

THE C&M  
COLLEGE  
NETWORK.

THE  
CHEADLE  
COLLEGE.

MARPLE  
SIXTH FORM  
COLLEGE.

# Student Fees Policy 2017 2018

*The C&M College Network  
where people flourish, and achieve extraordinary things*



## Process

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<b>Section Number</b>	<b>Title</b>	<b>Amendment Summary / Reference</b>	<b>Date</b>
4	Fee Remission	Minor changes to reflect changes in Government funding rules	08/06/2016
5	Instalments	Fee for setting up instalment plan removed.	14/06/2017
Introduction	Accountabilities	Amended to Director of Finance & Resources	14/06/2017
Introduction	Mission & Values	Updated	05/02/2018
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## Introduction

The Cheadle and Marple College Network Corporation and Senior Management are committed to operating in an ethical and principled way.

Informed by our mission statement;

“The C&M Network – where people flourish, and achieve extraordinary things”  
and strategic values, we aim to operate with:

- Dedication
- Mutual Respect
- Positivity
- Resilience
- Determination
- Moral Purpose
- Integrity

By honouring and practicing our values we will build a climate of trust and mutual respect.

The C&M College Network aims to ensure fees charged in relation to learning are:

- Responsive to the Education, Skills Funding Agency (ESFA) funding and fee assumptions
- Maximise fee income yet remain competitive
- Simple to apply and easily understood
- At least cover all costs where learning aims are full cost recovery.
- Ensure consistency with partners e.g. Local Authority (LA).

## Compliance: Legal, Statutory and Internal Regulations

The Student Fees Policy is underpinned by the following legal / statutory / internal regulations:

- Equality Policy & Procedures
- Financial Regulations
- Freedom of Information (Publication) Scheme
- ESFA Funding Guidance & Regulations
- Local Authority Funding Guidance
- Freedom of Information Act 2000

## Scope

This policy applies to all students wishing to participate in a study programme that is not eligible to be fully funded by a funding body.

Specific accountabilities of parties are:

- The Director of Finance and Resources has ultimate accountability for the application of contractual funding guidance and the generation of fee income.
- The Associate Director: Administrative Services & MIS has responsibility to ensure the fees policy meets contractual guidance and is applied accordingly.

# Student Fees Policy

## 1. Administration Charges

Type of Funding	Administration/Registration Fee
Fully funded	None
Co-funded	Course registration/exam fee
Full cost recovery	None
24 + Loan Advanced Learning Loan	Course registration/examination fees

## 2. Tuition Fees

### Learning Aims Funded by the Education Skills Funding Agency (ESFA)

- Fully funded study programmes only apply to individuals under 19 or individuals aged 16-24 with a Learning Difficulty Assessment (see Fee Remission).
- The tuition fees for other study programmes / individuals will be determined by reference to the fee element of the ESFA Funding Formula. For 2017 / 2018 the tuition fee assumption is 50% of the learning aim funding. Any deviation from a 50% contribution must be agreed by Principalship.

### Learning Aims Funded on a full cost recovery basis

- The tuition fee for each learning aim will be determined using a formula approved by the Principalship. Any deviation from the formula must be agreed by the Principalship.

## 3. Examination Fees

- Examination fees or Awarding Body fees will be payable at enrolment, unless otherwise agreed by Principalship.
- Actual examination or Awarding Body registration fees will be charged wherever possible.
- Where examination or Awarding Body actual fees are unavailable at the time of enrolment, the College fee will be increased by 5% of the current year's charge.
- Where different Awarding Bodies apply slightly different fee structures for the same examination entry (For example; GCE AS and A2 Units), The C&M College Network will standardise the fee to be charged. Such fees are subject to annual review.
- All students resitting examinations will be charged an examination fee.
- Former students are accepted as external candidates where the College is able to offer examination entry for a current subject. Such entrants will be subject to an examination administration fee of £40 (or more if appropriate) plus the appropriate Awarding Body examination fees.

## 4. Fee Remission

### Learning Aims Funded by the Education Skills Funding Agency (ESFA)

No compulsory tuition, enrolment, registration or examination fees shall will be charged to:

- Students aged 16 years and under 19 years of age on 31<sup>st</sup> August 2017.
- Students aged 19 years of age or over on 31<sup>st</sup> August 2017 on a continuing programme of study where that programme of study commenced before the student reached 19 years of age.
- Students aged 16 -24 years on 31<sup>st</sup> August 2017 with a Learning Difficulty Assessment (LDA) and have additional Learning Support (ALS) needs over £6,000.

**Note:** A programme of study comprises all of a students' activities that lead to a set of outcomes agreed with the individual student as part of their initial advice and guidance.

No compulsory tuition, enrolment, registration or examination fees shall be charged to:

- Adults aged 19 or older participating in learning aims (courses) up to level 2 in receipt of Job Seeker's Allowance (JSA); Employment and Support Allowance (ESA) (in the Work Related Activity Group); Universal Credit because they are unemployed, and who are mandated (required) to undertake skills training; where skills training will help them into work.
- Adults aged 19 or older participating in learning aims up to level 2 receiving any state benefit who want to enter employment (or progress into more sustainable employment) who are unemployed or earn less than 16 times the minimum wage per week or £330 per month.
- Adults aged 19 or older enrolled on English and Maths learning aims (courses) as part of the new suite of English and maths qualifications (including GCSE English and Maths qualifications where an A\*-C grade has not previously been attained).
- Adults aged 19 or older studying their first full level 3 qualification who have left the British Armed Forces (up to 10 years ago) after completing four or more years of service or who have been medically discharged, due to an injury in active service, after completing basic training. This includes individuals aged 24 and over.
- Adults aged 19 years old and up to the age of 23 years (age applies on the day they actually start the learning aim) undertaking Entry or Level 1 learning aims (not English or Maths) if An individual is entitled to a full level 2 qualification, in that they must have prior learning accreditation of Level 1 or below, but need a step up from Basic Skills to progress to a full Level 2.
- Adults aged 19 years old and up to the age of 23 years (age applies on the day they actually start the learning aim) undertaking a first full Level 2 qualification.
- Adults aged 19 years old and up to the age of 23 years (age applies on the day they actually start the learning aim) undertaking a first full Level 3 qualification.

### Learning Aims Funded on a Full Cost Recovery Basis

- Tuition fees will be charged in all cases. Remission will not be applicable.

### Learning Aims Funded by Advanced Learning Loans

- The C&M College Network reserves the right to collect any outstanding fees if a student leaves a course early, where payment of the fee was made using an Advanced Learning Loan.
- Where the loan is not in place at the start of a course the College will actively pursue the outstanding fees 6 weeks after the start date.

## 5. Instalments

Students may pay fees by instalments. The threshold to be able to pay by instalments is £200.

- Total fees of £200-£499 may be paid in three equal instalments. The first instalment, plus a one off arrangement fee, must be paid on enrolment. The remaining fees must be paid in two equal monthly instalments by standing order, no interest is charged.
- Total fees over £500 may be paid in four equal instalments again the first on enrolment with the one-off arrangement fee and the balance paid in three monthly instalments by standing order.

## 6. Late Enrolments

- Full fees as applicable will be charged for SFA funded courses.
- Fees in relation to learning aims (courses) supported by the Local Authority, or Full Cost Recovery, will be calculated on a pro-rata basis from the start of the previous half term.

## 7. Exceptions

In exceptional circumstances a variation from the standard fee may be charged outside of the Student Fees Policy. The individual must submit an application in writing to the Associate Director: Administration & MIS who will consider the application and authorised if appropriate.

## 8. Refunds

- A full refund will be given if a course is cancelled.
- Where a student cancels an enrolment up to 5 days prior to the commencement of the learner aim (course) a refund is provided excluding 10% to cover administration cost up to a maximum of £25.
- All other requests for refunds or credit notes must be in writing to the Associate Director MIS & Admin Services within a maximum of 4 weeks of withdrawing from the course. Only exceptional circumstances will be considered. Credit notes will only be valid until the end of the following academic year.
- No refund/credit note will be issued after the start date where the course is based on full cost recovery.

**Signed:**

*Jenny Singleton*

**Title:**

Principal and CEO

**Date:**

07/07/2017