

Quality Management System

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Fee Policy 25-26

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Alternative Format Statement

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1.0 Definitions

1.1	ASF	Adult Skills Fund
1.2	DfE	Department for Education
1.3	JSA	Job Seekers Allowance
1.4	ESA	Employment Support Allowance
1.5	WRAG	Work Related Activity Group
1.6	UC	Universal Credit
1.7	SFE	Student Finance England
1.8	SLC	Student Loans Company
1.9	OLASS	Offender Learning and Skills Service
1.10	RPL	Recognition of prior learning
1.11	APL	Accreditation of Prior Learning
1.12	EHCP	Education Health and Care Plan
1.13	NECA	North East Combined Authority

2.0 Purpose and Scope

2.1 College tuition fee rates for the academic year 2025-2026 reflect the funding rules of its funding bodies and takes into account the differences arising from age and prior attainment level as imposed by those funding bodies. Some learners will be fully funded, some co-funded, others having access to loans and in some cases where no public funding is available, learners will be self-financing. This policy sets out the tuition fee rates and the requirements in relation to payment and remission of tuition fees for all learners studying with the College during the academic year 1 August 2025 to 31 July 2026. The policy applies to all full-time, part-time courses, Higher Education and Apprenticeship programmes.

2.2 The policy applies to tuition fees in relation to funding from the, Department for Education (DfE) , Apprenticeships, 16 – 18 and 19-24 with an Educational Health Care Plan (EHCP) and Higher Education learners who are funded via SLC, Employers or self-

funded. The policy also applies to those courses which attract a loan from Student Finance England (SFE) for which students can pay the full fee via a student loan. All programmes excluding higher education must be on the find a learning aim to be eligible for funding for an Advanced Learning Loan.

2.3 For the purpose of collecting, payment and refund of tuition fees in this policy 'fee' is comprised of registration, certification, examination fees and other elements where appropriate unless otherwise stated. For learners in receipt of fee remission and in receipt of relevant state benefits, all essential course items will be required to be included within the cost of tuition. Where learners are not eligible for funding the policy includes tuition fee rates calculated as a proportion of the funding income or a set tuition fee will apply.

2.4 Any changes in the fee policy will be applied to all further education learners which includes, any learners already in learning and continuing into their second year of the same qualification aim unless specifically stated otherwise in the DfE Funding Rules.

2.5 Tuition fees for returning Higher Education learners progressing into their second or third year of study will remain at the same rate as the previous year, with no increase applied.

Tuition fees for new entrants commencing their first year of study may be subject to fee adjustment in line with inflation. All applicable fees will be published in advance and confirmed at the point of application to ensure transparency for prospective students. Fees will not be adjusted part way through a programme of study.

2.6 All learners for further education courses must satisfy residency requirements as published in the relevant funding documents. The College is not registered with the UK Border Agency and is therefore unable to accept international students onto college courses unless they satisfy the residency requirements of the appropriate funding agencies.

2.7 Fees for all courses will be published in the Colleges associated marketing publications and, or on the College website. The Colleges Discretionary Learner Support funding for learners aged 19 and over can provide funding to support the costs of tuition fees subject to eligibility to minimise financial hardship as a barrier to learning. Where appropriate and applicable, information on alternative sources of finance will be made available to support learners with the cost of tuition fees

3.0 Related Documents

3.1 Course Cancellation/Transfer Form

3.2 Learning Agreement

4.0 Tuition Fee rates

4.1 Tuition fees for full time provision funded by ASF will be remitted for all learners up to and including level 2. Tuition fees for learners aged 19 and above studying qualifications full and part time at level 3 and 4 will not exceed the national loan rate for Advanced Learner Loans. Tuition fees for higher education programmes are set by the College with loans available to fund these through Student Loans Company. Please see Course Search - Bishop Auckland College for all courses and associated fees where applicable.

4.2 Where learners hold existing qualification or other certificates for which RPL can be applied the tuition fee costs will be reduced proportionately.

4.3 If RPL is applied to learners and exceeds 50% of the qualification then funding will be reduced by 50%. Tuition fees will incur a fee reduction by the College which will be agreed on an individual basis with the learner prior to enrolment.

4.4 For learners aged 16 – 18 in full time education and those under 16 and wishing to study part time the following tuition rates will apply:

Study of 385-484 hours: £3434

Study of 300-384 hours: £2715

Study of 299 hours: £5105 per full time equivalent (FTE)

4.5 Fees for part time courses will be based upon market sensitivity and the College may vary fees from national rates and loan amounts where appropriate to do so. The College may offer certain courses free to targeted groups of students at its discretion.

5.0 Payment of tuition fees

5.1 All fees will be paid in full upon enrolment unless a payment plan is agreed or fees are to be paid via a loan from SLC, self-funded or an employer/sponsor.

5.2 In the event that a student loan application is declined, learners will be required to pay the full fee or establish a payment plan within two weeks of receipt of information, or they will be asked to leave the course. In the event that a learner elects to withdraw from the course, they shall be liable for all fees accrued on a pro rata basis up to and including the date of their last recorded attendance

5.3 Fee liability upon withdrawal

Learners who withdraw or who are asked to leave after two weeks will be liable for any outstanding fees not covered by their loan payment.

5.3.1 Higher Education learners

Learners enrolled on Higher Education programmes who subsequently withdraw from their studies will be liable for tuition fees as follows:

- Withdrawal during Term 1: The learner will be liable for 25% of the total annual tuition fee.
- Withdrawal during Term 2: The learner will be liable for 50% of the total annual tuition fee.
- Withdrawal during Term 3: The learner will be liable for 100% of the total annual tuition fee.

Fee liability is determined based on the date of formal withdrawal or the learner's last recorded date of attendance, whichever is later.

In cases where Student Finance does not cover the full liability, the learner will be personally responsible for any outstanding balance.

5.3.2 All other learners (with the exception of full cost courses)

Learners who are in receipt of an Advanced Learner Loan and subsequently withdraw from their course will be liable for tuition fees in accordance with their attendance and loan funding schedule.

For the purposes of calculating fee liability:

- Any attendance within a given calendar month will render the learner liable for the full monthly fee amount, regardless of the total number of days attended within that month.
- Fee liability will be calculated on a monthly basis and will apply up to and including the month in which the learner last attended.
- If a learner withdraws after attending for two weeks or more, they will be liable for all monthly fees accrued up to the date of their last recorded attendance.

The above applies irrespective of whether the Advanced Learner Loan continues to cover payments after withdrawal; any unpaid balance remains the learner's responsibility

5.4 Where payment of course fees are through a Payment Plan the following applies:

Fees from £100 - £199	payment arranged over a 3-month
Fees from £200 - £499	payment arranged over a 6-month
Fees from £500 upwards	payment arranged over a 9-month

20% of the total fee will be required in the first instance upon enrolment. All payment plans will need to be completed prior to the end of the course and if students subsequently cancel their course the payment plan will continue in accordance with the student refund policy.

5.5 Payment plans will not exceed the duration of the course and will not be available for course fees less than £100.

5.6 The College will actively pursue all outstanding fees including where payment plans have been cancelled to recover payment in full and any associated legal costs and interest charges resulting from debt recovery.

5.7 If for any reason a learner is found to be studying at the College and the tuition fee has not been received, the learner will be invoiced for the full cost of their course. Failure to make payment or set up a payment plan, will result in further action to recover the outstanding fees. This may result in further charges. You may also be asked to leave the course.

6.0 Payment of tuition fees from Advanced Learner Loan

6.1 Loans must be applied for before the start date of the course, failure to apply for a loan will result in the learner being fully liable for fees. Enrolment may not take place until a loan is secured.

6.2 Following loan approval and the commencement of the course, the College will receive an aggregated monthly payment from the SLC for all students in receipt of a loan following confirmation of learner attendance

7.0 Payment of tuition fees from Higher Education Loan

7.1 All higher education programmes provided by the College; higher education loans are available from Student Finance England to cover the cost of fees which will be paid direct to the College. Learners are required to secure loan approval within six weeks of enrolment. Where learners do not secure loan approval within six weeks of course commencement, invoices for payment will be issued to learners and the College will actively pursue outstanding fees.

7.2 Following loan approval and commencement of the course the College will receive a termly payment from SLC (25%/25%/50%) for all learners in receipt of a Higher Education Loan following confirmation of attendance.

8.0 Tuition Fee Remission

Please be advised that tuition fee remission does NOT apply to Higher Education (HE) or full cost learners

8.1 All learners must meet the learner funding criteria as detailed in the NORTH EAST COMBINED AUTHORITY and DfE Funded ASF Budget Funding Rules 2025 to 2026 to be eligible for fee remission and the qualification of study must appear on the 'find a learning aim' portal.

8.2 Fee remission does not automatically apply to dependents of learners in receipt of fee remission, eligibility will be required independently, or payment of fees may apply.

8.3 The College retains the right to charge exam fees and reimburse on successful completion for learners who are fee remitted. Fees may also be charged where learners fail to attend exams. A limit may be applied to the number of exam re-sits a student in receipt of remission can take before a fee is applied.

8.4 The following categories are eligible for fee remission and full funding for learning:

8.4.1 Learners aged 16 – 18

- Full and part time courses (remission for part time is only given if not being fully funded by DfE at another institution)
- Intermediate, Advanced and Higher-Level Apprenticeship programmes

8.4.2 Learners aged 19-23

- Full time programme up to and including level 2 designated for young people, (without displacing a young person).
- Continuing into a second year of the same qualification and who were aged 16 at the start of their course

8.4.3 18 at the start of the programme

- First full level 2 qualification
- First full level 3 qualification

8.4.4 Learners aged 19 and over learning aims up to and including level 2

(including ESOL) and want to enter employment or progress into more sustainable employment relevant to the local labour market needs.

- Full time programme designated for young people (without displacing a young person).
- In receipt of a wage which falls under the earnings threshold of £30,000 annual gross salary. You must provide either a wage slip dated within 3 months or your current employment contract stating gross monthly/annual wages.
- Are classed as unemployed and in receipt of JSA and ESA
- Are in receipt of UC and take-home pay is recorded on your UC statement (disregarding UC payments and other benefits) is less than £952 per month (you are sole adult in the benefit claim) or £1534 per month (if you have a joint benefit claim with your partner) and want to enter employment or progress into more sustainable employment relevant to the local labour market needs and believe this course will help you do so.
- Are released on temporary licence, studying outside of a prison environment, and not funded by the Ministry of Justice.
- Not in employment and not in receipt of benefits
- Asylum seeker attending an ESOL qualification
- Are undertaking a maths or English qualification and have not previously attained a GCSE in maths or English at grade 4 or above (or a qualification which is at a comparable or higher level) or have been assessed as having an existing skill level lower than a grade 4 (even if they have previously achieved a GCSE or equivalent qualification in maths or English), as part of their legal entitlement.
- Progressing towards English and maths aims at a level above that which they have been assessed, if they do not have GCSE Grades 4 – 9 (A* - C).
- Are studying an Essential Digital Skills qualification (EDSQs) OR Digital Functional Skills Qualification (FSQs), up to and including L1, for individuals who have digital skills assessed below L1.

8.4.5 Learners aged 19 and over studying level 3 learning aims categorised as 'Free Courses for Jobs' may be eligible if you:

- Have an annual gross salary below the earnings threshold of £30,000
- Are classed as unemployed and in receipt of JSA and ESA
- Are in receipt of UC and take-home pay is recorded on your UC statement (disregarding UC payments and other benefits) is less than £952 per month (you are sole adult in the benefit claim) or £1534 per month (if you have a joint benefit claim with your partner) and want to enter employment or progress into more sustainable employment relevant to the local labour market needs and believe this course will help you do so.
- Not in employment and not in receipt of benefits
- Are released on temporary licence, studying outside of a prison environment, and not funded by the Ministry of Justice.

8.4.6 Learners aged 24 and under who have an Education Health and Care Plan

(EHCP) All learners with a current EHCP will be able to access education following their identified pathway.

The EHCP may cease before age 24 due to:

- Educational outcomes have been achieved – Where the learner has met the outcomes specified in the EHCP and no longer requires the special educational provision detailed within the plan.
- Transition to Higher Education – Where the learner progresses to a higher education course (e.g., university), as EHCPs do not extend into higher education settings.
- No Longer in Education or Training – Where the learner leaves education or training, for example, to enter full-time employment not linked to a study programme.
- No longer requires provision – Where, following an annual review, it is determined that the learner's needs can be met without an EHCP and they no longer require this statutory level of support.

9.0 Non-funded Learners

9.1 Learners not eligible to receive funding are those:

- 16-18 and studying full time with another learning provider
- Repeating a qualification that has subsequently been achieved
- Who have received the same provision from any other source.
- In custody, as The Ministry of Justice funds prison Education

Fees will be agreed for any non-funded learner by individual arrangement.

10.0 Late Entrants

One third fee reduction for each complete term not attended. This includes HE learners who have taken a break in learning or have transferred in from another college or university.

11.0 Refund of tuition fees

Fees will only be refunded after the commencement of a course in exceptional circumstances.

12.0 Right of appeal for tuition fee refund

12.1 All learners have the right to appeal when a refund for fees has been declined. All appeals are to be made in writing to the Assistant Principal of Finance, IT and Resources within 28 days of the last date of attendance on the course. All decisions made relating to course refunds are final. Notification of the outcome of appeal will be made within 5 working days.

12.2 The College also has a complaints procedure and copies are available upon request by emailing quality@bacoll.ac.uk

12.3 The College is unable to accept complaints regarding student loans and will refer learners to Student Finance England or the Student Loans Company whichever is applicable.

13.0 'Cooling off Period' Cancellation of registration for all learners including Higher Education Learners

New students have the right to cancel their registration with the college within 14 calendar days of the completion of the contract, defined for these purposes as registration/enrolment. For 14 calendar days from the day after a student completes registration/enrolment or for 14 calendar days from the day after the start of term, whichever is later, a student can withdraw from the college without incurring financial penalty. It is the student's responsibility to ensure that this notification reaches the college in a timely fashion; usually this will be before the end of the cooling off period or within 1 working day of the end of the cooling off period. At the very latest a student must ensure that any notification to cancel is sent to the college no later than the end of the 14th day of the cooling off period.

14.0 Additional information for Higher Education Learners

14.1 Learners will not be required to incur any additional mandatory costs during the academic year for activities such as trips, visits, or other course-related enhancements. Recommendations may be provided for optional items, such as basic stationery or supplementary reading materials. These optional costs may vary depending on the specific requirements of each programme of study and are intended to support, but not limit, the learner's academic experience.

14.2 The college offers a Student Enhancement Fund whereby £1000 from the learner's tuition fees will be used towards programme enhancement. £500 will be used towards direct enhancement. This may include enrichment opportunities, such as guest speakers, industry workshops, or additional learning experiences. These enhancements are designed to broaden learners' knowledge, provide insight into professional practice, and support personal and academic development. Participation is strongly encouraged.

In addition, eligible learners will receive a cashback payment of £500. The cashback payment will be instigated following confirmation of at least two weeks attendance at the start of Term 2.

14.2.1 Eligibility Criteria

To qualify for the cashback payment, learners must:

- Maintain a minimum attendance rate of 97% across all scheduled sessions.
- Ensure sufficient progress over time, e.g., be on track with their studies, demonstrating satisfactory academic progress as determined by the programme/module lead(s).
- Consistently meet behaviour and conduct expectations set out in their programme handbook, college's student code of conduct and handbook, and any set / expected behaviour by a relevant regulator of their chosen sector.

Failure to meet any of the above criteria may result in the cashback payment being withheld.

Contact Information

For questions or feedback regarding this policy, please contact:

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