



TITLE	REF	VERSION	
Student Fees Policy	FIN001	V6	
APPROVAL BODY:	DATE	REVIEW DATE	
Activate Learning Corporation	20 July 2020	20 July 2021	
LEAD PERSON	Group Director of Finance; Revenue Manager		
EQIA DATE	22 May 2020	DPIA DATE	22 May 2020

STUDENT FEES POLICY

Policy Statement

Activate Learning’s mission is to provide work-ready talent for business, and to transform lives through its Learning Philosophy. In order to achieve this, we require funds from a variety of different sources, which includes student fees. Funds from these fees form an essential part of our financial resources, which are required to enable us to provide the best education and facilities to our students.

Background

This policy will be maintained and reviewed annually to ensure the key principles are applied consistently and fairly across the group.

Purpose

The purpose of this policy is to ensure clear and consistent guidelines:

- For setting fees.
- To set out the principles for fee collection; fee refunds; and fee remission.
- To provide clarity in relation to the separate requirements for different fee types. I.e. student accommodation, apprenticeship levy/non-levy, student sponsors.
- To ensure students are made aware of opportunities to apply for relevant loans or bursaries to assist with fees.

Scope

Fees in scope of this policy are:

- Tuition fees
- Registration and examination fees
- Trip fees
- Kit and Material fees
- Travel contributions
- Student Accommodation
- Administration Fees

Definitions

Abbreviations used throughout this policy are:

- **AL** - Activate Learning
- **ESFA** - Education and Skills Funding Agency
- **FE** - Further Education
- **HE** - Higher Education
- **OFS** – Office for Students
- **SLC** - Student Loans Company (relates to FE)

Responsibilities

This Policy, and its accompanying procedure, are applicable to all staff involvement with any of the above mentioned fees, and enrolment personnel.

Job title	Responsibilities
Finance Department	To ensure the policy is appropriately implemented
Data and Enrolment Department	Ensure enrolments are input into student records in line with policy

Advice and Admissions Department	Ensure correct advice is provided, in line with policy
Faculty Administrators	To refer to when providing guidance to students

Student Fees and Charges

See Course Fee Setting Process ([here](#)).

Further Education Fees

- Students not funded by the ESFA will be charged according to the Funding Guidelines.
- Students will be made aware if eligible for an Advanced Learner Loan.
- If a student changes course, the student may be liable for additional fees in relation to the new course.
- It is the responsibility of the student to provide the correct information for fee assessment purposes. Incorrect data given at point of enrolment may give rise to further charges.

Higher Education Fees

- The OFS provides a national framework in which tuition fee levels are agreed.
- HE students are not entitled to any fee remission.
- HE Students studying Apprenticeship programme will be managed through both the ESFA and OFS frameworks.
- Higher level qualifications supported through the Apprenticeship programme are funded through Apprenticeship eligible funding routes only.

International Students

- International students require a visa prior to studying in the UK.
- The International department manage the visa application process on behalf of students. Fees in relation to this are required to be paid in advance by the student.
- Students must pay 50% of fees to reserve their place on the course. The remaining balance must be paid prior to or at enrolment.
- If the students visa application is rejected, fees will be refunded subject to an administration fee.

Students under 16 Years Old

- Fees incurred for students who are under 16 and enrolled at a school, will be paid directly by the student's school.
- Fees incurred for students who are not on a school roll (including international), will be funded by the local Education Authority, or other statutorily funded body.

Apprenticeships

- All fees related to Apprenticeship programmes are subject to contracting terms and ESFA funding requirements.
- Apprenticeships are funded via the Levy or Non-Levy Government funding route.
- A **Non-Levy** employer is required to pay a contribution towards their Apprentice.
- A **Levy** employer must authorise the release of levy funds, through the Government Apprenticeship Service website to pay AL for their services.
- If a Levy employer incurs apprenticeship fees in excess of their "Pot" value they will be invoiced for fees not recovered, in accordance with the governments apprentice levy rules.
- If an employer fails to pay their apprenticeship contribution within agreed timescales AL reserves the right to suspend the Apprentice. This may lead to the student being unable to obtain their qualification.
- If an apprentice withdraws or changes employer, fees will be prorated accordingly.

Awarding Body Registrations and Examinations

- External applicants who are not enrolled at AL will not be entered for examinations.
- Students entered for re-sit examinations are liable for the fees regardless of age.
- Some students are required to register with professional awarding bodies as part of their course. This must

be done directly with the awarding body and may incur additional costs.

Amendment to fees

- All fees are reviewed and charged on an annual basis.
- AL will endeavor to not change course fees from those which are published however, reserve the right to do so, prior to the commencement of the course.

Payment of fees

- Full fees become due at point of enrolment Payment of student fees are the responsibility of the student.
- Payment plans may be arranged, further guidance can be found [here](#).
- If a student withdraws from a course, they will remain liable for any outstanding balance.
- All payments are to be paid to Advice and Admissions, the Contact Centre, or Finance where the student's record will be updated. Under no circumstances should other departments take payment.
- Students may be eligible for a grant to contribute towards their study through the bursary scheme. Advice and Admissions can advise on eligibility, or the HELP office team for HE.

Non-payment of Fees

- A student will not be enrolled if they have any unpaid amounts remaining from previous academic years or from a previous course.
- In the event of non-payment AL may exclude the student from their course.
- AL reserves the right to refer outstanding amounts to its approved 3rd party debt collectors, which may result in further cost to the student and possible legal action.

Student Withdrawals

Full-time Courses

- Students are entitled to withdraw from a course within two weeks of the course start date and receive a refund of fees paid.
- If a student withdraws after more than two weeks, there is no entitlement to a refund unless there are extenuating circumstances. This is at the discretion of Faculty Director.
- If a student withdraws from a course funded through Advanced Learner Loans, the fees will be adjusted to reflect the correct apportionment in relation to the time attended, as outlined by the ESFA and Student Finance England.
- Application for withdrawal must be applied for via Student Services.

Part-time Courses (15 weeks or less)

- Students enrolled on a part time course are able to withdraw from a course up to two weeks prior to the course start date. A refund of fees paid will be given less an administration charge.
- Students withdrawing after this date are not entitled to a refund. In extenuating circumstances this may be reviewed by an appropriate Faculty Director.

Fee Refunds

- In the event that AL cancels a course, which is yet to start, fees paid will be refunded.

Complaints

- Complaints will be dealt with in accordance with AL's [Comments, Suggestions and Complaints Policy](#).

References

- This policy should be used in conjunction with the [Student Fees Procedure](#) which provides more information on how this policy is applied.
- The Course Fee Setting Process can be found [here](#).
- Reference is also made to the [Customer Comments, Suggestions and Complaints Policy for ESF Projects](#).