

**NEWHAM
COLLEGE
LONDON**

Tuition Fee Policy 2023/2024

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Introduction

1. The government provides funding to support the delivery of post-16 teaching and learning to 16-18 year olds and adults. However, the extent of the funding available is predominately determined by two factors: the nature of the provision being delivered; and the eligibility of the student.
2. Students aged 16-18 and adults aged between 19-24 with an education health care plan (EHCP) are fully funded by the Education and Skills Funding Agency (ESFA).
3. The Education and Skills Funding Agency funds apprenticeships and students undertaking a traineeship programme and individuals' resident in areas of England outside of the Greater London Authority (GLA). The college does not charge tuition fees to adults who are fully funded by the ESFA. The ESFA fully funds English and maths qualifications for all ages of adults. They also fund most courses taken by adults who are unemployed and in receipt of an approved benefit.
4. The Greater London Authority (GLA) funds Adult Education Budget for individual's resident within the devolved authority area. The college does not charge tuition fees to adults who are fully funded by the GLA. The GLA fully funds English and maths qualifications for all ages of adults. They also fund most courses taken by adults who are unemployed and in receipt of an approved benefit.
5. However, this is not the case for all courses or qualifications. For many adult qualifications, including apprenticeships, the government expects that the student or employer will contribute towards the costs of the course. In these cases, colleges typically receive 50% of funding from the government with the remaining costs charged as a tuition fee to the student or employer.
6. Where the government introduce fee remission and/or eligibility for free courses, the College will pass the full financial benefit of any reduction of fees to the student.
7. For some categories of students, such as adults aged 19 or over studying a level 3 qualification or higher education students, the government provides funding through the facility available to students to apply for a tuition fee loan.
8. Other qualifications, such as college certificated qualifications, attract no government funding and are ineligible for loans so must be paid for in full by the student.
9. Wherever permitted by the conditions of funding set by the EFSA/GLA and subject to its overall funding envelope, the College's policy is to make education free at the point of delivery for all students. This policy outlines the college's approach to setting and charging fees, where they are required, for each of the circumstances outlined above.

Education, training and traineeships funded by the ESFA

10. No tuition fees are charged to eligible students aged 16-18 and adults aged between 19-24 with an education health care plan (EHCP)

11. All 16-18 year olds, and 19 year olds on the second year of a two-year programme, are exempt from paying tuition fees or examination and accreditation fees, except where the individual 16-18 year old presents late for registration for an examination/accreditation series beyond the closing date for the series, and it is not the curriculum directorate that has caused the late presentation. In this case the full fee for the series plus a late surcharge will be due from the individual student.
12. Eligible students aged 19 to 23 studying on a qualification up to and including level 2 are funded by the ESFA/GLA.

Provision Description	2023-24 Fee
GCSE English Language, GCSE maths, Functional Skills and QCF English and maths qualifications and units for individuals who have not previously attained a GCSE grade A*-C or grade 4, or higher.	Free
Essential Digital Skills Qualifications up to and Including Level 1	Free
Adults aged 19-23, or unemployed adults of any age, undertaking a qualification progressing up to level 2.	Free
Adults aged 19-23, or unemployed adults of any age, undertaking their first full level 2 qualification.	Free
Adults aged 19-23 undertaking their first full level 3 legal entitlement.	Free
Adults with or without a level 3 accessing a qualification on the Level 3 Adult Free Courses for Jobs offer qualification list	Free
Adults with a level 3 accessing a qualification on the Level 3 Adult offer qualification list who meet the definition of unemployed below or earn less than the London living wage	Free
Adults who earn less than the London Living Wage as an annual gross salary	Free
Adults aged 24+, who are not unemployed, undertaking a qualification below level 3, which is not English or maths.	Fee no greater than 50% of the ESFA/GLA's 2023-24 un-weighted national rate.
Adults aged 19 or over undertaking a qualification funded through an Advanced Learning Loan.	Fee no greater than the maximum loan amount specified by the ESFA.

13. Some qualifications at level 3 or above are not funded by the ESFA/GLA. Where the College intends or needs to charge a fee to meet conditions of its public funding, this will be explained prior to enrolment. The fees for these courses are shown in section below.
14. Fees calculated as above will be organised into bands based on the number of funding band hours associated with the ESFA/GLA -funded learning aim being delivered.

Funding Band Hours	Activity Type	Fee
Up to 2	Very small provision (1)	£14
3 to 4	Very small provision (2)	£21
5 to 6	Very small provision (3)	£35
7 to 12	Small provision (1)	£50
13 to 20	Small provision (2)	£100
21 to 44	Small provision (3)	£150
45 to 68	Medium provision (1)	£300
69 to 92	Medium provision (2)	£450
93 to 100	Medium provision (3)	£600
101 to 196	Large provision (1)	£724
197 to 292	Large provision (2)	£1,265
293 to 388	Large provision (3)	£1,987
389 to 580	Very large provision (1)	£2,573
581 to 1060	Very large provision (2)	£4,170
1061 or more	Very large provision (3)	£6,602

Education and training funded through Advanced Learner Loans

15. The ESFA publishes a list of qualifications at level 3 and above (excluding prescribed higher education) which are eligible for funding through Advanced Learner Loans.
16. The fees for courses funded through Advanced Learner Loans will be consistent with the single set of maximum loan amounts, specified by the ESFA, as shown in the table below.
17. These maximum loan amounts will apply for the full duration of the designated qualification, including if it extends into the 2024-25 funding year or beyond.
18. The maximum loan amount is determined by:
 - the size of the qualification
 - the programme weighting of the qualification

GLH/TQT size	Qualification size (in credits only)	Maximum loan amount according to programme weighting: A - Base	Maximum loan amount according to programme weighting: B - Low	Maximum loan amount according to programme weighting: C - Medium	Maximum loan amount according to programme weighting: D - High	Maximum loan amount according to programme weighting: E - Specialist
45 to 68	6 to 8	£300	£336	£390	£480	£516
69 to 92	9 to 11	£450	£504	£585	£720	£774
93 to 100	12	£600	£672	£780	£960	£1,032
101 to 196	13 to 24	£724	£811	£941	£1,159	£1,246
197 to 292	25 to 36	£1,265	£1,417	£1,645	£2,025	£2,176
293 to 388	37 to 48	£1,987	£2,225	£2,583	£3,179	£3,417
389 to 580	49 to 72	£2,573	£2,882	£3,345	£4,117	£4,425
581 to 1060	73 to 132	£4,170	£4,670	£5,421	£6,671	£7,172
1061 or more	133 or more	£6,602	£7,395	£8,583	£10,564	£11,356
Access to HE		£3,022	£3,384	£3,928	£4,835	£5,197

Education and training which is not funded through ESFA/GLA grant or student loans

19. A commercial fee will be set for any course which does not attract ESFA/GLA funding or is delivering a qualification which is not eligible for a student loan.
20. A commercial fee may also be charged for a qualification that attracts ESFA/GLA funding or is eligible for a student loan, subject to the availability of funding and at the college's discretion.
21. The fee for commercial courses will be set at a rate such that the commercial course delivers a minimum 50% contribution. The 2023-24 commercial funding calculator should be used to determine the appropriate level of fee.
22. Curriculum Directors may request that the commercial fee be varied in cases where the level of fee is considered to be uncompetitive when compared to fees charged by local competitors. The decision is at the discretion of the Executive team.
23. Adult Education Budget funded students facing difficulty meeting tuition fees are eligible to make a claim on the discretionary support fund on application to the Bursary team via the Pay My Student online application process. All students are expected to make a nominal payment upon enrolment.

Fee Remission

24. There are certain categories of provision and students where the college receives full funding from the ESFA/GLA. In such cases, no fees are charged to the student.
25. The table below shows which courses and categories of students are fully funded and, therefore, do not attract a fee.

Provision	19-23¹ Year Olds	24+ Unemployed³	24+ Employed
English and maths up to and including level 2 <small>(Must be delivered as part of the legal entitlement)</small>	Fully funded ²	Fully funded ²	Fully funded ²
Essential Digital Skills Qualifications up to and including Level 1	Fully funded ²	Fully funded ²	Fully funded ²
Level 2 <small>(First full level 2 must be delivered as part of the legal entitlement)</small>	Fully funded ² (first and full)	Fully funded	
Provision to progress to level 2	Fully funded <small>(up to and including level 1)</small>	Fully funded	
Traineeship	Fully funded (including 24 year olds)		
Level 3 <small>(First full level 3 must be delivered as part of the legal entitlement)</small>	Fully funded ² (first and full)		
Level 3 Adult Offer (students without a full level 3 accessing a qualification on the Level 3 Adult Offer qualification lists – this offer also applies to students who already hold a level 3 or higher and meet the definition of unemployed or low wage.	Fully funded	Fully funded	Fully funded
ESOL	Fully funded if unemployed ³	Fully funded	

¹ Age is determined at the start of learning

² Must be delivered as one of the qualifications required for legal entitlement

³ Unemployed – must be looking for work and ready to start work and claiming state benefits

Provision	19-23¹ Year Olds	24+ Unemployed³	24+ Employed
Learning aims up to and including level 2, where the student has already achieved at level 2 or above	Fully funded if unemployed ³	Fully funded	
Learners who earn less than the London Living Wage as an annual gross salary	Fully funded	n/a	Fully Funded

Fee Payment Terms

26. Commercial (full cost) course fees must be paid at the time of enrolment in full.
27. Fee payment terms are available for courses, with a minimum course fee of £150.
28. Students can:
- make their payment in full; or
 - agree an instalment plan, where payment will become due on the agreed dates. A initial payment must be made before the start of learning; or
 - Students in financial hardship on an ESFA/GLA funded course can apply to the Discretionary Learner Support Fund for tuition fee support (subject to exceptional circumstances and availability of funds) via the Pay My Student on-line application process.
29. For all courses, apart from higher education, payment terms are dependent on the duration of the course:

Duration	Payment Terms
1 month or less	Not available, payment in full required.
Less than 4 months	50% on enrolment, balance paid within 1 month
4 months or longer	25% on enrolment, balance paid through 3 instalments
ESOL courses	As above but payable per term for each component i.e. reading, speaking & listening, writing

- For courses that start in September and finish after May the balance must be paid in full by the end of February.
- Instalment plans must be agreed at the time of enrolment.
- The above table is a guide and may be subject to change or amendment

30. Students are liable to pay a tuition fee once they have attended beyond the qualifying period listed in the table below.

Duration of course	Qualifying Period
At least 168 calendar days	42 calendar days
14 to 167 calendar days	14 calendar days
Fewer than 14 calendar days	1 calendar day
Calendar days refers to the number of days in the calendar between the first date of attendance and the last date of attendance	

Withdrawal

31. If a student withdraws from the course after attending beyond the qualifying period, they will be charged a pro-rata tuition fee calculated by the total number of calendar days between the date they first attended and the date they last attended, divided by the total number of calendar days of the course duration.

Refunds

Refunds are at the discretion of the College and any request for a refund must be made during the academic year the course was delivered in.

32. A student or sponsor can apply for a refund at any of the College sites. Forms are available from Admissions.
33. The applicant must complete **sections 1 & 2** of the Application for Refund of Fees form.
34. The application must be signed and dated and handed into Admissions together with all the necessary documentation:
- Receipt
 - **Evidence to support the reason for claiming a refund, from the list below (only reasons listed below will be considered for a refund):**
 - Refused entry into UK
 - Home Office letter
 - Refusal of Entry Clearance
 - Medical reason
 - Medical certificate
 - Class closure
 - Statement from relevant curriculum director or head of department
 - Sponsor letter confirming payment (where applicable)

35. Full refunds will only be considered if the student does not attend beyond the qualifying period of the course.
36. Where a student has attended beyond the qualifying period any refund will be calculated by deducting the pro-rata tuition fee due from the total amount paid.
37. If the College cancels a course, students will automatically be refunded.

Payment and Collection of Fees (see Annex A)

38. The College operates an Online Store which can be accessed through the college website or college VLE (EVOLVE).
39. Students are responsible for making their payments in line with the agreed instalment plan.
40. Where the intention is to apply for Discretionary Learner Support Fund (DLSF) to assist with tuition fee support the student must confirm at enrolment that they wish to apply and that they meet the criteria of the DLSF and may be expected to pay an initial instalment. Applications must be made within 1 week of enrolling, or the full tuition fee will become immediately payable.
41. Reminders will be sent to students who owe fees from the Finance department.
42. If an instalment plan is not kept up to date the college may block your student card until the outstanding amount is paid.
43. If outstanding fees are not paid then the College reserves the right to instruct a debt collection agency to recover the outstanding debt.