

**NEWHAM
COLLEGE
LONDON**

Tuition Fee Policy 2022/2023

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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.
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.
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 are charged as a tuition fee to the student or employer.
6. 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.
7. Yet other qualifications, such as vendor certificated qualifications, attract no government funding and are ineligible for loans so must be paid for in full by the student.
8. This policy outlines the college's approach to setting and charging fees for each of the circumstances outlined above.

Education, training and traineeships funded by the ESFA

9. No tuition fees are charged to eligible students aged 16-18 and adults aged between 19-24 with an education health care plan (EHCP)
10. 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.
11. Eligible students aged 19 to 23 studying on a qualification up to and including level 2 are funded by the ESFA/GLA.

Provision Description	2022-23 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 without a level 3 accessing a qualification on the Level 3 Adult 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 2022-23 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.

12. Other qualifications at level 3 or above are not funded by the ESFA/GLA. The fees for these courses are shown in section below.
13. 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 learning loans

14. The ESFA publishes a list of qualifications at level 3 and above (excluding prescribed higher education) which are eligible for funding through advanced learning loans.
15. The fees for courses funded through advanced learning loans will be consistent with the single set of maximum loan amounts, specified by the ESFA, as shown in the table below.
16. These maximum loan amounts will apply for the full duration of the designated qualification, including if it extends into the 2023-24 funding year or beyond.
17. 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

18. 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.
19. 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.
20. The fee for commercial courses will be set at a rate such that the commercial course delivers a minimum 50% contribution. The 2022-23 commercial funding calculator should be used to determine the appropriate level of fee.
21. 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.

Examination/accreditation fees

22. Students aged 16-18 and adults aged between 19-24 with an education health care plan (EHCP) will not be charged any examination or accreditation fees.
23. Adults who receive full funding from the ESFA/GLA, as per the table below, will not be charged any examination or accreditation fees.
24. Otherwise, all examination fees are to be paid by adult students in full before registration. Fees are not refundable under any circumstances. Fees paid late after the closing date for the examination series or accreditation schedule are subject to a late payment surcharge.

Funding Band Hours	Activity Type	Exam Fee
Up to 2	Very small provision (1)	£30
3 to 4	Very small provision (2)	£30
5 to 6	Very small provision (3)	£30
7 to 12	Small provision (1)	£30
13 to 20	Small provision (2)	£30
21 to 44	Small provision (3)	£30
45 to 68	Medium provision (1)	£40
69 to 92	Medium provision (2)	£40
93 to 100	Medium provision (3)	£50
101 to 196	Large provision (1)	£75
197 to 292	Large provision (2)	£90
293 to 388	Large provision (3)	£105
389 to 580	Very large provision (1)	£150
581 to 1060	Very large provision (2)	£175
1061 or more	Very large provision (3)	£200

25. Adult Education Budget funded students facing difficulty meeting tuition fee or examination/accreditation costs 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

26. Advanced loan funded students facing financial hardship to pay examination//accreditation costs are eligible to apply for the Advanced Loan Bursary via the Pay My Student online application process.

Fee Remission

27. 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.
28. The table below shows which courses and categories of students are fully funded and, therefore, do not attract a fee.

Provision	19-23 ¹ Year Olds	24+ Unemployed ³	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 (up to and including level 1)	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	Fully funded	Fully funded	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	19-23 ¹ Year Olds	24+ Unemployed ³	24+ Employed
hold a level 3 or higher and meet the definition of unemployed or low wage.			
ESOL	Fully funded if unemployed ³	Fully funded	
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

29. Fee payment terms are available for courses, including commercial, with a minimum course fee of £50.
30. Students can:
 - make their payment in full; or
 - agree an instalment plan, by recurring card payment, where a set of amounts of money is automatically collected on agreed dates. A deposit payment must be made before the start of learning.
31. Students in financial hardship on an ESFA/GLA funded course at Level 2 or below can apply to the Discretionary Learner Support Fund for tuition fee support (subject to availability) via the Pay My Student on-line application process
32. 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. Applications must be made immediately before the start of the course, or the full tuition fee will become immediately payable.
33. For all courses, apart from higher education, payment terms are dependent on the duration of the course:

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

Duration	Payment Terms
1 month or less	Not available, payment in full required.
2 months – 4 months	50% non-refundable deposit, balance paid within 1 month
3 months	33% non-refundable deposit, balance paid through equal instalments (33%) over 2 consecutive months
4 months or longer	25% non-refundable deposit, balance paid through equal instalments (25%) over 3 consecutive months

34. 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

35. 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

36. A student or sponsor can apply for a refund at any of the College sites. Forms are available from Admissions.

37. The applicant must complete **sections 1 & 2** of the Application for Refund of Fees form.

38. 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).
39. Full refunds will only be considered if the student does not attend beyond the qualifying period of the course.
40. Where a student has attended beyond the qualifying period the refund will be calculated by deducting the pro-rata tuition fee due from the total amount paid