credits) ¹	100%
Employment Support Allowance – WRAG (income based or receiving NI credit) ¹	100%
Refugees are eligible if they fit one of the discount categories.	100%
ESOL funded provision – classroom learning for employed learners. Co-funding only – learners pay the remaining 50%	50%
Asylum seekers who have legally been in the UK pending consideration of their claim by the Home Office for longer than six months or Asylum seekers refused asylum but eligible and granted support under Section 4 of the Immigration and Asylum Act 1999. ¹	100%
Individuals who are unemployed (defined as unemployed earning less than £330 per month or less than a 16 th of the minimum national wage per hour), in receipt of a state benefit (other than JSA or ESA (WRAG)), who want to enter employment and need skills training to do so, can be fully funded for units and other learning aims that will help them achieve this goal and the college meet local labour market needs.	100%

Offenders in custody who are released on temporary licence and are aged 19-23 following learning outside the prison environment that isn't funded through OLASS	100%
Full Level 2 Entitlement for Adults aged 19 to 23	100%
Full Level 3 Entitlement (Adults aged 19 but under 24 on August 1 st - see criteria) ¹	100%
Traineeships 19-24 (19 as at Aug 31, 24 as at Aug 1 st based on the start academic year of the start of the programme) ² .	100%
All learners aged 19 on August the 31 st or 20 and over on August the 1 st studying a level 3, 4 or 5 Further Education (FE) and are in receipt of a government loan via the Student Loans Company.	100%
All learners at the start of an apprenticeship.	Please see Appendix D
Staff Training as agreed by HRD and approved with an SD1	Please refer to HRD policy
Staff infill (staff are eligible to join a course only after last enrolment session if spaces are available, no waiting list)	100% - subsequent fees, such as exam fees are payable

Note ¹: Fee waivers are valid for the duration of the qualification(s). Please note that the waivers are subject to change based on Government Policies. Excluding learners aged 19+ on Aug 31 wishing to study a second level 3+ qualification (excluding apprentices). These learners will need to seek funding through government "advanced learning loans" which are available for approved certificates and diplomas.

Note ²: Traineeships are open to learners 16-24 who meet the usual residency requirements, are unemployed and have not achieved a full level 3 qualification or above. Unemployment for the purposes of a traineeship is defined as learners without a job or working no more than 16 hours per week and earning less than £330 per month or less than 16 times the hourly National Minimum Wage each week for their age.

Appendix D

Apprenticeship Funding

Payment schedules

- £1000 Employer contribution or less there will be 20% incurred before enrolment as a 'holding fee'.
- The remainder of the employer contribution will be expected to be paid the learner start date (or same month).
- £1100 or more there will be 20% incurred before enrolment as a 'holding fee'
- Half of the remaining employer contribution will be expected to be paid the learners start date (or same month).
- The remainder will be expected to be paid 1 month later.

Apprenticeship Refund – Census point examples

	Funding band	Employer contribution	20% Holding fee retained	Length of provision	Census point 1	Census point 2	Census point 3	Month Learner withdraws	Refund payable
Learner 1	Band 6	£400	£80	16 months	Month 4	Month 8	Month 12	Month 5	No refund after enrolment – Employer contribution below £500
Learner 2	Band 10	£1,200	£240	24 months	Month 4	Month 8	Month 12	Month 5	£760.00
Learner 3	Band 9	£900	£180	22 months	Month 4	Month 8	Month 12	Month 8	£392.72