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Student Fees Policy		FIN001	V11
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Activate Learning Corporation		8 July 20205	31 July 2026
LEAD PERSON [job title]		Group Director of Finance, and Revenue Manager	
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## STUDENT FEES POLICY

### Policy Statement

To achieve our mission is to provide work-ready talent for business, we require funds from a variety of 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.

### Purpose

The purpose of this policy is to ensure clear and consistent guidelines for setting fees. It sets out the principles for fee collection, refunds, and remission. It also provides clarity regarding the separate requirements for different fee types.

### Scope

The fees policy and procedures encompass all fees and charges associated with courses offered by Activate Learning.

### Definitions

Abbreviations used throughout this policy are:

- **AL** – Activate Learning
- **FE** – Further Education
- **OFS** – Office for Students
- **ALL** – Advanced Learner Loan
- **DfE** – Department for Education
- **HE** – Higher Education
- **SLC** – Student Loans Company

### Responsibilities

- This policy should be used in conjunction with the “[Tuition Fees Procedure](#)” which provides more information on how this policy is applied.
- This Policy, and its accompanying procedure, are applicable to all staff involved 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

#### 1. General

- 1.1 This Policy will be reviewed by Finance Department and approved by Corporation on an annual basis.
- 1.2 Fees are charged annually. However, for FE courses with an available loan, the total fee for the entire course is quoted and charged upfront so students can apply for the full loan amount. If a student is paying themselves, is denied a loan, or is not using an Advanced Learner Loan, fees will revert to being charged annually

- 1.3 AL will endeavor not to change course fees from those which are published, however, reserves the right to do so, prior to the start of the course.
- 1.4 Apprenticeship is charged in-line with DfE and The Institute for Apprenticeships and Technical Education (IfATE).
- 1.5 It is the responsibility of the student to provide the correct information and evidence for fee assessment purposes. If it is found that information provided at enrolment was incorrect, fees will be amended based on the revised information.

## **2. Further Education**

- 2.1 Students non-funded and co-funded will be charged in line with DfE Policy.
- 2.2 In the case of co-funded, students may be liable for residual fees depending on funding status.
- 2.3 Fees for courses subject to Advanced Learner Loans, although these will generally align with the loan value advised by the DfE; AL reserves the right to set fees higher or lower as necessary.
- 2.4 If a student transfers to a course with a higher fee, they will be liable for paying the difference in cost.
- 2.5 Fee remission is available on programmes funded through Tailored Learning, in accordance with 'local flexibility' rules under the Adult Skills Budget.
- 2.6 Non-regulated employability programmes funded through Tailored Learning will not carry tuition fees; however, learners will still be assessed for eligibility.

## **3. Higher Education**

- 3.1 The OFS provides a national framework in which tuition fee levels are agreed.
- 3.2 HE students are not entitled to fee remission.
- 3.3 Higher level qualifications delivered as part of an Apprenticeship programme are to be funded through Apprenticeship eligible funding routes only.

## **4. International**

- 4.1 International students require a visa prior to studying in the UK.
- 4.2 Students must pay 50% of the fees to reserve their place on the course. The remaining balance must be paid prior to or at enrolment, following visa approval.
- 4.3 If the students visa application is rejected, fees will be refunded subject to an administration fee.

## **5. Under 16 Years Old**

- 5.1 Fees incurred for students who are under 16 and enrolled at a school, will be paid directly by the student's school.
- 5.2 Fees incurred for students who are not on a school roll (including international), will be funded by DfE.

## **6. Apprenticeships**

- 6.1 All fees related to Apprenticeship programmes are subject to contracting terms laid out by IfATE, and DfE funding requirements.
- 6.2 Apprenticeships are funded via the Levy or Non-Levy Government funding routes.
- 6.3 If a levy employer incurs apprenticeship fees more than their "Pot" value they will be invoiced for fees not recovered, in accordance with the government apprentice levy rules.
- 6.4 A **non-levy** employer is required to pay a contribution towards their Apprentice. Employers must not pass any fees onto the apprentice, as laid out in the government guidelines.

## **7. Awarding Body Registrations and Examinations**

- 7.1 We do not enter external applicants who are not enrolled at AL unless there are extenuating circumstances, and these can be accommodated without disruption to our enrolled students.
- 7.2 Students entered for re-sit examinations are liable for the fees regardless of age.
- 7.3 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.

## **8. Payment of fees**

- 8.1 Full fees must be paid at enrolment. Payment of student fees are the responsibility of the student, as laid out in the "Fees" section under "Learning Agreement" of the enrolment form.

- 8.2 Payment plans may be arranged, subject to meeting specific criteria and payment of a 30% deposit at enrolment. Further guidance is available in the Tuition Fees Procedure.
- 8.3 If a student withdraws from a course, they will remain liable for the course fee.
- 8.4 All payments are to be paid to Advice and Admissions, the Contact Centre, or Finance who can record this on the student record. Under no circumstances should other departments take payment. Failure to adhere to this may result in disciplinary action.
- 8.5 All fees for Cycle Academy are payable in advance of the course date.
- 9.1 Students may request to pay course fees by Direct Debit instalments. This is subject to conditions laid out in the Tuition Fees Procedure.
- 10.1 Students are responsible for their Loan application and ensuring their Loan has been approved.
- 11.1 Students are responsible for obtaining the letter from their sponsor. However, should the sponsor default on payment, the student will be liable for the fees.
- 12.1 Students may be eligible for support with tuition fees. Please refer to "Student Finance Policy and Procedure", or HELP office team for Higher Education.
- 13.1 Accommodation charges will be charged in line with the "License to Occupy".
- 13.2 The student may be asked to leave the accommodation in the event of non-payment.

## 16. Non-payment of Fees

- 16.1 Enrolment will be denied to students with outstanding fees from prior academic years or previous courses.
- 16.2 In cases of non-payment, AL may block card and ALO access. While an account remains blocked, the student shall not be permitted to attend classes or access learning resources.
- 16.3 AL reserves the right to withdraw a student from their course in the event of non-payment.
- 16.4 AL reserves the right to take any reasonable steps to recover outstanding debts related to unpaid fees, including initiating legal proceedings. AL may also seek reimbursement for reasonable costs incurred during the debt recovery process.

## 17. Student Withdrawals

- 17.1 Application for withdrawal must be applied for via the faculty coordinator in the first instance.
- 17.2 Non-attendance does not constitute withdrawal.
- 17.3 FE Full-time Courses
- 17.3.1 If a student withdraws from a course funded through ALL, their fees will be adjusted based on how long they attended, following DfE and Student Finance England guidelines.
- 17.3.2 Students who withdraw within two weeks of the course start date will receive a refund of fees paid.
- 17.3.3 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 the Faculty Director.
- 17.4 FE Part-time Courses (15 weeks or less)
- 17.4.1 Students enrolled on a part-time course, who withdraw from a course up to two weeks prior to the start date. A refund of fees paid will be given less an administration charge.
- 17.4.2 Students withdrawing after this date are not entitled to a refund. However, in extenuating circumstances, this may be reviewed by an appropriate Faculty Director.
- 18.1 Students withdrawing from HE Courses may be liable to pay a proportion of the fee, in accordance with SLC. More information is available in our Student Fees Procedure, under section 18.

## 19. Fee Refunds

- 19.1 If AL cancels a course, which is yet to start, fees paid will be refunded.
- 19.2 Refunds will be issued to the original payer; if the student paid, the refund will be to the student, if an employer or loan company paid, the refund will be made to the respective organisation.

## References

- The "[Student Fees Procedure](#)" provides more information on how this policy is to be applied.
- Complaints will be dealt with in accordance with AL's [Customer Comments, Suggestions and Complaints Policy and Procedure](#).