Fees and Charging

Policy 2026- 27

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Approved by: Board of Governors

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1. Purpose

1.1 This document outlines the policies and procedures operated by the College in the setting and operation of fees associated with academic provision for the period 1 August 2026 to 31 July 2027. In preparing this document care has been taken to ensure that the recommendations of the Department for Education (DfE) for fees as outlined in the Adult Education Budget Funding Requirements have been given due consideration, as well as any specific requirements of the West Midlands Combined Authority (WMCA).

2. General Principals

2.1 The College aims to optimise income from fees and charges by adopting a market driven approach to setting fee levels, but also wherever possible to take account of an individual's ability to pay. This document sets out the basis on which charges are arrived at and the circumstances in which students may not be required to pay the full fee. For HE fees, charges will be applicable, but will operate in conjunction with the student loan availability which supports students in funding their education. This will also apply to adult learning for adults aged 19 and over studying a level 3 qualification and above who are required to pay fees but will also operate in conjunction with the Student Loan Company.

2.2 The College has a policy of equal opportunities and seeks to ensure that arrangements for fees and charges are consistent with this.

2.3 Students or their sponsors, unless they qualify for exemptions/waivers, are to be charged tuition fees and other fees.

2.4 The College must ensure that when a student starts learning they are aware of fees that they may have to pay including course fees and other fees during the time spent following the learning aim.

2.5 The College must also ensure that all students are aware of their Fees and Charging Policy; so that if a student's circumstances change they are informed of the consequences in respect of the fees which may or may not be charged.

2.6 These principles extend to all areas of charging for teaching and related services, including further and higher education, educational and training contracts and commercial activities. Where the award of a grant supports the activity, then the terms of that grant, if different from the policy principles, must take precedence.

2.7 A fees schedule will be produced annually and will be authorised by the Executive Management Team (EMT). This will summarise fee levels, concession entitlement and refund policy. Higher rates may be calculated for students for whom the College does not receive any DfE funding as this will essentially represent a full cost delivery. In addition, the College has the discretion to negotiate arrangements with employers for bulk training and may offer a package price for larger employers with various training needs.

2.8 Fee remission will be offered in accordance with Government directives and to students in groups for whom the DfE or WMCA, as appropriate, offer discretionary fee compensations.

2.9 Fee refunds or waivers will only be allowed where the College has cancelled a course, altered the timetable of the course and the learner can no longer realistically attend, there is a justified complaint, or in exceptional personal circumstances.

3. Tuition Fees

3.1 The College will review the tuition fees annually. A bespoke price will be set for each course based on DfE/WMCA funding rules and market conditions, starting from 50% of the (unweighted) National Funding Rate for the learning aim in line with DfE recommendations.

3.2 In determining the appropriate fee, the EMT will consider market conditions and College strategy, DfE/WMCA funding regulations as well as the cost of running the course. Any changes to course fees which have been set due to competitor's rates must be approved by a member of the College's EMT after considering the market information and course viability.

3.3 Where a course lasts for two or more academic years a tuition fee is charged annually. The fee calculated will be applicable for the duration of the course and will be communicated to the student in order that they are fully aware of the total cost of the course.

3.4 Students who fail to complete their DfE/WMCA funded programme within the allocated time are no longer eligible for DfE/WMCA funding. If the student wishes to return in order to complete these studies a further charge may be made.

3.5 Students who apply to transfer to an alternative learning programme may incur an additional charge if there is an increased fee level associated with the new programme of study.

3.6 Late joiners will be charged the full tuition fee applicable to the programme followed.

4. 19+ Full-Time Students

4.1 Full-time students aged 19 and over at the start of their course will, in the absence of an applicable Fee Concession, be charged a tuition fee for each year of their course. Student Loans will be available to those aged 19+ and above for study at level 3 to level 6, subject to eligibility criteria. This will not affect the entitlement to full funding for the first full level 3 qualification for those aged 19-23.

4.2 Students aged 19 and over may be eligible for Advanced Learning Loans if they are studying at level 3, 4 or 5, and these loans may cover the cost of tuition so students do not have to pay upfront. The fees applicable for these students will be based on a maximum calculated from the Find a learning aim website calculation of funding and will be supported by the availability of the Advanced Learning Loan.

4.3 Higher Education Loans may be available for qualifications at levels 4 and 5.

4.4 Apprentices cannot be made to contribute financially to the direct cost of learning within each relevant standard/framework and will not be charged fees.

4.5 For other students fees will be charged based on approved price list and includes standard cost of examination fees.

5. Fee Concessions

5.1 Fee remission is available to all 16-18-year-old FE students, including those on part-time programmes and for adult students who meet the specified criteria for courses that are funded by the DfE.

5.2 Where fees are remitted for students who meet the criteria, the College will not charge the students tuition fees, or exam registration.

5.3 The categories of students who are automatically entitled to fee remission are:

- All 16-18-year-old FE students (the Secretary of State does not expect tuition fees to be charged to full-time or part-time 16-18 year olds).
- 19-23 Students studying up to their first full Level 2 qualification (only when learning aim forms part of the DfE Legal Entitlement list).
- 19-23-year-old students studying their first full Level 3 qualification (only when learning aim forms part of the DfE Legal Entitlement list, or Free Course for Jobs eligible).
- Students studying English and Maths learning aims as part of the new suite of English and Maths qualifications (where students do not meet the GCSE A*-C or 9-4 criteria).
- Those students on universal credit, because they are unemployed and required to undertake skills training up to level 2, or are receiving Job Seekers Allowance, Employment and Support allowance and are in a work-related activity group.
- Unemployed students wanting to enter employment and in receipt of State benefit studying up to level 2.
- Those learners residing **within the West Midlands Combined Authority** (as defined by DfE) that are eligible for co-funding for provision, up to and including level 2, and **earn less than £34,194.**
- Learners who reside **outside the West Midlands Combined Authority** (as defined by DfE) that are eligible for co-funding for provision, up to and including level 2 and the Level 3 Offers, and **earn less than £26,800.**
- Any other remission categories as advised by the Education and Skills Funding. Students not in receipt of full fee remission are expected to pay tuition fees and examinations fees where applicable.

6. Students with Learning Difficulties and/or Disabilities (LLDD)

6.1 Students aged 19-24 years on their start date that have Additional Learning Support (ALS) needs over £6,000 with an Education Health Care Plan (EHCP) in the year will be funded through the DfE (Youth funding model). There is an assumption from the DfE that no fees would be collected for students in the above category for their mandatory programme, however, charges may be applied for discretionary items.

6.2 High Needs Students aged 19-24 without an EHCP who are funded through the DfE will be expected to pay a fee unless they meet the fee remission criteria.

7. Other Fees

7.1 If the DfE/WMCA fully funds a student's programme, the College must not make compulsory charges relating to the direct costs of delivering a learning aim. Direct costs mean administration, registration, assessment, materials or examination costs and can include charges for identification passes (first), uniforms, tools and materials where the student cannot achieve their learning aim without them. The College has a zero-tolerance policy of 'no badge, no entry', a learner who loses or forgets their badge will be given the first replacement free of charge but will be charged a nominal fee for future replacements.

7.2 Optional extras may be charged as a fee to the student and this can be applied to trips and visits that are not a central part of their learning. The College may also charge for items not relating directly to the learning activity. Charges may be made to students if they want to keep materials used in a learning activity outside of the learning environment e.g. artwork, models, food etc.

7.3 If students are directly responsible for the payment of other fees, staff should ensure that students are made aware of these additional costs.

7.4 Any late examination entry fees incurred by the College will be recharged to students, unless the late entry is the fault of the College. Once sums have been paid over to an external body, refunds cannot be made nor any sums invoiced waived.

7.5 Any students who fail to attend an examination will be charged the awarding body fee, except where the absence is due to illness and a doctor's certificate can be provided.

8. Additional Qualifications – Full-Time Students (aged 19 and over)

8.1 If students wish to enrol on additional qualifications that are not part of their full-time programme, then they will be liable for payment of all fees incurred as appropriate. The additional qualification must be checked and agreed by the Deputy Principal and Chief Executive before the student is enrolled.

9. Educational Visits and Materials (Aged 19 and Over)

9.1 Some full-time programmes include field trips and residential, which is an integral part of the programme.

9.2 All educational visits not mandated as part of the curriculum should be self-financing. Charges for visits should be in line with College policy. The College does not aim to generate any surplus from student visits; any deficit resulting from an educational visit will be borne by the organising department.

9.3 The cost of materials should generally be incorporated within the tuition fee. However, where costs are significant or vary from student to student a separate charge may be made.

10. Apprenticeships and Employer Package Fees

10.1 For non-levy paying employers recruiting apprenticeships, the fee charged will be 5% of the agreed standard or framework value. Employers should be requested to pay this fee within 30 days, although they may be able to spread the payment over the lifetime of the apprenticeship and agree a payment plan with the College. There will be no charge for 16-25-year-old apprenticeships if the company falls into the very small employer category, i.e. Employers with less than 50 people working for them will be able to train 16 to 21-year-old apprentices without making a contribution towards the costs of training and assessment up to the funding band maximum. Instead the Government will pay 100% of the training costs for these individuals. The appropriate contract must also be signed with the employer.

10.2 For Levy-paying employers, the price for each apprenticeship which includes the cost of training and assessment must be agreed with the College. The price to be charged will be the funding band maximum and the employer will effectively pay 100% of the apprenticeship funding from their DAS account. If there are special circumstances which would result in additional costs from the standard to be applicable, then a higher price may be negotiated in excess of the funding band maximum, but the employer will have to pay this excess directly to the College. Any reduction to the funding band maximum must be in line with the College's protocol using the relevant skills scan for each standard.

10.3 If the employer cannot meet the monthly cost of the apprenticeship training due to having insufficient funds in their DAS account value, the employer must co-invest 5% of the outstanding funding value with 95% to be paid for by the Government through match funding. During 2026/27, the employer must pay their co-investment share directly to the College.

10.4 The appropriate contract must also be signed with the employer. Charges made to employers for other elements of delivery in addition to apprenticeships may be waived in the light of an overall commercial package when the College is delivering at an employer's premises and the group size is such that the delivery is financially viable. In order that consideration is given to this fee waiver, the group must have a minimum of ten apprentices. Overall income must be assessed on the basis of financial viability and agreed with a member of the College's EMT.

10.5 In the event of an employer being unwilling to sign the apprenticeship contract or withholding employer fee contributions, apprentices will be withdrawn.

11. International Students (Non EU)

11.1 The College does not at this time intend to raise any international fee income in 2026/27. No courses will be specifically run for international students.

11.2 In the event that a student does not meet the residency criteria, a 'full cost' fee will be charged, which is equivalent to the full DfE funding that is available.

12. 14-16 Year-~Old Students

12.1 Fees are paid by schools, Social Services or Local Authorities for students on Curriculum programmes. Payment is expected to be made on receipt of invoice.

12.2 The College does not directly admit students under the age of 16.

13. Higher Education Fees

13.1 The Browne Review into Higher Education Funding and Student Finance made a number of recommendations regarding, amongst other things, the tuition fee levels that may be charged and the level of financial support higher education students can expect to receive from the Government.

13.2 The basic fee which will be charged has been determined by the College based on full or part-time attendance, and in conjunction with the appropriate validating University where applicable.

13.3 A tuition fee loan up to the full tuition fee amount charged is available from the Student Loans Company. Repayment of the loan will commence once the student has completed the course and their earnings have reached the relevant threshold.

13.4 A range of financial support is available to help with tuition fees and living costs with a means tested maintenance grant and support will also be available for part-time students.

14. Payment of Fees

14.1 All fees become payable on the completion of an enrolment form either by the student or their sponsor unless the student is entitled to full fee remission. Payment of fees may be made by cash, credit or debit card, or by instalments.

15. Instalments

15.1 Payment of fees may be made in instalments with flexibility when fees due at enrolment are at higher levels.

15.2 Instalment payments may be made via direct debit, credit card or post-dated cheque.

15.3 Any other proposed instalment arrangement must be approved by Assistant Principal Finance, IT and Commercial Operations before any commitment is made.

Fee Amount	No of instalments	Payment of instalments
£1,499 and under	Three	1/3 at enrolment remainder in two equal instalments
£1,500 and over	Five	1/5 at enrolment remainder in four equal instalments
Any	as agreed by Finance depending on financial exceptions up to 8 instalments	In accordance with agreement

16. Non-Payment of Fees

16.1 Continued attendance on a programme of study is dependent upon the student's payment of their fees.

16.2 Where instalment terms have been agreed, but an instalment is not paid by the due date the full outstanding balance will become immediately payable, together with an additional administration charge to cover the extra collection costs. Students who default on instalment agreements will not be offered this facility for any subsequent enrolment. Furthermore, students will not be allowed to continue their studies until such time as fees are paid.

16.3 Students 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.

16.4 Where fees remain outstanding on completion of a programme of study, examination and other certificates may not be released and students will not be entitled to graduate. In addition, students who complete a programme of study but have fees outstanding will be flagged on the MIS system and will not be allowed to enrol on further programmes of study until the outstanding debt has been cleared and will be removed from the class register.

17. Refunds

17.1 Refunds of tuition fees are in line with the Refund and Transfer Policy. This includes:

- A full refund of fees may be awarded to a student in the event of the College cancelling a course on which that student has enrolled and no alternative course is suitable, or
- If the student is compelled to withdraw from a course due to one or more of the reasons listed below, before the course has commenced:

- a student is unable to attend the course due to an amendment to the time at which it is scheduled or to the location at which it will take place
- a student has a serious medical condition (evidence required)
- a dependency issue arises within a student's family (evidence required)
- changes to a student's working hours prevent attendance (evidence required)
- an entitlement error is made following incorrect assessment at the time of enrolment.

17.2 Should a student withdraw from a course after the course start date or fail to attend the course on which they have enrolled, they will not be entitled to a refund (including tuition, materials, registration and exam fees).

17.3 The College does not refund tuition fees where a student simply decides to stop attending a course.

18. Fee Rates

18.1 Fees quoted are only valid for the current academic year. Students progressing onto new courses into future periods will be subject to the prevailing rates at the time of enrolment.

Please see 2026/27 Fees Schedule, see appendix 1.

19. HE Fees – Bursaries and Support

19.1 Fees for new HE students joining the College in September 2026 are detailed in the attached schedule.

19.2 Eligible students will be able to apply for a Tuition Fee Loan. For those students who choose not to take out a fee loan, upfront payment of fees/Instalment payments will be expected.

19.3 Students may also be entitled to apply for Maintenance Grants and Maintenance Loans*. Parent's Learning Allowance, Childcare Grant, Adult Dependant's Grant and Disabled Student's Allowances may also be available for some students.

* In order to apply for a Maintenance Loan – students need to be under the age of 60 at the start of their course.

APPENDIX 1 2026/27 FEES SCHEDULE

Full-time Education and Training Students aged 16 – 18 years

Full time students between the ages of 16 – 18 years will not be charged tuition or examination fees (for a first attempt at an examination).

Home Full-time FE (infill) Students aged 19 years plus

Fees will be charged at the standard rate for main aim components of the full-time programme of study.

Part-time Courses aged 19 years plus

For part time courses the assumed fee income will be 50% of the National Funding Rate for the learning aim in line with the DfE recommendations unless expressly agreed by a member of EMT.

Apprenticeships

For Non-levy paying employers (or levy paying employers with no remaining levy allocation) 5% of the standard or framework/standard value unless within very small employers category (fewer than 50 staff) when no charge will be made for 16-18 apprenticeships up to the maximum of the funding band.

For Levy paying employers who may suspend payment through DAS, an admin fee of £250 will be chargeable subject to the discretion of the Assistant Principal Curriculum and Innovation in conjunction with the Deputy Principal and Chief Executive.

Other Fees

Course specific depending on materials and trips to be charged.

Resit Fees

Students re-sitting a unit or examination will pay a re-sit fee, the value being dependent on the exam fees for the relevant qualification.

On-Line Assessments

All students will get two free attempts for on-line assessment tests. On the third attempt, the student will be eligible for a resit fee of £10.00. Payment for on-line assessments must be made at least two days prior to the test.

14-16 years Students

Schools Programmes

Bespoke fees will be quoted based on the specific needs of any student and/or school and the College's capacity at that time.

Other students under age 16 years

Per National Base Rate for the qualification quoted in the DFE Funding Guidance.

Higher Education Fees

The following Fees will apply for higher education courses which are offered by the College:

Higher Nationals
Full Time £6,000
Part-time (60 credits) £3,000

Foundation Degrees
Full Time £6,682
Part-time (30 credits) £1,671
Part-time (90 credits) £5,012

Cert. Education (PCE) (60 credits) £3,258

Full time Programmes

Programme	Year 1	Year 2
HNC Digital Technologies	£6,000	-
HNC Engineering	£6,000	-
HNC Sports Science (from September 2027)	£6,000	-
HNC Leadership and Management	£6,000	-
HND Art and Design (Photography)	£6,000	£6,000
HND Digital Technologies – Top Up	£6,000	-
HND Engineering	£6,000	£6,000

Part Time Programmes

Programme	Year 1	Year 2	Year 3
Certificate in Education (PCE)	£3,258	£3,258	-
HND Art and Design (Photography)	£3,000	£3,000	-
HNC Counselling and Applied Psychology	£3,125	£1,875	-
HNC Leadership and Management	£3,000	£3,000	-
HNC Engineering	£3,000	£3,000	-
HNC Mechanical Engineering	£3,000	£3,000	-
FdA Early Years Services	£5,012	£5,012	£1,671
FdA Health and Social Care	£6,682	£6,682	-
FdA Supporting Children in Primary Education	£5,012	£5,012	£1,671