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Review Date:	March 2020 or if Funding Guidance requires and in year update.



POLICY STATEMENT NO. 21

TITLE:

FEES POLICY 2019/20

INTRODUCTION/OVERVIEW:

This document outlines New College Stamford’s approach to setting and operation of fees associated with academic provision for the period 1 August 2019 to 31 July 2020. In preparing this document care has been taken to ensure that the recommendations of the Education and Skills Funding Agency (ESFA) as at March 2019 for fees as outlined in the Adult Education Budget Funding Requirements have been given due consideration and that recommendations of the Competition and Markets Authority have also been considered.

STATEMENT/ GUIDELINES

1 GENERAL PRINCIPLES

The College aims to optimise income from fees and charges by adopting a market driven approach to setting fee levels, but also wherever possible to take account of an individual’s ability to pay. This document sets out the basis on which charges are arrived at and the circumstances in which learners may not be required to pay the full fee. For HE fees, charges will be applicable but will operate in conjunction with the student loan availability which supports learners in funding their education. This will also apply to adult learning for adults aged 19 and over studying a Level 3 qualification and above who will now be required to pay fees but will also operate in conjunction with the student loan company.

The College has a policy of equal opportunities and seeks to ensure that arrangements for fees and charges are consistent with this.

Learners or their sponsors, unless they qualify for exemptions/waivers are to be charged tuition fees and other fees.

The College must ensure that when a learner starts learning they are aware of fees that they may have to pay including course fees and other fees during the time spent following the aim.

The college must also ensure that all learners are aware of their Fees and Charging Policy; so that if a learner’s circumstances change they are informed of the consequences in respect of the fees which may or may not be charged.

These principles extend to all areas of charging for teaching and related services, including further and higher education, educational and training contracts and commercial activities. Where the award of a grant supports the activity, then the terms of that grant, if different from the policy principles, must take precedence.

A fees schedule will be produced annually and will be authorised by the College Executive. This will summarise fee levels, concession entitlement and refund policy.

Higher rates may be calculated for learners for whom the College does not receive any ESFA or other grant funding as this will essentially represent a full cost delivery. In addition, the College has the discretion to negotiate arrangements with employers for large numbers.

Fee remission will be offered in accordance with government directives and to learners in groups for whom the ESFA offers discretionary fee compensations.

Fee refunds or waivers will only be allowed where the College has cancelled a course, there is a justified complaint, or in exceptional personal circumstances.

All learners at the time of enrolment must have a method of payment of fees in total which include

- Fully Funded through ESFA and/or Local Authority
- Fee Paid fully by the Student
- Payment by Employer
- Payment through a loan scheme - Advance Learner Loan/Student Loan

2 TUITION FEES

The College will review the tuition fees annually. For part-time courses the assumed fee income will be a percentage of the National Funding Rate for the learning aim in line with ESFA recommendations.

In determining the appropriate fees, the Executive Team will consider market conditions and College strategy, ESFA funding regulations as well as the cost of running the course.

Where a course lasts for two or more academic years a tuition fee is charged annually. The fee calculated will be applicable for the duration of the course and indicative fees for future years may be given but these are subject to change each year unless the learner pays upfront for future years.

Learners who fail to complete their ESFA funded programme within the allocated time are no longer eligible for ESFA funding. If the learner wishes to return in order to complete these studies a further charge will be made.

Learners who apply to transfer to an alternative learning programme may incur an additional charge if there is an increased fee level associated with the new programme of study.

Late joiners will be charged the full tuition fee applicable to the programme followed.

3 19 PLUS FULL-TIME LEARNERS (INFILL)

Learners will be charged a standard tuition fee for each year of their course.

A charge will also be made for examination registration at the start of the course. Additional charges may be made for materials, equipment, uniforms, educational visits and non-attendance at assessment tests or exams.

Learners may be eligible for an advanced learner loan if they are studying at level 3 to 6, and these loans may cover the cost of tuition so learners do not have to pay upfront. The fees applicable for these learners will be based on a maximum calculated from the Learning Aims Reference Service calculation of funding and will be supported by the availability of the advanced learning loan. www.gov.uk/advanced-learning-loans.

Apprentices do not contribute financially to the direct cost of learning and will not be charged fees.

4 FEE CONCESSIONS

Fee remission is available as per the Education Skills Funding Agency Rules to all 16-18 year old FE learners, including those on part-time programmes and for adult learners who meet the specified criteria.

Where fees are remitted for learners who meet the criteria, the college will not charge the learners tuition fees or exam registration fees.

The categories of learners who are entitled to fee remission are:

- All 16-18 year old FE learners (the Secretary of State does not expect tuition fees to be charged to full-time or part-time 16-18 year olds)
- 19-23 Learners studying up to their first **full** Level 2 qualification
- 19-23 year-old learners studying their first full Level 3 qualification.
- Learners studying English and maths learning aims as part of the new suite of English and maths qualifications up to level 2.
- Learners undertaking skills training up to Level 2 only on universal credit, because they are unemployed and required to undertake skills training up to level 2, or are receiving Job Seekers Allowance, Employment and Support Allowance and are in a work-related activity group
- Unemployed learners wanting to enter employment and in receipt of state benefit studying up to level 2
- Any other remission categories as advised by the Education Skills Funding Agency in the funding rules 2019/20.

Learners not in receipt of full fee remission are expected to pay tuition fees.

5 LEARNERS WITH SPECIAL EDUCATION NEEDS AND DISABILITIES (SEND)

Learners aged 19-24 years on their start date that have Additional Learning Support (ALS) needs over £6,000 including those with an Educational Health Care Plan (EHCP) in the year will be funded through the ESFA. There is an assumption from the ESFA that no fees would be collected for learners in the above category.

SEND students who are funded through the ESFA and have an ALS below £6,000, will be expected to pay a fee unless they meet the fee remission criteria.

6 OTHER FEES

If the ESFA fully funds a learner's programme, the College must not make compulsory charges relating to the direct costs of delivering a learning aim. Direct costs mean administration, registration, assessment, materials or examination costs and can include charges for identification passes, uniforms, tools and materials where the learner cannot achieve their learning aim without them.

Optional extras may be charged as a fee to the learner and this can be applied to trips and visits that are not a central part of their learning. The College may also charge for items not relating directly to the learning activity. Charges may be made to fully funded learners or learners funded by loans if they want to keep materials used in a learning activity outside of the learning environment e.g. artwork, models, food.

If learners are directly responsible for the payment of other fees, staff should ensure that learners are made aware of these additional costs.

Any late entry fees incurred by the College will be recharged to learners, unless the late entry is the fault of the College. Once sums have been paid over to an external body, refunds cannot be made nor any sums invoiced waived.

Any learners who fail to attend an examination will be charged the awarding body fee, except where the absence is due to illness and a doctor's certificate can be provided.

7 **ADDITIONAL QUALIFICATIONS – FULL-TIME LEARNERS**

If learners wish to enrol on additional qualifications that are not part of their full-time programme, then this will need to be evaluated and agreed on an individual basis as outcomes are related to age, then they will be liable for payment of all fees incurred. The additional qualification must be checked and agreed by the Vice Principal, Finance and Resources before the learner is enrolled.

8 **EDUCATIONAL VISITS AND MATERIALS**

Some full-time programmes include field trips and/or residential which are an integral part of the programme.

All educational visits should be self-financing. Charges for visits should be in line with College policy. The College does not aim to generate any surplus from student visits; any deficit resulting from an educational visit will be borne by the organising department.

The cost of materials should generally be additional to the tuition fee.

9 **APPRENTICESHIP FEES**

From May 2017 apprenticeship funding and the contributions expected from employers have changed, the following table gives a summary of fees and contributions due for apprenticeships started after 1st of May 2017:

* Funded value is provided from the Education Skills Funding Agency

** From April 2017 employers with an annual wage cost of over £3 million are required to pay 0.5% Apprenticeship Levy which should be used to fund the apprenticeship course fees, with employers needing to release the levy allocation to the delivering provider or college to pay fees.

Where a 10% employer contribution is payable by the employer the college will invoice termly across the period of the course.

Age of Apprentice	Type of Employer	Funded value	Employer Contribution payable
16-18	Less than 50 employees	100%*	0%
16-18	Over 50 employees	95%*	5%
19+ (adult)	Non Levy paying employer	95%*	5%
16-18 & 19+ (adult)	Large Apprenticeship Levy Paying	100% from the employer apprenticeship levy fund**	0%

10 COLLEGE STAFF

All full-time and part-time College staff are entitled to £300 towards the costs of any of the College's part-time Further Education (FE) courses to support their personal development. The programme needs to be related to the employee's job. If the course is not related to the employee's job, the contribution by the College is taxable in accordance with HMRC guidelines. Where there are other fees in addition to the tuition fee, i.e. residential, registration fees etc, further financial support will be at the discretion of the budget holder.

Attendance on the learning programme must be outside normal contracted working hours, alternatively staff that are released for training must make up the time.

Where fees are incurred staff should obtain authorisation from the HR Department before enrolling and process their application through the Student Services Team.

Teaching qualifications are available to staff employed as teachers or trainers during work hours. Agency staff will be liable for their own registration and tuition fees.

11 14-16 YEARS LEARNERS

Alternative Curriculum Programme

Fees are paid by schools, Social Services or Local Authorities for students on the full-time Alternative Curriculum programme. Payment is expected to be made on receipt of invoice. Pro-rata rates are available for late starters and part-time learners. Leavers will be eligible for full cost to end of year.

Other learners under aged 16 years

Learners under the age of 16 years (except those covered by the above categories) who wish to join any full-time course must have permission from their Local Authority to join the College. The College needs to seek confirmation from the ESFA that the learner will be funded before they commence their programme.

Learners who are under 16 years who wish to join any part-time course will not be funded therefore liable to pay the full adult fee applicable to the course plus a subsidy to cover any loss of funding.

12 HIGHER EDUCATION FEES ALIGN and reference HE Fees policy

The basic fee which will be charged has been determined by the College based on full or part-time attendance, and in conjunction with the appropriate validating University where applicable (see Appendix 2).

A tuition fee loan up to the full tuition fee amount charged is available from the Student Loans Company. Repayment of the loan will commence once the student has completed the course and is earning over the government set threshold which changes annually.

The level of tuition fees for each course will be set and published in the HE prospectus and website before the start of the application process. The rate of increase will be published by no later than 6 months before the start of the following academic year. Increases in tuition fees will not be made for applicants who have received offers regardless of whether the offers have been accepted. Deferred applicants will be charged the applicable fee at the start of their study.

All costs that relate to items that are essential to complete the course of study and incur an additional fee will be listed in the HE prospectus and website, these costs are additional to the tuition fee. Costs that relate to items that are not essential to complete

the course of study and hence are optional for students are also listed. This will include confirmation or an estimate of each type of optional cost wherever possible. Whilst the College makes reasonable efforts to ensure information regarding additional costs is correct, from time to time, further or different additional costs are incurred to maximise the educational opportunities for its students. In this event, students will be given notice, and those that are unable to meet these additional costs, will not be academically disadvantaged.

Students are responsible for ensuring that all tuition fees are paid on time, even when they are sponsored by a third party, or have applied for a student loan.

13 PAYMENT OF FEES

All fees become payable on the completion of an enrolment form either by the learner or their sponsor unless the learner is entitled to full fee remission.

Payment of fees may be made by cash, credit or debit card, or cheque.

14 INSTALMENT PLANS

Payment of fees may be made in instalments when fees due at enrolment exceed the cost of £200.00. Amounts above £500 will incur an admin fee of 5% of the total instalment figure. An instalment administration fee of £20 is charged for this facility for programmes with fees up to £500.

Fee Amount	No. of instalments	Payment of instalments
£200 and over	Three	1/3 at enrolment and admin fees remainder in two equal instalments due: 1 November and 1 December
£500 and over	Three	1/3 at enrolment and admin fees remainder in two equal instalments due: 1 December and 1 March
HE fees	Three	1/3 at the beginning of each term and admin fees (Invoiced each term)

Instalment payments may be made via standing order, credit card, or post dated cheque.

Instalment applications will not be considered unless accompanied with a payment of 1/3 of the cost of the course plus the set up administration charge of £20.00.

Overseas students are not normally eligible for the instalment plan and any exceptions must be agreed in advance by the Vice Principal, Finance and Resources.

Where the College is unable to collect any instalment payment on its due date an additional £20.00 charge will be levied to cover the costs of re-collection.

Any other proposed instalment arrangement must be approved by the Finance Department before any commitment is made.

15 NON-PAYMENT OF FEES

Continued attendance on a programme of study is dependent upon the learners' payment of their fees.

Where instalment terms have been agreed, but an instalment is not paid by the due date the full outstanding balance will become immediately payable, together with an additional administration charge to cover the extra collection costs. Learners who default on

instalment agreements will not be offered this facility for any subsequent enrolment.

If a learner or their sponsor pays for fees by cheque, and the issuing bank subsequently dishonours this cheque, an administration fee of £20.00 per default will be charged to cover the additional costs of re-collection.

Learners undertaking a two-year programme will **not** be allowed to progress to the second year of the course where fees relating to the first year remain unpaid.

Where fees remain outstanding on completion of a programme of study, examination and other certificates may not be released and learners will not be entitled to graduate. In addition, learners who complete a programme of study but have fees outstanding will be flagged on the MIS system, and will not be allowed to enrol on further programmes of study until the outstanding debt has been cleared.

16 REFUNDS

Refunds of tuition fees will only be given in the following circumstances:

- Where a course is closed or cancelled by the college a full refund will automatically be made to all eligible learners enrolled without request
- When the College has evaluated that the learner is not suitable for the course and no alternative course is offered.
- At the discretion of the Vice Principal, Finance and Resources.

Should a learner decide to withdraw from a course in accordance with the Consumer Rights Act 2015, refunds will only be granted if withdrawal is made in writing and is within the 14 calendar day 'cooling off' period. The 14 day 'cooling off' period commences from the day after learning commences. Should a learner transfer to a different course the 14 day 'cooling off' will recommence from the day after learning commences.

The College does not refund tuition fees where a learner simply decides to stop attending a course.

HE REFUNDS

When a student completes the enrolment process and registers or re-registers for their course, they become liable for the payment of tuition fees. The College applies a policy of calculating non-completion charges where students are unable to complete the academic programme and withdraw from or suspend their studies as set out below:

Withdrawal Dates	Fee Liability
Up to 14 days after acceptance of offer	0% of Tuition Fees
15 days after acceptance of offer to day before start of Term 2	25% of Tuition Fees
First day of Term 2 to day before start of Term 3	50% of Tuition Fees
On or after first day of Term 3	100% of Tuition Fees

17 FEE RATES

Fees quoted are only valid for the current academic year. Learners commencing courses covering more than one year will be charged their tuition fee annually. The fee calculated will be applicable for the duration of the course and indicative fees for future years may be given but these are subject to change each year unless the learner pays upfront for future years. Please see 2019/20 Fees Schedule at Appendix 1 is current as at 31/03/2019, is subject to change where the ESFA issue updated fee recommendations on the Learning Aims Reference System

<https://hub.fasst.org.uk/Learning%20Aims/Pages/default.aspx>

18 HE BURSARIES AND SUPPORT

Fees for new HE students joining the College in September 2019 are detailed in Appendix 2. There are no bursaries payable by the college, although all students including part time students will be able to apply for a student loan and in some cases to obtain grants.

All students will be able to apply for a Tuition Fee Loan. For those students who choose not to take out a fee loan, upfront payment of fees is expected.

Students may also be entitled to apply for Maintenance Grants and Maintenance Loans. Parent's Learning Allowance, Childcare Grant, Adult Dependant's Grant and Disabled Student's Allowances may also be available for some students.

IMPACT ASSESSMENT:

This policy has been assessed and considered for impact upon people who share the following protected characteristics and factors: race, gender and gender identity, disability (including learning difficulty), religion and belief, sexual orientation, age, pregnancy, maternity and marital status.

EQUALITY IMPACT ASSESSMENT SUMMARY:

This policy has been impact assessed and has identified the following:

- Negative impacts (Y)
- Appropriate actions/mitigations to address the negative impacts have been put in place (Y)
- Positive impacts (Y)

For further detail of the impacts and associated actions, please see the EIA which is attached to the filed copy of this document.

PRIVACY IMPACT ASSESSMENT

NCS is committed to protecting the personal data of its students, employees and other stakeholders in accordance with the General Data Protection Regulation (GDPR). We have a variety of methods and controls to ensure we protect that data appropriately. Personal data processing activities are subject to a Data Protection Impact Assessment (DPIA) as a key component of a 'Privacy by Design' approach. The risks to the rights and freedoms of individuals resulting from the processing of personal data are examined, and appropriate measures are put in place to protect these rights throughout the processing lifecycle.

LINKED POLICIES:

College Financial Regulations and Procedures

MONITORING PROCEDURE:

This policy will be reviewed annually in accordance with the ESFA Funding Guidance guidelines.

RESPONSIBILITY:

Vice Principal – Finance and Resources

ENDORSED BY EXECUTIVE:

Principal:

Janet Meenaghan

Date: 9 April 2019

2019/20 FEES SCHEDULE

Home (and qualifying EU nationals) Full-time FE Learners aged 16 – 18 years

Full time learners between the ages of 16 – 18 years will not be charged tuition or examination fees (for a first attempt at an examination).

Home (and qualifying EU nationals) Full-time FE Learners aged 19 years plus

Tuition Fee: See Appendix 1

Part-time Courses aged 19 years plus

For part time courses the assumed fee income will be 50% of the National Funding Rate for the learning aim in line with the ESFA recommendations. The fees are outlined in Appendix 1.

Other Fees

Course specific depending on materials and trips to be charged.

Resit Fees

Learners re-sitting a unit or examination will pay a re-sit fee.

- GCE/GCSE – College will pay for first attempt, students to pay for any resits at a cost of £25 per unit.
- BTEC Level 2 Written papers – College will pay for first attempt, students to pay for any further resits at a cost of £25 per unit.
- BTEC Level 2 Online exams – College will pay for first two attempts, student to pay for any further resits at a cost of £25 per unit.
- BTEC Level 3 Written exams – College will pay for first attempt, student to pay for any resits at a cost of £40 per unit.
- City & Guilds online exams plumbing/electrical/catering/construction - College will pay for first two attempts, students to pay for any further resits at a cost of £10 per unit.
- City & Guilds online exams Animal Care – College will pay for first two attempts, students to pay for any further resits at a cost of £25 per unit.
- Construction Awards online and written exams- College will pay for first two attempts, students to pay for any further resits at a cost of £10 per unit.

The exams department will not make any entries for resits until payment has been made by the student.

Online Assessments

All learners will get two free attempts for online assessment tests. On the third attempt, the learner will be eligible for a resit fee of £20.00. Payment for online assessments must be made at least 2 days prior to the test.

A Level Resits

All learners will be charged £25.00 for each A Level resit taken.

International Full-time Learners (Non-EU and Non-Student Visa)

Tuition Fee:	£6,000.00
Examination Fee:	£150.00 (includes centre and board fees)
Total:	£6150.00

International Part-time Learners (Non-EU and Non-Student Visa)

Part-time programmes, £12.00 per guided learning hour plus exam registration fee if applicable.

International Higher Education Learners (Non-EU and Non-Student Visa)

HE Programmes, fee per academic year £7,500 including examination fees
(Additional charges for support and English language tuition may apply)

14-16 Years Learners

Lincolnshire rate:	£700	Year 10	-	3 hours
	£1,400	Year 10	-	6 hours
	£650	Year 11	-	3 hours
	£1,300	Year 11	-	6 hours
Rutland rate:	£1,400	Year 10		
	£1,300	Year 11		

(Additional charges may be made for materials examination registration and Additional Learning Support)

Alternative Curriculum Programmes

£4,500 if still on school roll
£6,000 for other (i.e. in care, excluded etc)

(Additional charges may be made for materials, examination registration and ALS)
Increased flexibility.

Other students under age 16 years

As per National Base Rate for the qualification quoted in the ESFA Funding Guidance.

Instalment Set Up Fee

£20.00 per application. Amounts above £500 will be charged at 5% of the total instalment fee.

Default Fee

£20.00 per unpaid instalment/dishonoured cheque.

Higher Education Fees

See Appendix 2

Curriculum Planning Fees List for FE 2019/20

Highlighted qualifications are generally over 2 years and therefore FE fees are due each year.

Advanced Learner Loans Fees (ALL are taken at the start of the course and cover the duration of the qualification.

Level 2 and Level 3 Entitlement Fees can be waived according to the ESFA Funding Entitlement table below.

Team Name	Name	Entitlement	Co-Funded / year	FE Fees / year	Loan Reference No	Adv Learner Loan Fee
Academic Studies	A Level Biology	Level 3		£1,112.50	ALL Ref 60146254	£2,225
	A Level Business	Level 3		£993.50	ALL Ref 60143368	£1,987
	A Level Chemistry	Level 3		£1,112.50	ALL Ref 60157318	£2,225
	A Level Computer Science	Level 3		£1,291.50	ALL Ref 60145699	£2,583
	A Level English	Level 3		£993.50	ALL Ref 60149127	£1,987
	A Level English Language & Literature	Level 3		£993.50	ALL Ref 60149127	£1,987
	A Level Further Maths	Level 3		£993.50	ALL Ref 10060145	£1,987
	A Level Geography	Level 3		£1,112.50	ALL Ref 60185764	£2,225
	A Level Geology	Level 3		£1,112.50	ALL Ref 60307821	£2,225
	A Level History	Level 3		£993.50	ALL Ref 60146771	£1,987
	A Level Law	Level 3		£993.50	ALL Ref 60307067	£1,987
	A Level Mathematics	Level 3		£993.50	ALL Ref 10034122	£1,987
	A Level Media	Level 3		£1,112.50	ALL Ref 60323723	£2,225
	A Level Media Studies	Level 3		£1,112.50	ALL Ref 60323723	£2,225
	A level Music	Level 3		£1,112.50	ALL Ref 60183044	£2,225
	A Level Philosophy	Level 3		£993.50	ALL Ref 60306841	£1,987
	A Level Photography	Level 3		£1,291.50	ALL Ref 60150889	£2,583
	A Level Physical Education	Level 3		£1,112.50	ALL Ref 60186331	£2,225
	A Level Physics	Level 3		£1,112.50	ALL Ref 60147477	£2,225
	A Level Politics	Level 3		£993.50	ALL Ref 60314035	£1,987
	A Level Psychology	Level 3		£1,112.50	ALL Ref 6014838X	£2,225
	A Level Sociology	Level 3		£993.50	ALL Ref 60139948	£1,987
	Access to HE Business	Level 3		£3,022.00	ALL Ref 40000114	£3,022
	Access to HE Health Professions	Level 3		£3,384.00	ALL Ref 40000187	£3,384
	Access to HE Humanities and Social Sciences	Level 3		£3,022.00	ALL Ref 40000217	£3,022
	Dip in Therapeutic Counselling P/T Day *See Footnote	Full Cost		£1,059.00	ALL Ref 60022930	£2,882
	GCSE Biology	Level 2		£362		
	Lv 2 Certificate in Counselling Skills P/T	Co-Fund		£500		
	Lv 3 Cert in Counselling P/T	Full Cost		£500.00	ALL Ref 6001202X	£500
	Pre-Access - Health	Co-Fund		£500		
	Across College Provision	Lv 1 Award in Personal Development & Employability Skills (Prince's Trust)	Co-Fund	£500		
	Animal Care	Dip in Animal Care (90 Credit)	Level 3		£7,172.00	ALL Ref 6010563X
FLT Lv 1 Dip Land Based Studies (Animal)		Co-Fund	£1,500			
Lv 2 Dip in Animal Care		Level 2	£1,500			

N.B. ALL = Advanced Learner Loan. Only one Advanced Learner Loan can be given in a subject area at a Level, therefore, it is important to ensure that the loan is taken out for the highest qualification required or all A Level subjects.

Level 2/3 Entitlement Fee Remission can only be given to 19-23 year olds for their first full level qualification.

* The Level 5 Diploma in Therapeutic Counselling Fees are £5,000 requiring both an Advanced Learner Loan of £2,882 plus a fee of £1,059 per year.

Team Name	Name	Entitlement	Co-Funded / year	FE Fees / year	Loan Reference No	Adv Learner Loan Fee
	Lv 2 Ext Cert in Animal Management	Co-Fund	£500			
	Lv 3 Dip in Animal Management	Full Cost		£3,586.00	ALL Ref 50083119	£7,172
	Lv 3 Ext Dip in Animal Management	Level 3		£4,291.50	ALL Ref 50082656	£8,583
	Lv 3 Sub Dip in Animal Management	Full Cost		£4,425.00	ALL Ref 50082437	£4,425
Beauty	FLT Lv 1 Cert in Beauty Therapy	Co-Fund	£500			
	Lv 2 Dip in Media Make Up	Level 2	£1,500			
	Lv 3 Dip in Hair and Media Make Up	Level 3		£3,345.00	ALL Ref 50108967	£3,345
	NVQ Lv 2 Dip in Beauty Therapy	Level 2	£1,500			
	NVQ Lv 3 Dip in Beauty Therapy	Full Cost		£3,345.00	ALL Ref 50088609	£3,345
	NVQ Lv 3 Dip in Beauty Therapy Massage	Full Cost		£3,345.00	ALL Ref 50088610	£3,345
Business	AAT Advanced Certificate in Bookkeeping	Full Cost		£1,265.00	ALL Ref 60182192	£1,265
	AAT Advanced Diploma in Accounting	Level 3		£1,286.50	ALL Ref 60165546	£2,573
	AAT Foundation Certificate in Accounting	Level 2	£500			
	AAT Lv 1 Award in Accounting	Full Cost	£500			
	Air & Defence - Lv 3 BTEC National Foundation Dip in Business	Level 3		£2,573.00	ALL Ref 60171613	£2,573
	Dip in Business (90 Credit)	Level 3		£2,573.00	ALL Ref 60171613	£2,573
	Lv 1 Introductory Dip in Business		£1,500			
	Lv 2 First Ext Cert in Business	Co-Fund	£1,300			
	Lv 3 Ext Dip in Business	Level 3		£3,301.00	ALL Ref 50067461	£6,602
Business Development	Lv 3 Dip for the Early Years Workforce (Early Years Educator) P/T Day	Full Cost		£2,882.00	ALL Ref 60126292	£2,882
	Lv 3 Dip in Adult Care	Full Cost		£2,225.00	ALL Ref 60326621	£2,225
	Lv 3 Dip in Specialist Support for Teaching & Learning in Schools	Full Cost		£2,225.00	ALL Ref 50104767	£2,225
	Lv 4 Dip in Adult Care	Full Cost		£2,882.00	ALL Ref 60156417	£2,882
	NVQ Lv 3 Dip in Barbering	Full Cost		£3,345.00	ALL Ref 60158888	£3,345
	FLT Lv 1 Award in Construction Skills	Co-Fund	£500			
Construction	FLT Lv 1 Dip in Brickwork	Co-Fund	£1,500			
	FLT Lv 1 Dip in Carpentry & Joinery	Co-Fund	£1,500			
	FLT Lv 1 Dip in Electrical Installation	Co-Fund	£1,500			
	FLT Lv 1 Dip in Plumbing Studies	Co-Fund	£1,500			
	Foundation Dip Construction / Built	Level 3		£3,345.00	ALL Ref 60308631	£3,345
	L1 Certificate Construction Skills	Co-Fund	£500			
	L3 Diploma Bricklaying	Full Cost		£1,500.00		

N.B. ALL = Advanced Learner Loan. Only one Advanced Learner Loan can be given in a subject area at a Level, therefore, it is important to ensure that the loan is taken out for the highest qualification required or all A Level subjects.

Level 2/3 Entitlement Fee Remission can only be given to 19-23 year olds for their first full level qualification.

* **The Level 5 Diploma in Therapeutic Counselling Fees are £5,000 requiring both an Advanced Learner Loan of £2,882 plus a fee of £1,059 per year.**

Team Name	Name	Entitlement	Co-Funded / year	FE Fees / year	Loan Reference No	Adv Learner Loan Fee
	Lv 2 Dip in Brickwork	Level 2	£1,500			
	Lv 2 Dip in Electrotechnical Studies (CG 2365)	Level 2	£1,500			
	Lv 2 Dip in Plumbing Studies (CG 6035)	Level 2	£1,500			
	Lv 2 Dip in Site Carpentry	Level 2	£1,500			
	Lv 3 Dip in Electrotechnical Studies (CG 2365)	Level 3		£3,345.00	ALL Ref 60054992	£3,345
	Lv 3 Dip in Plumbing Studies (CG 6035)	Level 3		£3,345.00	ALL Ref 60054979	£3,345
	Lv 3 Dip in Site Carpentry	Level 3		£5,421.00	ALL Ref 6008604X	£5,421
	Lv 3 National Ext Dip in Construction and the Built Environment	Level 3		£4,291.50	ALL Ref 60308618	£8,583
Creative Arts	Dip in Foundation Art & Design (UAL)	Level 3		£5,421.00	ALL Ref 50053164	£5,421
	FLT Lv 1 Award in Art & Design (UAL)	Co-Fund	£500			
	FLT Lv 1 Dip in Art & Design (UAL)	Co-Fund	£1,500			
	Lv 2 Dip in Art & Design (UAL)	Level 2	£1,500			
	Lv 3 Dip in Art & Design (UAL)	Level 3		£5,421.00	ALL Ref 60028270	£5,421
	Lv 3 Dip in Fashion (UAL)	Level 3		£5,421.00	ALL Ref 60028270	£5,421
	Lv 3 Dip in Graphic Design (UAL)	Level 3		£5,421.00	ALL Ref 60028270	£5,421
	Lv 3 Dip in Photography (UAL)	Level 3		£5,421.00	ALL Ref 60028270	£5,421
	Lv 3 Ext Dip in Art & Design (UAL)	Level 3		£4,291.50	ALL Ref 60028269	£8,583
	Lv 3 Ext Dip in Fashion & Clothing (UAL)	Level 3		£4,291.50	ALL Ref 60028269	£8,583
	Lv 3 Ext Dip in Graphic Design (UAL)	Level 3		£4,291.50	ALL Ref 60028269	£8,583
	Lv 3 Ext Dip in Photography (UAL)	Level 3		£4,291.50	ALL Ref 60028269	£8,583
Early Years	FLT Lv 1 Cert in Intro to Health, Social Care & Children's & Young People's Settings (CACHE)	Co-Fund	£500			
	Lv 2 Tech Cert in Working with Children in Early Years & Primary Settings	Level 2	£500			
	Lv 3 Tech Cert in Childcare & Education	Level 3		£2,882.00	ALL Ref 6018436X	£2,882
	Lv 3 Tech Dip in Childcare & Education (Early Years Educator)	Level 3		£2,335.00	ALL Ref 60184371	£4,670
Eastern School of Performing Arts	Dip in Performing Arts (Dance - ESPA) (90 Credit)	Level 3		£4,670.00		
	Dip in Performing Arts (Musical Theatre - ESPA) (90 credit)	Level 3		£4,670.00		
	Lv 3 Ext Dip in Performing Arts (Dance - ESPA)	Level 3		£3,697.50		

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Level 2/3 Entitlement Fee Remission can only be given to 19-23 year olds for their first full level qualification.

* **The Level 5 Diploma in Therapeutic Counselling Fees are £5,000 requiring both an Advanced Learner Loan of £2,882 plus a fee of £1,059 per year.**

Team Name	Name	Entitlement	Co-Funded / year	FE Fees / year	Loan Reference No	Adv Learner Loan Fee
	Lv 3 Ext Dip in Performing Arts (Musical Theatre - ESPA)	Level 3		£3,697.50		
English and Maths	Lv 3 Cert in Maths in Context	Full Cost		£500.00		
Hair	FLT Lv 1 Cert in Hairdressing & Barbering	Co-Fund	£500			
	NVQ Lv 2 Dip in Hairdressing	Level 2	£1,500			
	NVQ Lv 3 Dip in Hairdressing	Full Cost		£3,345.00	ALL Ref 6015889X	£3,345
Health and Social Care	Lv 2 Ext Dip in Health & Social Care (CACHE)	Co-Fund	£1,500			
	Lv 3 Award in Health & Social Care (CACHE)	Full Cost		£500.00		
	Lv 3 Cert in Health & Social Care (CACHE)	Full Cost		£2,882.00	ALL Ref 60161097	£2,882
	Lv 3 Ext Dip in Health & Social Care (CACHE)	Full Cost		£3,697.50	ALL Ref 60161103	£7,395
Hospitality and Catering	Air & Defence - NVQ Lv 2 Dip in Professional Cookery	Co-Fund	£1,500			
	Air and Defence Level 3 Catering	Full Cost		£3,345.00	ALL Ref 50094397	£3,345
	FLT Lv 1 Cert in Food Preparation & Cooking	Co-Fund	£500			
	NVQ Lv 2 Dip in Hospitality Services	Co-Fund	£1,500			
	NVQ Lv 3 Dip in Professional Cookery	Full Cost		£3,345.00	ALL Ref 50094397	£3,345
IT	Adobe Certified Associate Cert - intermediate	Full Cost		£500.00		
	Air & Defence - Lv 3 BTEC National Foundation Dip in Computing	Level 3		£3,345.00	ALL Ref 60173439	£3,345
	Air & Defence - Lv 2 Ext Certificate in IT	Level 2	£1,300			
	Air & Defence - Lv 3 BTEC National Dip in Computing	Level 3		£8,583.00	ALL Ref 60173427	£8,583
	Cicso CCENT - Entry Level Technician	Full Cost		£500.00		
	Cicso CCNA Cyber Operations - Intermediate	Full Cost		£500.00		
	Cicso CCNA Networking Associate - Intermediate	Full Cost		£500.00		
	IC3 Introduction to Digital Literacy - beginner	Co-Fund	£500			
	Lv 1 Introductory Cert in Information Technology		£500			
	Lv 2 Ext Cert in IT	Level 2	£1,300			
	Lv 3 National Ext Dip in Computing	Level 3		£4,291.50	ALL Ref 60173427	£8,583
Lv 3 National Ext Dip in IT	Level 3		£4,291.50	ALL Ref 60304546	£8,583	

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Team Name	Name	Entitlement	Co-Funded / year	FE Fees / year	Loan Reference No	Adv Learner Loan Fee
IT	Lv 3 National Fnd Dip in Computing	Level 3		£3,345.00	ALL Ref 60173439	£3,345
	Lv 3 National Fnd Dip in IT	Level 3		£3,345.00	ALL Ref 6017576X	£3,345
	Masterclass in Social Media & Content - professional development	Full Cost		£500.00		
	MOS Access	Full Cost		£500.00		
	MOS Excel Data Analysis	Full Cost		£500.00		
	MOS Excel Data Insights	Full Cost		£500.00		
	MOS PowerPoint	Full Cost		£500.00		
	MOS Word	Full Cost		£500.00		
Media	FLT Lv 1 Dip in Creative Media (UAL)	Co-Fund	£1,500			
	Lv 2 Dip in Creative Media Production (UAL)	Level 2	£1,500			
	Lv 3 Dip in Creative Media Production (UAL)	Level 3		£4,670.00	ALL Ref 60139869	£4,670
	Lv 3 Ext Dip in Creative Media Production (UAL)	Level 3		£3,697.50	ALL Ref 60139870	£7,395
Motor Vehicle	FLT Lv 1 Dip Light Vehicle Maintenance	Co-Fund	£1,500			
	Introduction to the Motor Vehicle Industry	Co-Fund	£500			
	Level 2 Diploma in Vehicle Inspection	Co-Fund	£1,500			
	Lv 2 Dip in Light Vehicle Maint & Repair	Co-Fund	£1,500			
	Lv 2 Dip in Motorsport Maintenance	Level 2	£1,500			
	Lv 3 Dip Veh Maint Light Vehicle	Level 3		£5,421.00	ALL Ref 50098147	£5,421
Performing Arts	Dip in Performing Arts (UAL)	Level 3		£4,670.00	ALL Ref 60117801	£4,670
	FLT Lv 1 Dip in Performing Arts (UAL)	Co-Fund	£1,500			
	Lv 2 Dip in Performance (UAL)	Level 2	£1,500			
	Lv 3 Dip in Music Performance (UAL)	Full Cost		£7,172.00	ALL Ref 60164724	£7,172
	Lv 3 Dip in Music Technology (UAL)	Full Cost		£7,172.00	ALL Ref 60164724	£7,172
	Lv 3 Ext Dip in Music Performance (UAL)	Full Cost		£4,291.50	ALL Ref 6016475X	£8,583
	Lv 3 Ext Dip in Music Performance (UAL)	Full Cost		£4,291.50	ALL Ref 6016475X	£8,583
	Lv 3 Ext Dip in Music Technology (UAL)	Full Cost		£4,291.50	ALL Ref 6016475X	£8,583
	Lv 3 Ext Dip in Music Technology (UAL)	Full Cost		£4,291.50	ALL Ref 6016475X	£8,583
	Lv 3 Ext Dip in Performing Arts	Level 3		£3,697.50	ALL Ref 60117904	£7,395
Professional Dip in Performance (UAL)	Full Cost		£4,670.00	ALL Ref 6033034X	£4,670	

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Public Service	Air & Defence - Lv 2 Dip in Public Services	Level 2	£1,500			
	Air & Defence - Lv 3 Dip in Public Services	Full Cost		£2,085.00	ALL Ref 50078677	£4,170
	Air & Defence - Lv 3 Sub Dip in Public Services	Full Cost		£2,573.00	ALL Ref 50078628	£2,573
	Dip in Public Service (90 Credit)	Full Cost		£4,170.00	ALL Ref 60038913	£4,170
	Level 3 Diploma Public Services Air and Defence	Full Cost		£2,085.00	ALL Ref 50078677	£4,170
	Lv 2 Dip in Public Services	Level 2	£1,500			
	Lv 3 Dip in Public Services	Full Cost		£2,085.00	ALL Ref 50078677	£4,170
	Lv 3 Ext Dip in Public Services	Full Cost		£3,301.00	ALL Ref 5007801X	£6,602
	Lv 3 Sub Dip in Public Services	Full Cost		£2,573.00	ALL Ref 50078628	£2,573
Skills for Work and Living	Employability Plus	Co-Fund	£500			
	Employability Plus (SFA)	Co-Fund	£500			
	Entry 3 Certificate - Pathways	Co-Fund	£500			
	Entry Level Exploring Careers - Animals & Horticulture	Co-Fund	£500			
	Entry Level Exploring Careers - Animals & Horticulture (SFA)	Co-Fund	£500			
	Entry Level Exploring Careers - Catering & Retail	Co-Fund	£500			
	Entry Level Exploring Careers - Catering & Retail (SFA)	Co-Fund	£500			
	Entry Level Independent Living, Life & Work	Co-Fund	£500			
	Independent Living Skills (EFA)	Co-Fund	£500			
	Supported Internship	Co-Fund	£500			
Sport	Dip in Football Development (90 Credit)	Full Cost		£4,670.00	ALL Ref 60039310	£4,670
	Dip in Sport & Exercise (90 Credit)	Level 3		£4,670.00	ALL Ref 60039309	£4,670
	Dip in Sport (90 Credit)	Full Cost		£4,670.00	ALL Ref 60039310	£4,670
	FLT Lv 1 Dip in Introduction to Sport and Public Services	Co-Fund	£1,500			
	Lv 2 Dip in Football Development	Co-Fund	£1,500			
	Lv 2 Dip in Sport	Co-Fund	£1,500			
	Lv 3 Dip in Football Development	Level 3		£2,335.00	ALL Ref 50067552	£4,670
	Lv 3 Dip in Sport	Level 3		£2,335.00	ALL Ref 50067552	£4,670
	Lv 3 Ext Dip in Football Development	Level 3		£3,697.50	ALL Ref 50067643	£7,395
	Lv 3 Ext Dip in Sport	Level 3		£3,697.50	ALL Ref 50067643	£7,395
	Lv 3 Ext Dip in Sport and Exercise Sciences	Full Cost		£3,697.50	ALL Ref 50068015	£7,395
	Lv 3 Sub Dip in Football Development	Level 3		£2,882.00	ALL Ref 50067515	£2,882

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Team Name	Name	Entitlement	Co-Funded / year	FE Fees / year	Loan Reference No	Adv Learner Loan Fee
	Lv 3 Sub Dip in Sport	Level 3		£2,882.00	ALL Ref 50067515	£2,882
Teacher Training	Lv 3 Award in Education and Training	Full Cost		£500.00		
	Lv 3 Cert Assess Vocational Achievement	Full Cost		£811.00	ALL Ref 50116794	£811
	Lv 4 Award IQA of Assessment Practice	Full Cost		£500.00		
Travel and Tourism	Lv 2 Ext Cert in Travel & Tourism	Co-Fund	£500			
	Lv 3 Dip in Travel & Tourism	Level 3		£2,085.00	ALL Ref 50098627	£4,170
	Lv 3 Sub Dip in Travel & Tourism	Level 3		£2,573.00	ALL Ref 50098639	£2,573

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Government Contribution Rates

Provision	19- to 23-year-olds	24+ unemployed	24+ other
English and maths, up to and including level 2 (Must be delivered as part of the legal entitlement)	Fully funded*	Fully funded*	Fully funded*
Level 2 (excluding English and maths) (First full level 2 must be delivered as part of the legal entitlement)	Fully funded* (first and full)	Fully Funded	Co-funded+
Learning to progress to level 2	Fully funded^ (up to and including level 1)	Fully funded	Co-funded+
Level 3 (First full level 3 must be delivered as part of the legal entitlement)	Fully funded* (first and full)	Loan-funded	Loan-funded
Loan-funded** (previously achieved full level 3 or above)			
Traineeship#	Fully funded (including 16- to 24-year-olds##)	N/A	N/A
English for Speakers of Other Languages (ESOL) learning up to and including level 2	Co-funded+	Fully funded	Co-funded+
Fully funded – unemployed			
Learning aims up to and including level 2, where the learner has already achieved a first full level 2 or above	Co-funded+	Fully funded	Co-funded+
Fully funded – unemployed			
<p>*Must be delivered as one of the English and maths, and/or first full level 2 or first full level 3 qualifications required as part of the legal entitlements.</p> <p>^Must be delivered as entry or level one provision from local flexibility.</p> <p># Excludes flexible element where funding depends on age and level.</p> <p>## 16- to 18-year-old learners must be eligible under the ESFA's young people's residency requirements.</p> <p>** Availability of loans at level 3 does not replace the legal entitlement to full funding for learners aged 19 to 23 undertaking their first full level 3.</p> <p>+ Low Wage flexibility may apply, refer to paragraph 151</p>			

Higher Education Fees

2018/19

HNC	Part-time	£3250 p.a.
HND – all programmes	Part-time	£3250 p.a.
	Full-time	£6500 p.a.
Foundation Degree - Professional Studies		£5500 p.a.
All other Foundation Degrees		£6500 p.a.
Certificate in Education pGCE/PGCE		£2500 p.a.
Professional Diploma – Therapeutic Counselling		£2500 p.a.

2019/20

HNC	Part-time	£3250 p.a.
HND	Part-time	£3250 p.a.
	Full-time	£6500 p.a.
Professional Studies Foundation Degree	Full-time	£6500 p.a.
Health & Social Care Foundation Degree	Full-time	£6500 p.a.
Graphic Design Foundation Degree	Full-time	£6165 p.a.
Creative and Editorial Photography Foundation Degree	Full-time	£6165 p.a.
BA (Hons)	Full-time	£7500 p.a.
Cert Ed / PGDE		£2500 p.a.
Professional Diploma – Therapeutic Counselling		£2500 p.a.

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