



# East Durham College

## Policy Document

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<b>Policy Grouping</b>	7 - Finance
<b>Policy Document Title</b>	Fee Policy 2018/19
<b>Author / Reviser / Owner</b>	G D Taylor
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**Impact Assessed**

Yes

No

**Approved By**  
The Board of Governors

**Committee**  
Full Board

**Date**  
23 May 2018

### Document Control

This document is issued and controlled by Quality & Standards and may only be modified by the designated group after proposed modifications have been accepted by the College Management Group

The latest version of the procedure will be maintained on the College Extranet

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## Fee Policy



### Scope

This policy relates to all customers. The learner fees are based on legislative decisions made by the Education and Skills Funding Agency (ESFA), and are subject to change throughout the academic year. The commercial fees are priced with reference to the cost of delivery and the market rates and are reviewed on a regular basis and are therefore subject to change.

### Purpose

The purpose of this policy is to set the fees for 2018/19 and summarise the applicable rules.

### Comment

N/A

### Policy statement

Section 1: Learner Fees

Section 2: Fees Payable

Section 3: Work Based Learning

Section 4: Full Cost Recovery

Section 5: Schools Provision

Section 6: Higher Education Fees

Section 7: Commercial Fees

Section 8: Refund Procedures

Appendix 1: School Charges

Appendix 2: Sport Centre Prices

Appendix 3: Room and Facilities Hire

Appendix 4: Nursery Fees

**This document is in accordance with the current Education and Skills Funding Agency (ESFA) Funding Rules, as available March 2018 and is subject to change as and when the Education and Skills Funding Agency (ESFA) updates their advice and guidance.**

### SECTION 1 – LEARNER FEES

- 1.1** Learner fees are set to ensure that when public funding is taken into account the College is able to at least cover the full costs of each programme of study.
- 1.2** Learner fees are made up of several elements; tuition fees, awarding body registration and exam fees and for certain courses a material charge. In addition, certain courses will require learners to purchase special equipment, uniforms and pay for educational visits.
- 1.3** Learner fees have been calculated in line with recommended fee rates specified by the ESFA.

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- 1.4 Learner fees will **not** be reduced proportionately for each complete term missed due to late registration i.e. if a student starts part way through a course then they pay for the whole course, irrespective of the date started.
- 1.5 For all courses whose duration is under 2 months all fees should be paid **in advance** or on the day of enrolment. Where a learner is sponsored by a company then payment can be made later but only with the prior agreement and on receipt of a signed letter from the learner's employer on company letterhead agreeing to be invoiced.
- 1.6 For all courses, where the learner fees are greater than £200, a payment plan can be organised in advance or on the day of enrolment. Details can be found in 2.7.
- 1.7 All learner fees are payable in advance or as instalment plan agreed, see 2.8.
- 1.8 All learner fees should be received at least one months prior to the award of any qualification.
- 1.9 Payments will be accepted by direct debits, standing orders, credit/debit cards, cheques or cash. If any payment is returned unpaid by your bank, a charge of £20 may be made.
- 1.10 Learner fees charged to students under this policy will not be waived or discounted on an individual or cohort basis without the written authorisation from a member of the College Leadership Group.
- 1.11 Any staff employed by the College, enrolling in a non-leisure course and not eligible for CPD support via Human Resources will be eligible to a 25% discount off tuition fees, however the awarding body registration, exam and materials costs are due in full (100% of costs). This is applicable for all courses delivered by EDC but is subject to availability of places on the relevant course. The College also reserves the right to review the arrangement if a member of staff leaves the College for whatever reason. In such circumstances any outstanding fee will be payable immediately.
- 1.12 Non-payment of learner fees may prevent learners receiving any form of financial support from the College.
- 1.13 If fees are not paid then the College reserves the right to exclude the learner from the course or any part thereof, including assessments until the fees are paid, which may result in the learner being unable to be awarded any qualification. If the fees remain unpaid, the Learner will not be allowed to progress or enrol in subsequent years until the fees have been paid in full.
- 1.14 The college makes every attempt to correctly assess fees due at the point of enrolment, however in some circumstances e.g. an incorrect assessment, a change of course after enrolment or omitted information may mean that this assessment is incorrect. The college reserves the right to re-evaluate fees based on new information and charge the learner accordingly.

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### SECTION 2 - FEES PAYABLE

#### 2.1 Courses

##### Full Time Courses

Learner fees due will depend on the Learner's eligibility for funding. The rules are explained in the latest version of the ESFA Funding Rules (advised by Student Services, see page 17 for contact details).

##### Part Time Courses

Learner fees due will depend on the Learner's eligibility for funding. The rules are explained in the latest version of the ESFA Funding Rules (advised by Student Services, see page 17 for contact details).

The following table shows the course fees payable by a learner depending on their eligibility for funding:

Learners	Tuition Fee payable £	Materials **	Exam/Awarding Body Fee payable £ (see section 2.8 if exam re-sit)
Individual learners under the age of 16 (Not EFA fundable)	As advised	As advised	Cost of registration, entry and certification
16 – 18	0	As advised	0
19+ Fully Funded	0	As advised	0
19+ Co-Funded	As advised	As advised	Cost of registration, entry and certification
19+ Not Funded	As advised	As advised	Cost of registration, entry and certification
Advanced Learner Loans	As advised	As advised	Included in loan amount
Ex-Military Personnel*	0	As advised	0

\* Criteria must be met to qualify and this is for level 3 only

\*\* Materials issued to learners may be recovered from them where full payment has not been received within 1 term of issue, and the learner will be charged for any material used or damaged.

#### 2.2 Other Full Time Students

Learner fees for full time students who do not fit into the above categories will be set by a member of the College Leadership Group and can be advised by Student Services.

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### 2.3 Leaving the Course prior to completion or failure to attend Course

Fee paying students who leave their course of study prior to completion will be required to pay a proportion of their course fees, offset where applicable, by any money received e.g from the learner, Student Loan Company, employer etc. Fees are due as stated below.

Leave date:	Fees due:
Within the two weeks of the course start date (for very short* and short courses**: before second session)	<ul style="list-style-type: none"> <li>No tuition fees due</li> <li>Fees are due for any materials/clothing received</li> <li>Fees are due for any exams entered</li> <li>For very short* and short courses** the initial deposit (see para 2.7) will be retained unless the space on the course can be successfully filled by another learner.</li> </ul>
After the second week of the course but before the end of the first term (for very short* and short courses**: from second session to half way point of the course)	<ul style="list-style-type: none"> <li>Tuition fees will be due on a pro-rata basis calculated on the number of full or partial weeks attended as a proportion of the total number of study weeks for the course.</li> <li>Fees are due for any materials/clothing received</li> <li>Fees are due for any exams entered</li> <li>For very short* and short courses** the initial deposit (see para 2.7) will be retained unless the space on the course can be successfully filled by another learner.</li> </ul>
Before the end of the second term (for short* and very short courses**: see below)	<ul style="list-style-type: none"> <li>75% of the tuition fees are due</li> <li>Fees are due for any materials/clothing received</li> <li>Fees are due for any exams entered</li> </ul>
From the start of term three and up to the end of the course (for very short* and short courses**: after the half way point of the course)	<ul style="list-style-type: none"> <li>Full tuition fees are due</li> <li>Fees are due for any materials/clothing received</li> <li>Fees are due for any exams entered</li> </ul>

\* Very short courses are up to 14 days

\*\* Short courses are more than 14 days and up to 24 weeks

If the reason for leaving the course is on ill health grounds, then at the absolute discretion of the College Leadership Team, the outstanding amount due from the learner may be waived on production of a suitable valid medical certificate supporting the reason for withdrawal.

### 2.4 Other Part Time Students

Learner fees for part time students who do not fit into the above categories will be set by College Leadership Group and can be advised by Student Services.

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### 2.5 Fee Remission

The College will grant the following remission against fees in accordance with the latest version of the ESFA Funding Rules 2017/18.

### 2.6 Claiming Fee Remission

Students wishing to claim fee remission must enrol in person supplying one of the following pieces of evidence. They cannot enrol over the telephone.

BENEFIT	EVIDENCE REQUIRED
<b>Job Seeker's Allowance, including National Insurance credits only*</b>	Letter stating entitlement dated in the last 3 months of the enrolment date
<b>Employment Support Allowance and are in the Work related activity group*</b>	Letter stating entitlement dated in the last 3 months of the enrolment date
<b>Income Support *</b>	Entitlement notice or current bank statement dated in the last 3 months of the enrolment date
<b>Council Tax Benefit (not single person discounts) *</b>	Entitlement notice dated in the last 3 months of the enrolment date
<b>Housing Benefit (not single person discounts) *</b>	Entitlement notice dated in the last 3 months of the enrolment date
<b>Working Tax Credit *</b>	Entitlement notice dated in the last 3 months of the enrolment date
<b>Universal Credit and mandated (required) to undertake skills training *</b>	Entitlement notice dated in the last 3 months of the enrolment date

\* This is at the discretion of the College and the information, advice and guidance given at the time of enrolment. This table is in accordance with relevant legislation and correct as time of print. Fee remission evidence must be presented at the time of enrolment; the person enrolling on the course must be eligible for fee remission at the time of enrolment.

### 2.7 Payment by Instalments

Learners may pay fees by instalments, if the course is £200 or above, **15% of the fee is due at enrolment, with the balance being paid by direct debit instalments to be finished at least two months prior to the award of any qualification.** Failure to pay the instalments by the agreed dates will result in the full balance of all outstanding fees becoming due immediately. The College may take legal action to recover all outstanding amounts and the learner may be excluded from the course. In addition if a debt collection or other agency has to be used to recover the debt, the learner will be liable for additional administrative fees payable to that agent of up to 20% of the debt outstanding.

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In the case of courses of up to 24 weeks, payments made ahead of the commencement will be treated as deposits (see section 2.3 above) subject to a maximum amount of £150 being treated as such.

### 2.8 Exam and Registration Fees

Learners are charged these fees where applicable. The College reserves the right to exclude the learner from the course or any part thereof, including assessments and exams until the fees are paid, which may result in the learner being unable to be awarded any qualification.

All re-sits of examinations, may incur the re-sit charge at the full rate determined by the appropriate awarding body.

All students requesting a replacement certificate will be charged at the rate set by the awarding body.

External (private) learners wishing to undertake exams at East Durham may do so at the discretion of the Vice Principal – Finance and Business Planning. The charge will be the full rate determined by the appropriate awarding body plus an administrative fee determined on application. Applications will be made to the Vice Principal – Curriculum and Performance or the Assistant Principal Curriculum Operations at least six weeks prior to the exam.

Any decision to waive fees will be taken as per paragraph 1.10.

### 2.9 Advanced Learner Loans

Loans are available for eligible learners aged 19 and above studying at Level 3 and up to level 6 and will cover the cost of tuition, so learners do not have to pay upfront.

Learners can't apply until they have a 'Learning and funding information' letter from the College.

Interest on the loans will be linked to inflation.

If the learner has not made arrangements for their loan at the point of enrolment, they will be required to make an application and their loan must be approved within 6 weeks of enrolment. Where loans are not approved within 6 weeks, the College may take legal action to recover all outstanding amounts and learners may be suspended, if a debt collection or other agency has to be used to recover the debt, the learner will be liable for additional administrative fees payable to that agent of up to 20% of the debt outstanding.

Learners accessing Advanced Learner Loans are:

- a. liable for the full fees until the Students' Loan Company (SLC) have confirmed that the loan has been approved
- b. liable for any additional costs incurred which are not covered by the Advanced Learner Loans, see 2.10 and 2.11

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More information on Advanced Learner Loans can be obtained from Student Services on 0191 5188222 or the National Careers Service:

<https://nationalcareersservice.direct.gov.uk/advice/courses/funding/Pages/24AdvancedLearningLoans.aspx>

or the .GOV site at: <https://www.gov.uk/advanced-learning-loans>

### 2.10 Optional Extras

Optional extras which do not form an essential part of the learning activity will be fully payable by all learners who choose to partake in the activity, for example trips and visits.

### 2.11 Additional Charges

The College retains the right to charge all learners for items not directly related to their learning activity, for example library fines, printing, student ID cards and materials kept by the learner to be used outside of the learning environment.

## SECTION 3 - WORK BASED LEARNING (WBL)

### 3.1 Apprenticeship Funded Learners

East Durham College will contract with companies who wish to purchase WBL training and assessment services. It is expected that each company will enter into an Apprenticeship Contract which outlines the roles, responsibilities and services to be provided agreed by all parties.

Following the introduction of the Apprenticeship Levy, those employers who are non-levy paying employers will be required to make a 10% contribution towards the cost of the training. This contribution will be invoiced at the start of the apprenticeship and can be paid on a flexible basis over the term of the apprenticeship, for example by a one single payment six weeks after the start date of the apprenticeship or monthly during the term of the apprenticeship.

For levy paying employers, in the event that there are insufficient funds available for the levy to fully settle the amount due to the college, the employer of the apprentice will be responsible for the settlement of any amount outstanding.

### 3.2 Non-apprenticeship work based training

These learners are defined as anyone who has full or partial assessment in the workplace for their qualifications where delivery is in the workplace.

## SECTION 4 - FULL COST RECOVERY

4.1 Fees will be determined by the College Leadership Group, taking into account the costs of delivery and the competitive nature of the provisions.

4.2 For more information regarding full cost courses please see EDC's website at:

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[http://www.eastdurham.ac.uk/east\\_durham\\_college\\_courses](http://www.eastdurham.ac.uk/east_durham_college_courses)

4.3 For details of options available as regards fee payment please refer to Section 2 – Fees Payable above.

### SECTION 5 – SCHOOLS PROVISION

5.1 Schools will be charged the rates as identified in Appendix 1. Certain courses will incur additional charges for materials, exams, travel or learning assistant's time. Schools will be invoiced as per the service level agreement.

### SECTION 6 - HIGHER EDUCATION FEES

6.1 Fees will be charged as per the individual University policy and are payable direct to the University, except for Full-Cost courses when the fees shall be determined as per Section 4 – Full Cost Recovery above.

### SECTION 7 – Commercial Fees

#### 7.1 Sport Centre Prices

The prices for Sports activities are sensitive to competition and are reviewed on a regular basis. Appendix 2 shows the prices within the Sports Centre.

There is a £5 registration fee for the gym which includes induction, gym pass and a training programme tailored for your needs.

#### 7.2 Room Hire

The College offer a variety of rooms for hire. The prices for room hire are sensitive to competition and are reviewed on a regular basis. Appendix 3 shows the pricing for the various rooms available.

#### 7.3 Nursery Fees

Positive Steps Day Nursery has three rooms catering for children from 6 weeks to 5 years and each room has its own rate, see Appendix 4 for the fees.

The nursery is also registered to accept children up to the age of 8 during school holidays.

The prices for the nursery are sensitive to competition and are reviewed on a regular basis.

#### 7.4 All Other Commercial Income

Commercial Income will be priced with reference to the cost of delivery and the market rates. Examples of commercial income are Hair and Beauty treatments, Butchery, Floristry and Rental Income etc.

#### 7.5 Value Added Tax (VAT)

Please note that fees are quoted exclusive of VAT which will be applied as applicable.

#### 7.6 Delinquent Debtors

The College will take all reasonable steps to collect outstanding debts and may ultimately take legal action to recover all outstanding amounts. In addition, if a debt collection or other agency has to be

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used to recover the debt, the learner will be liable for additional administrative fees payable to that agent of up to 20% of the debt outstanding.

### **SECTION 8 – REFUND PROCEDURES**

#### **8.1 Refunds for the cancellation of Programme of Study**

If a course is cancelled a refund will be generated in due course. Authorisation to cancel a course is required by a member of the College Leadership Group.

#### **8.2 Other Refunds**

The College Leadership Team will decide if a refund is due after consideration with reference to the amounts due to the college, see 2.3, and any irrecoverable costs incurred by the College.

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### Appendix 1 - School Charges 2017/18

#### Provision delivered at College

38 week programme (Year 10) - **£9,750** to include delivery, transport\*, materials, exam fees up to 12 pupils in one three hour morning session.

32 week programme (Year 11) - **£8,200** to include delivery, transport\*, materials, exam fees up to 12 pupils in one three hour morning session.

38 week programme (Year 10) - **£15,900** to include delivery, transport\*, materials, exam fees up to 12 pupils in one three hour morning session and one afternoon two hour session.

32 week programme (Year 11) - **£13,500** to include delivery, transport\*, materials, exam fees up to 12 pupils in one am and one pm session. For students transferring into Year 11 from Year 10 during 2015/16 the £13,200 fee will apply.

38 weeks programme (Year 10) - **£17,000** to include delivery, transport\*, materials, exam fees for up to 12 pupils for a full day and includes lunchtime supervision (optional). Cost without lunchtime supervision £15,900.

32 weeks programme (Year 11) - **£14,500** to include delivery, transport\*, materials, exam fees for up to 12 pupils for a **full day** and includes lunchtime supervision (optional). Cost without lunchtime supervision £13,500.

38 week programme (Year 10) - **£8,075** to include delivery, transport\*, materials, exam fees for up to 12 pupils for five hours per fortnight (one three hour session one week and one two hour session the next).

32 week programme (Year 11) - **£6,800** to include delivery, transport\*, materials, exam fees for up to 12 pupils for five hours per fortnight (one three hour session one week and one two hour session the next).

**Transitional Support Programmes (14 - 16 year olds)** – A charge of £70 per day or £200 per 3 day week. Additional charges may be incurred for food, travel, PPE (Personal Protection Equipment), extra support or other individual requirements.

**ENGAGE 14-16 (full time) provision** – A charge of £6,000 per year per pupil will be charged against the referring school (or parent/carer in the case of home schooled learners)

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**Bespoke programmes** – For programmes not covered by the above, a charge of £90 per hour per group of up to 12 pupils to include delivery, transport\*, materials and exam fees. If transport\* is not required, the fee will be reduced to £75 per hour.

If any group requires additional support or cover over lunchtime etc. this can be supplied at **£30** per hour per extra member of staff.

These figures are indicative and exact details will be agreed between partners and validated by a Service Level Agreement.

Transport\* - this element of the fee is liable to change dependent upon the availability of resources and the requirements of individual learners.

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### Appendix 2 – Sport Centre Prices

	Direct Debit £ per month	Pay as you go £ per day/class	Pay as you go £ per week	Pay as you go £ per month
Gym only	£25.00	£4.00	£10.00	£30.00
Class only	n/a	£3.00	n/a	£15.00
Gym & Classes	£33.00	n/a	n/a	£38.00
Joint Membership Gym only	£45.00	n/a	n/a	n/a
Joint Membership Gym & Classes	£61.00	n/a	n/a	n/a
Family Membership (2 adults & 1 child u16)	£55.00	n/a	n/a	n/a
Aged 14-15 Gym only	n/a	£2.50	£7.00	£15.00
GP referral		£2.10 per session		£20.50

Room/Pitch Hire	Monday - Friday	Weekends
Sports Hall Hire (per court, per hour)	£35.00	£25.00
All Weather 3G Pitch:		
7-a-side, per hour	£50.00	£40.00
11-a-side, per hour	£100.00	£80.00
Classroom, per hour	£25.00	£25.00

Hire of Grass Sports Fields		Peterlee	Houghall
Per Season	Junior	£375.00	£525.00
	Adult	£500.00	£800.00
	Deposit	£50.00	£50.00
Single Game	Junior	£35.00	£60.00
	Adult	£55.00	£70.00
Training Grid	10 x 10m	£20.00	£20.00

All prices are net of VAT and include use of the changing rooms, VAT will be charged where applicable. There will be no refund if the facilities are unavailable for operational reasons eg closed due to snow, power failure etc.

#### Corporate Membership

Corporate membership packages are available, tailored to meet individual business needs. This package is for a minimum of 1 year and a minimum number of employees will be required.

Return to Work packages are also available.

For more information about Sports Centre facilities please contact:

Email: enquiries @eastdurham.ac.uk

Tel: (0191) 518 8310

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### Appendix 3 – Room and Facilities Hire

Location	Half Day Rate	Full Day Rate	Evening Rate
Conference Room (Peterlee)	£125.00	200.00	£125.00
Conference Room (Houghall)	£125.00	200.00	£125.00
Meeting/CPD Rooms	Prices on request		
Classrooms	Prices on request		
Conference Hall (Houghall)	£75.00	£150.00	£75.00
Sports Hall (events)	Prices on request		
Technical Academy	£10 per hour		
I.T. Suite	£30.00 per hour		
Kitchen	£35.00 per hour		
Theatre (Room Hire only)	£200.00	£350.00	
Atrium	Prices on request		
Dog agility area	Prices on request		
Dog Kennels	£1.50 per dog per day, (25% reduction if 2 dogs from the same owner sharing a kennel)		
Equine centre – Livery	£400/month Full Livery £230/month Working Livery		
Equine centre – Horse Box parking	£10/month (<= 7.5 tonne) £20/month (>7.5 tonne)		
Equine centre – arena hire	Prices on request		
Use of fields at Houghall	Prices on request		

### Theatre Hire - Seats 220 – 164 main auditorium / 56 on balcony

When	Times	Cost
Full day (Sat & Sun)	10am – 10pm	£900.00
An Evening (Mon - Thur)	4pm – 10pm	£450.00
An Evening (Fri)	4pm – 10pm	£570.00
An Evening (Sat - Sun)	4pm – 10pm	£630.00

The following organisations will receive concessions which will be a 10% reduction on the standard theatre hire cost:

- Registered Charities
- Schools located within County Durham
- Voluntary / Third Sector Organisations

All prices are net of VAT.

There will be no refund if the facilities are unavailable for operational reasons eg closed due to snow, power failure etc.

For further information regarding Room Hire, please see <http://www.edc-events.co.uk/>

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### Appendix 4 – Nursery Fees

Age Group	Full day	Half day
Baby room (under 2's)	£36.00	£20.00
2 to 3 year olds	£34.00	£19.00
3 to 5 year olds	£32.00	£18.00
Under 8 year olds	£32.00	£18.00
Early morning (optional)	£2/day	£2/day

- Full day: 8am to 6pm (Mon-Thurs), 8pm to 5.30pm (Fri)
- Half day: 8am to 1pm or 1pm to 6pm (Mon-Thurs), 1pm to 5.30pm (Fri)
- There is an optional early morning facility available from 7.30am to 8am at an additional charge of £2 per day, per child.
- Parents/carers must ensure that their child is collected promptly at the end of each session. A fine of £5 per 15 minutes will be imposed for late collections (at the discretion of the Nursery Manager).
- A discount of £10 per week is available to customers paying for full time weekly childcare. Discount does not apply to anyone receiving free hours/any form of childcare grants.
- The equivalent of 2-weeks holiday is also available where fees will not be payable. Applies to public customers only. eg If you pay for x2 sessions a week, you will received x4 sessions as holiday to use throughout the year
- No fees are payable when the nursery is closed during bank holidays or any other college closures.
- Children under the age of 8 are welcome to attend the nursery during school holidays.
- All prices are net of VAT
- Fees effective from 1<sup>st</sup> August 2018.
- Fees are reviewed annually.
- There will be no refund if the facilities are unavailable for operational reasons eg closed due to snow, power failure etc.

For further information regarding the nursery fees, please contact the Nursery Manager on 0191 518 5540

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### Contact Details

Student Services  
Tel: 0191 518 8222

### Supporting Documents & Records

ESFA Funding Rules

The full ESFA Funding rules can be located on the ESFA website at:

<https://www.gov.uk/government/organisations/education-and-skills-funding-agency> and search for Funding Rules.

Advanced Learner Loans can be obtained from the Skills funding Agency at:

<https://www.gov.uk/government/collections/sfa-24-advanced-learning-loans> or at:

<https://www.gov.uk/advanced-learning-loans>

Full cost courses at: [http://www.eastdurham.ac.uk/east\\_durham\\_college\\_courses](http://www.eastdurham.ac.uk/east_durham_college_courses)

'Terms and Conditions for International Students'

Room Hire at <http://www.edc-events.co.uk/>

***Please feedback to Quality & Standards any constructive suggestions on how any aspect of the procedure may be clarified or improved***