# Fees Policy 2024/25 - 2026/27

# Objectives

The purpose of this policy is to provide a framework within which the College’s fee setting processes are devised and operated. This policy also covers the arrangements to be made for financial support for those who cannot afford full fees and payment methods for learners who cannot afford to pay fees in full at the time of enrolment.

# Approval of College Fees Policy

The Policy will be reviewed on a 3 year basis or sooner if changes in the rules governing public funding require it. Monitoring of the individual rates set under the policy will be undertaken annually

by the College’s Executive Team and will be approved by the Finance & Resources Committee.

# The College’s fee setting processes

Fees forcourses will be set annually and will be approved by the Finance & Resources Committee.

There are several types of fees which students/employers may have to pay. These include:

* tuition fees
* registration, certification and exam fees
* materials fee to include additional specialist materials, equipment, tools
* additional staffing costs e.g. second tutor/accompanist or assessor costs
* specific learning support costs
* administration fee

Eligibility for government funding

Each year the Education and Skills Funding Agency (ESFA) and the Greater London Authority (GLA) provide funding guidance setting out the criteria which need to be met for a learner to be eligible for public funding. The College adheres to these guidance documents and adapts information for learners and its enrolment procedures annually in line with the two funding bodies requirements.

The GLA funds the RHACC Adult Skills Fund for London residents. All adult students not resident within a devolved authority continue to be funded through ESFA, and RHACC continues to receive grant for these. Adult students who are resident in a devolved authority other than the GLA are not eligible for funding.

In the case of any learner wishing to study a funded course, where public funding will not subsidise the cost of the course, the learner will be responsible for the full cost of the course. Similarly a learner over 19 years of age who is not eligible for funding and who does not wish to take out a student loan, where available, will be responsible for the full cost of the course.

Students aged 16 – 18 Years

Students are defined as 16-18 if they are 16, 17 or 18 on 31 August in the calendar year when they commence a programme of study. 16-18 year old students on funded learning programmes will not be charged fees related to tuition, initial examinations or any aspect of enrolment.

The College will only charge examination or registration fees for 16-18 year old learners on eligible courses in circumstances where the required attendance or completion of work has not been achieved, or the student fails without good reason to sit the examination for which the College has paid. Charges may also be levied where a student re-sits an examination resulting from an initial examination failure or where a student re-sits an exam with the aim of achieving marginal improvements in grades.

The College is not permitted to charge fees to 16-18 year olds who are following their main course of study. A fee can be charged to a 16-18 year old learners for enrichment studies and leisure learning if they are following a Study Programme at another institution.

16-24 with an Education, Health and Care Plan (EHC Plan)

Students aged 16-24 on 31 August with an Education, Health and Care Plan (EHCP) will be fully funded.

Students aged 19 and over

Students will be entitled to full funding for their course, in accordance with the ESFA and/or GLA guidance. This includes tuition, exam and registration fees, plus any additional essential costs, e.g. DBS charges, materials and uniforms where the students cannot achieve their learning aim without them.

Some learners will be eligible for co-funding where they do not qualify for full funding as per the funding guidance. Co-funded learners will be charged an hourly tuition fee, usually at 50% of the full fee rate.

Level 3 and above courses are not supported by ESFA/GLA funding unless the student qualifies for fee remission under a specific offer e.g. Free Courses for Jobs and will therefore generally be charged a tuition fee reflecting the full funding rate. Eligible students enrolling on eligible provision will, however, be able to apply for Advanced Learner loans for all or part of the tuition fee due. The fees quoted for students on these courses are quoted for the full duration of the course.

Advanced Learner Loans are administered by Student Finance England (SFE). These are available to all students studying at level 3 to 6. Learners aged 19 or older on the 31st of August undertaking a course at level 3 or above (and who do not otherwise qualify for fee remission) will be able to apply to Student Finance England for an Advanced Learner Loan.

Where a learner takes out a loan for an Access to, HE diploma, completes it and progresses to and completes a Student Finance England fundable HE course designated under the Education (Student Support) Regulations 2011 at level 4, 5 or 6, the outstanding balance of the loan for the Access to HE diploma will be written off.

Students funding their courses through a student loan, either fully or partially must provide evidence of the loan approval before their enrolment can be completed. If a student fails to provide the required evidence within four weeks of starting the course, the College reserves the right to invoice the student for the whole amount and/or require the student to leave the course.

# Examination Fees

Examination fees are payable with tuition fees as part of the course fees. Learners retaking examinations may be charged the examination retake fee and an additional administration fee of £20. Where applicable, this will be payable prior to the examination entry.

# Waiver of fees

The waiver of a fee can be considered in exceptional circumstances per the needs of the business. A business case will be presented by the Head of School to the Head of Finance for approval. An exam, registration or certification fee cannot be waived.

# Refund of fees

Please refer to the College’s Fees Refund Policy.

# Financial assistance

Further information about the financial assistance available for learners is revised annually and is available on the College website. Additional financial support for learners is available from government funding and the College’s own bursary which is funded by voluntary donations. The College will also promote financial assistance for learners which is offered by partner organisations and charities.

A separate bursary allocation is available for learners receiving an Advanced Learner Loan. This additional support may be given for other costs e.g. transport, learning support, childcare and materials should eligibility criteria be met, and funds are available.

Payments by instalment can be offered to learners who are not able to pay in full at enrolment, this will also be dependent on the cost and length of the course. The College reviews this annually in order to make payment as flexible as possible for learners while maintaining appropriate financial controls. An administration fee will apply for this arrangement. The College reserves the right to require a learner in default of payment to leave the course.

If a learner does not pay the course fee, or defaults on a payment arrangement, they will be removed from the course and the College will seek to recover the outstanding fee through appropriate legal action. See Appendix A.

Concessionary fees on Wellbeing and Tailored Learning courses

Learners on courses marked with a \* in the course guide can complete a simple self-declaration to receive a concessionary fee when enrolling online or in person if any of the following apply:

A fee discount is available on eligible courses if household income is less than the amount detrermined by the College at the time of enrolment and the learner meets any of the criteria below:

* Unemployed and on benefits
* Employed and receiving income-related benefits
* A carer
* 65+
* Learning difficulties or disabilities
* Mental health difficulties

The percentage discount to be applied will be determined on an annual basis by the Finance & Resources Committee when reviewing fee levels. To apply for one of these discounts, you will need to complete a self-declaration when you enrol online or in person but you may also be asked to provide proof of eligibility.

# APPENDIX A: PAYMENT AGREEMENT TERMS AND CONDITIONS

Eligibility

All fees are payable upon enrolment unless they are eligible to be paid by instalment or the learner is applying for an Advanced Learner Loan.

A student who wishes to take up the instalment payment option must apply at the time of enrolling on the course(s).

Two part payment options are available for one-term courses that are at least 10 weeks long.

In addition, Instalment payment agreements are available to students where the total fee on enrolment is equal to or greater than £200.00, these fees can be paid in 2 instalments. If the fee is equal to or greater than £300 the fee can be paid in 5 instalments. For courses of a 2 year duration the fee can be spread over 10 instalments.

Instalment payments will be collected by direct debit.

Collection of payment

In the event that a payment is not collected successfully the student is required to make payment for all outstanding fees immediately. Should payment not be received within 14 days of the due date the College reserves the right to withdraw the student from the course or until full payment of all amounts outstanding is received.

The student will be liable for any charges incurred as a result of non-payment and the College reserves the right to add these charges to the balance owed.

Cancellation

If a student withdraws from a course, they will remain liable for all outstanding fees in the instalment payment agreement except for any refund which has been approved by the College (refer to the Fees Refund Policy for further information).

Complaints

Complaints regarding fees will be dealt with outside of the normal College Complaints Policy as detailed below.

Any complaint regarding the payment of fees should in the first instance be raised with the Head of Finance who will investigate the complaint and notify the student of the outcome of the investigation.

If a learner wishes to appeal the decision of the Head of Finance, they can do this by lodging an appeal with the Vice Principal Finance and Resources. The decision of the Vice Principal Finance and Resources on the dispute will be final and there will be no further means of appeal.