

Tuition Fees Policy (Summary)

2019/2020

This is a summary of some of the main points within Wakefield College's tuition fees policy. The full tuition fees policy is available on request and on the College website.

General Principles

Learners or their sponsors, unless they qualify for exemptions or waivers, are to be charged:

- a course fee;
- the cost of any equipment necessary to undertake their programme of study if this equipment will remain the property of the learner once the course has been completed;
- the cost of any trips or visits associated with the programme of study;
- the cost of any examination re-sits, where appropriate;
- the cost of any charges imposed by awarding organisations (e.g. re-marking, requests for scripts).

Classroom based learners are ultimately responsible for ensuring that their fees are paid, even when a third party (e.g. an employer) intends to pay on their behalf.

Where learning is predominantly delivered in the workplace fee responsibilities are detailed in Appendix 2.

All fees (or deposits and payment plans) are due at enrolment.

Instalment arrangements are available if certain criteria are met and payments are made by Direct Debit.

No tuition fees are payable by 16–18 year old FE learners, including those on part time programmes, or by adult learners who meet the specified criteria in Appendix 1.

Learners seeking a reduction or waiver of fees under these policies must produce documentary evidence of their entitlement, at enrolment.

FE fees will be charged at enrolment for the full duration of the course. HE fees will be charged annually in line with Student Loans procedure for applications.

In order for a learner to be eligible for Government funding for their learning programme the learner must have the legal right to be resident in the UK at the start of their programme. There should also be a reasonable likelihood that the learner will be able to complete their programme of study.

A learner's fee status at enrolment (e.g. employed, in receipt of eligible benefit) applies throughout the year on that learning aim.

Learners are directly responsible for registration with (and payment to) any relevant Professional Bodies.

The full fee for a course is payable even if the learner decides not to complete the course.

Fees for courses over 12 weeks duration will include a free 'taster' period and no fee will be charged for attendance up to this point. (FE is two weeks; HE is one week).

Payment of Fees and Instalments

All fees become payable on the completion of an enrolment form either by the learner or by a sponsor unless the learner is entitled to full fee remission. Payment of fees may be made by cash, card and in the case of instalments, by deposit and monthly direct debit.

Where the total fee is less than £150 learners must pay in full at the time of enrolment.

Where the course duration is 12 weeks or fewer (i.e. short courses), learners must pay in full at the time of enrolment.

Where the total fee is £150 or more, and the course is more than 12 weeks in duration, learners can pay a deposit at enrolment followed by equal monthly instalments. The amount of the deposit and the number of instalments available will vary depending on the value of the course:

Value of the course	Payable at enrolment (first instalment)	Payable by Direct Debit (additional instalments)
Note – course duration must be 13 weeks of more for instalments to be available		
Not paying by direct debit	100%	N/A
Up to £149	100%	N/A
£150 to £750 and	30%	3
£751 or more	20%	5
For courses 13 months or more and over £1500	10%	11

Instalments may span academic years, depending on the start date of the course. The instalment option is not available to international students, employers or sponsors.

Where a learner pays a £150 deposit towards an Adult Learner Loan funded course that is awaiting approval, then there is no requirement to complete a Direct Debit form.

Some courses are only funded in part by a loan. In these cases an instalment plan and completed Direct Debit form would be needed to cover any fees payable by the student.

Where fees are solely for visits, alternative payment plans can be considered based on College costs incurred to date and on dates of departure.

Payment Incentives

The College offers a 10% prompt payment discount.

The discount is available to students enrolling on an FE course (over £150 and over twelve weeks' duration) where the learner makes payment in full, at the time of enrolment.

The discount is available on the course fee only.

The discount is not available to sponsors, international students or to students who choose to pay fees by an Advanced Learner Loan.

The discount applies to FE courses only and is not available on HE courses.

Fee Refunds (General Principles)

Fee refunds will be approved where the College has had to cancel a course.

Non-attendance: If a learner withdraws from a course prior to its commencement, a refund will normally be given on request, but the College reserves the right to recover fees if the refund would affect the course's continuing viability. This includes long courses but excludes 'short' and bespoke courses.

In the case of early withdrawal from a FE course, if a learner withdraws after the two week taster period, full fees remain payable.

Should the College be unable to complete the provision, once started, students who have had fees paid on their behalf by the Student Loans Company will have their loan obligation reduced to zero.

All home students' tuition fees will be deemed to include a non-refundable administration fee of £30.

The College will not refund fees if it is unable to perform any of its obligations due to causes beyond its reasonable control. This may include but is not limited to: fire, flood, windstorm or other natural disaster, closure due to adverse weather conditions, interruption to or failure of electric power, gas or water, strike, collapse of building structures, failure of machinery, computers or vehicles.

Fee Refunds (HE)

Where an HE learner elects to pay fees via a student loan, the SLC will make payments to College per term, or part term attended. After the one-week 'taster' period, the SLC will pay College as follows: for attendance in term one (25%), for any attendance in term two (25%) and for any attendance in term three (50%).

HE loan students, who withdraw from their course early, will have their loan liability reduced in line with the SLC payment schedule.

HE students paying their own fees directly, who withdraw from their course early, will have their fee liability reduced in line with the SLC payment schedule.

Where HE fees are paid by a sponsor, in the event of learner withdrawal, full fees remain payable after the taster period has elapsed.