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## **Tuition Fees and Charges Policy**

### **1. Introduction**

- 1.1. York College & University Centre's approach to setting and collecting course fees and associated charges is reviewed on an annual basis. The course fees policy has a major impact on the educational character of the College and is therefore approved by the Governing Body.
- 1.2. York College's approach to recovering fees for further education courses is primarily guided by the funding rules and policies set by the Department for Education (DfE) and regional authorities such as the York & North Yorkshire Combined Authority (YNYCA) and West Yorkshire Combined Authority (WYCA)
- 1.3. The approach to setting fees and bursaries for higher education courses is subject to the approval of the Office for Students (OfS).

### **2. Objectives**

- 2.1. This policy seeks to ensure that:
  - York College's approach to course and additional fees is fair, equitable and clear;
  - any barriers to participation presented by course fees and associated charges are mitigated by providing flexible payment options and/or by assisting learners to access appropriate financial support;
  - York College can respond flexibly to market forces and government policy, including fee guidance issued by the DfE, YNYCA, WYCA and the OfS;
  - York College generates a proportion of overall income from non- publicly funded sources;
  - all obligations in respect of payment of fees are clearly shown.

### **3. General Principles**

- 3.1. 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.
  - DBS check
  - photocopying and printing

- the cost of any trips or visits associated with the programme of study.
  - the cost of any examination re-sits, reviews of marking, requests for scripts where appropriate.
  - membership of professional bodies
- 3.2. Classroom-based learners are ultimately responsible for ensuring that their fees are paid, even when a third party (e.g. a sponsor, SLC) intends to pay on their behalf.
  - 3.3. All course fees (or deposits) are due upon completion of enrolment.
  - 3.4. Flexible payments are available via the Touchtone payment system.
  - 3.5. No course 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 A. All other fees would be payable if applicable e.g. kit/uniform.
  - 3.6. Some of our courses are not subsidised by our funding bodies; therefore, course fees are payable as published in the prospectus/online for these courses, regardless of age or circumstances of learner.
  - 3.7. Fee concessions and the fee rate payable may be subject to learner age, previous qualifications, residency status in the UK, residency in devolved funding areas and the course.
  - 3.8. Learners seeking a reduction or waiver of course fees based on the criteria in Appendix A must produce documentary evidence of their entitlement, at enrolment.
  - 3.9. The learner must have the legal right to be resident in the UK at the start of their programme, to be eligible for Government Funding on their learning programme. There should also be a reasonable likelihood that the learner will be able to complete their programme of study.
  - 3.10. A learner's course fee status at enrolment (e.g. employed, in receipt of eligible benefit) applies throughout the duration of the learning aim.
  - 3.11. Learners are directly responsible for registration with (and payment to) any relevant Professional Bodies.
  - 3.12. If the learner decides not to complete the course, fees will be reduced in line with their withdrawal date

#### **4. Further Education Course Fees: Learners Aged Under 16**

- 4.1. York College does not receive funding from the DfE for learners aged under 16 who are on a school roll. For any specific requests the costs

and financial arrangements will be agreed and contracted with the School or Local Authority in advance of programmes commencing.

## **5. Further Education Course Fees: Learners Aged 16-18 or Learners aged 19-24 with an EHCP**

- 5.1. Although York College is prohibited from charging 16-18 year old learners any course fees in respect of Department for Education (DfE) funded FE courses, other costs will be charged as detailed in section 3.1.

## **6. Loan Eligible Courses for FE Learners Aged 19-23**

- 6.1. Whether York College receives DfE, YNYCA or WYCA funding or not for 19-23 year-old learners on level 3 FE courses depends on a learner's prior attainment.
- 6.2. York College receives full funding for some level 3 courses if a learner does not already have a full level 3. Learners without a previous full level 3 will have their course fees remitted if the course is eligible.
- 6.3. York College does not receive funding for level 3 courses if a learner already has a level 3; learners with a previous full level 3 will need to pay course fees or apply for an Advanced Learner Loan (ALL). The exception to this will be if the course is funded through the Free Courses for Jobs scheme
- 6.4. York College does not receive funding for any learners aged 19-23 on higher level FE courses (levels 4-6). All learners on these courses will need to pay course fees directly or apply for an Advanced Learner Loan (ALL)
- 6.5. In cases where the course fee is higher than the maximum amount of Advanced Learner Loan available, the difference will either be payable in full at the point of enrolment by the students or their sponsor, or by instalment payments

## **7. Loan Eligible Courses for FE Learners Aged 24+**

- 7.1. York College does not receive funding for any learners aged 24 and over on most advanced or higher level FE courses (levels 3-6). All 24+ learners on these courses will need to pay course fees or apply for an Advanced Learner Loan. The exception to this will be if the course is funded through the Free Courses for Jobs scheme

## **8. Fully Funded / Co-Funded Courses for FE Learners Aged 19+**

- 8.1 Funded fee remission for eligible learners/courses will be determined by either the DfE, YNYCA or WYCA (see Appendix A)

- 8.2 Co-funded fee remission for eligible learners/courses (see Appendix A) will normally be charged a course fee and any additional costs associated with their course

## **9. Advanced Learner Loans - General**

- 9.1 Learners aged 19 or over on 31 August 2025 can apply for an Advanced Learner Loan, via Student Finance England, to pay their course fees. The loan is available for eligible courses only.
- 9.2 All learners who wish to apply for an Advanced Learner Loan will need to apply for the full value of the loan they require for the duration of their course.
- 9.3 Where a learner elects to pay course fees via an Advanced Learner Loan and then withdraws early from the course, their monthly loan payments to York College will cease. The learner will only be liable to the Student Loan Company (SLC) for the amount of loan payment made to the college, which is reduced in line with their withdrawal date.
- 9.4 Advanced Learner Loans are available to pay course fees only. Any additional fees that are not mandatory for the course (e.g. visits) or any materials that the student chooses to retain (e.g. hair and beauty equipment) will be charged directly to the learner during the year as necessary.
- 9.5 Advanced Learner Loan students may be able to access the York College bursary fund for support with additional costs such as travel. Students' applications are considered on an individual basis by the Funding Team.
- 9.6 Any student who has not been successful in obtaining a loan, on an eligible course, who then fails to or is unable to make alternative payment arrangements, will not be permitted to continue with the course. They will also be held liable for the full course fee.
- 9.7 Early withdrawals: students who withdraw from their course early will enter 'repayment status' with Student Loans Company from the 6 April following their withdrawal date. This means that they may be required to commence repayment of their loan to the SLC from this date.

## **10. York College Discretionary Fee Remission**

- 10.1 York College holds a limited fund for discretionary course fee remission and may offer support to learners who are on low incomes but do not qualify for automatic fee remission. Household income thresholds apply.
- 10.2 Student applications are considered on an individual basis by the York College Funding Team.

## **11. Bespoke Employer Courses / Commercial Delivery**

- 11.1 Payment for such courses is due in advance of courses commencing

## **12. Apprenticeships**

- 12.1 Course fees and payment terms for apprentices are as contracted with Individual employers (Levy payers and non-levy payers).
- 12.2 The Employer pays course fees to York College, as detailed in the agreed Contract.
- 12.3 Invoices will be issued individually for each apprentice.
- 12.4 For employers with funds in their digital account, funds will be paid to York College monthly after the employer has registered the apprentice on the Digital Apprentice Service (DAS).
- 12.5 Where there are insufficient DAS funds available to pay any fees due, the employer will pay a 5% contribution through the period of shortfall (invoiced quarterly)

## **13. Higher Education Course Fees**

- 13.1 York College receives no funding to cover the costs of HE teaching and will recover the cost of teaching through setting an appropriate course fee which will be charged to the student.
- 13.2 York College offers Higher Education learners the facility to pay by instalments, although most learners elect to apply for a student loan to cover their course fees.
- 13.3 York College has a separate HE Compensation Policy; which should be referred to in a case-by-case basis, as required.

## **14 Higher Education Full Time and Part Time Fees for Students**

- 14.1 New entrants will be charged £8,400 per 120 credits full time and pro-rata of the equivalent full-time course fee for part-time (based on academic credits studied).
- 14.2 The fees detailed may be subject to review in exceptional circumstances by the Director of Curriculum for HE.
- 14.3 Subject to Office for Students (OfS) agreement, York College will have the facility to award bursaries to eligible students.

## **15 Overseas Fees**

- 15.1 Fees for International Programmes are set at a commercial rate that will provide an economic return on the resources invested in the College's International activities. International fees are inclusive of examination and assessment fees. International students are not eligible to receive student support funds.
- 15.2 International applications will incur a non-refundable application fee of £300 and then a further deposit payment of £1,000, both will be off-set against the tuition fees for the course(s) selected if application is successful with the £1,000 refunded should the application be rejected.

## **16 Payment of Course Fees and Instalments**

- 16.1 The total amount of tuition fees payable by the students or employer/sponsor are agreed and recorded at the time of enrolment
- 16.2 Students or the employer / sponsor will be invoiced for the fees payable at the start of the student's study programme
- 16.3 By the start date of the course, it is expected that either:
- The tuition fee will be paid in full, or a payment plan has been confirmed and instruction given on how to make instalment payments throughout the duration of the course using the Touch Tone telephone payment system
  - HE or Advanced Learner loan for the payment of the fees has been applied for, and evidence of this has been provided to the College

## **17 Unpaid Fees**

- 17.1 York College will implement appropriate debt recovery procedures when learners breach the terms of their payment agreements and may exclude such learners from the College. The College will also seek to recover any legal and associated costs incurred in pursuing unpaid fees.
- 17.2 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, and learners who complete a programme of study but have outstanding fees will not be allowed to enrol on further programmes of study until any outstanding debt has been cleared. In exceptional circumstances an extended payment plan may be agreed with the Finance Team

## **18 Fee Refunds (General Principles)**

- 18.1 Course fee refunds will be approved when York College has had

to cancel a course; deductions to the refund may be made in accordance with the amount of teaching provided.

- 18.2 Non-attendance: If a learner withdraws from a course prior to its commencement, a refund will normally be given on request, but York 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.
- 18.3 In the event of withdrawal from an FE course full fees remain payable.
- 18.4 Should York 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.
- 18.5 York 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.

## **19 Course Fee Refunds (HE)**

- 19.1 Where an HE learner elects to pay course fees via a student loan, the SLC will make payments to York College per term, or part term attended. The SLC will pay York College as follows: for attendance in term one (25%), for any attendance in term two (25%) and for any attendance in term three (50%).
- 19.2 HE loan students, who withdraw from their course, will have their loan liability reduced in line with the SLC payment schedule.
- 19.3 HE students paying their own course fees directly, who withdraw from their course, will have their course fee liability reduced in line with the SLC payment schedule.

## **20 Course Fee Refunds (Apprenticeships)**

- 20.1 Any apprentice-related refunds are dictated by the DfE co-investment report. Exceptional refunds are at the discretion of the Director of Apprenticeships.

## **21 Deferrals/ Break in Learning**

- 21.1 Where a learner is obliged to withdraw from a course, it may be possible to defer course fees for up to twelve months (if the Director of Curriculum considers this academically appropriate). After this specified period, no further deferral will be considered. All deferrals will



be at the discretion of the Chief Finance Officer.

- 21.2 If a deferred student fails to enrol during the following academic year, the previous year's course fee balance become payable in full.

## **22 Interpretation of the Policy**

- 22.1 York College recognises that there may be exceptional circumstances in which a certain level of discretion may need to be exercised.
- 22.2 Members of the Senior Leadership Team have the discretion to waive or reduce course fees and/or deposits payable under instalment arrangements having regard to the personal circumstances of individual learners. However, waivers and reductions are unlikely to be given to learners with a previous poor payment history.
- 22.3 This policy sets out the minimum course fee to be charged for different aspects of the York College curriculum offer. Where appropriate, a higher course fee can be charged at the discretion of the Chief Finance Officer.

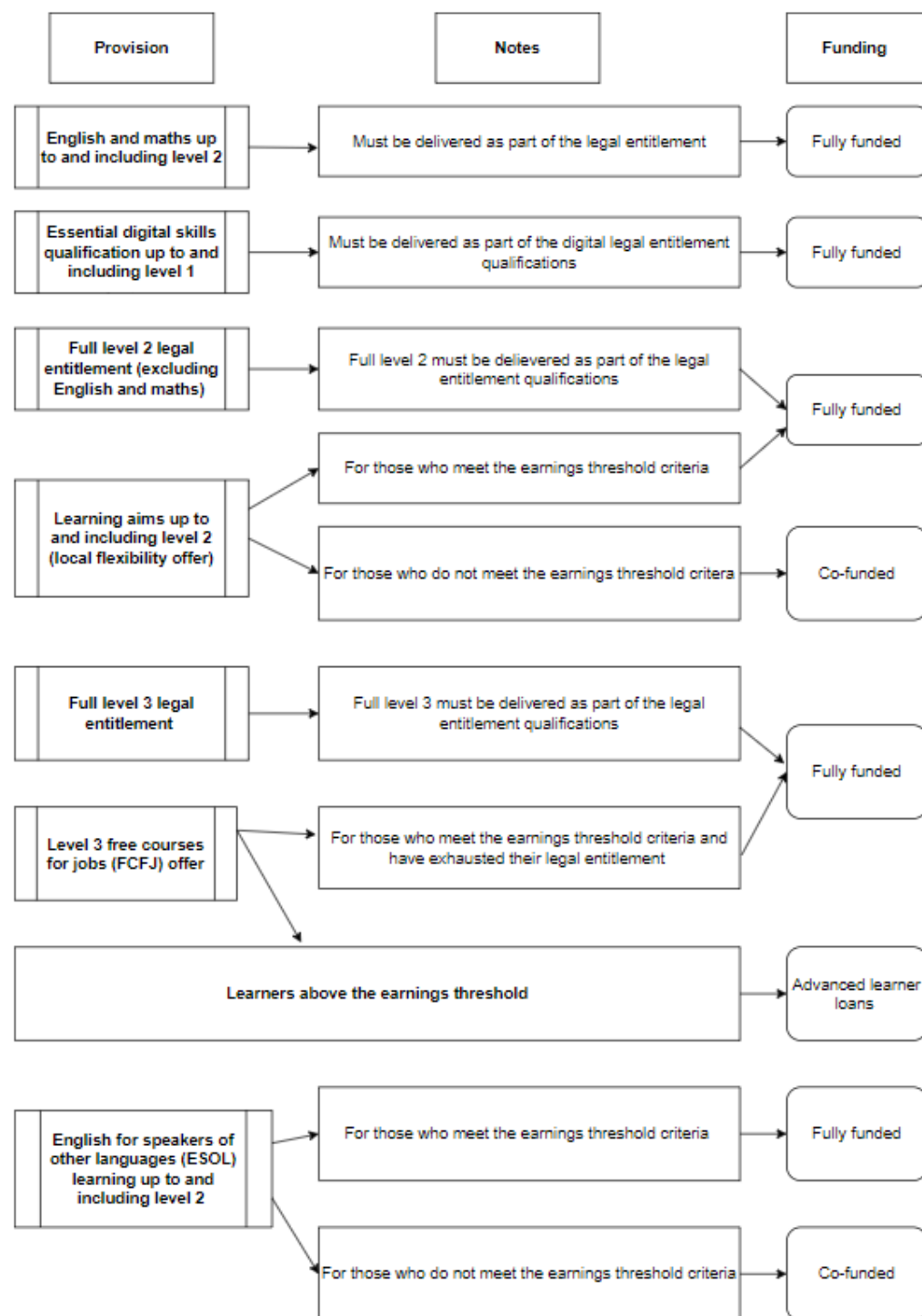
## **23 Monitoring of the Policy**

- 23.1 The policy has been through York College's Equality Assessment process. The table below explains how this policy will be monitored.

<b>What will be monitored?</b>	<b>How?</b>	<b>By Whom?</b>
Complaints about fees	Analysis of complaints log, by ethnicity, age, gender and disability	Chief Finance Officer
Fee refunds	Number and value of refunds, by ethnicity, age, gender and disability	Finance on request

## Appendix A: ESFA financial contributions from the Adult Skills Fund (ASF) for adult skills study programmes

### Chart 1: 19 to 23-year-olds



## Chart 2: 24+

