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Tuition Fees Policy	FIN001	V7	
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Corporation		October 2022	
LEAD PERSON [job title]	Group Director of Finance, and Revenue Manager		
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## TUITION FEES POLICY

### Policy Statement

Activate Learnings 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

The fees policy encompasses all fees and charges associated with courses offered by Activate Learning. This includes:

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

### Definitions

Abbreviations used throughout this policy are:

- **AL** - Activate Learning
- **FE** - Further Education
- **OFS** – Office for Students
- **ESFA** - Education and Skills Funding Agency
- **HE** - Higher Education
- **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.

Department	Responsibilities
Finance	To ensure the policy is appropriately implemented
Institutional Effectiveness	Ensure enrolments are input into students record in line with policy
Advice and Admissions	Ensure correct advice is provided, in line with policy
Faculty	To refer to when providing guidance to students

## Student Fees and Charges

### General

- Fees are reviewed on an annual basis.
- Fees are charged annually, except FE courses where a loan is available. FE loan courses are quoted for the entire duration of the programme, to enable the full loan value to be applied for.
- AL will endeavor not to change course fees from those which are published however, reserve the right to do so, prior to the commencement of the course.

### Further Education Fees

- Students non-funded and co-funded will be charged in line with ESFA Policy.
- 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.
- Higher level qualifications delivered as part of an Apprenticeship programme are to be funded through Apprenticeship eligible funding routes only.
- Students will be made aware if eligible to apply for a loan via the Student Loan Company.

### 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 ESFA.

### 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. Employers must not pass any fees onto the 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.

### 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 in the Tuition Fees Procedure.
- 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 who will record this on the students record, within REMS. Under no circumstances should other departments take payment. Failure to adhere to this may result in disciplinary action.
- Students may be eligible for support with tuition fees through AL's bursary scheme. See "Student Finance Policy and Procedure". Alternatively, 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 the Faculty in the first instance.

#### 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.
- All refunds will be paid back to the source from which they came, i.e, If student paid then student will be refunded, if employer or loan company paid then the relevant organisation will be refunded.

### Complaints

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

### References

- This policy should be used in conjunction with the "Tuition Fees Procedure" which provides more information on how this policy is applied.
- Reference is also made to the [Customer Comments, Suggestions and Complaints Policy](#).