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**Report:** College Fees and Charges Framework  
**Period:** 2020/21

## 1. Introduction

- 1.1. Following the publication of the ESFA Funding Rules 2020/21, the College's fee policy is based on this guidance and is summarised below.
- 1.2. Where we refer to a learner's age being 19 this relates to the learner being aged 19 on the 31 August within the funding year they start a learning aim. For all other purposes, the age of the learner is at the start of each learning aim.

## 2. Unemployed

- 2.1. For funding purposes, we define a learner as unemployed if one or more of the following apply, they:

- receive Job Seeker's Allowance (JSA), including those receiving National Insurance credits only,
- receive Employment and Support Allowance (ESA),
- receive Universal Credit, and their take-home pay as recorded on their Universal Credit statement (disregarding benefits) is less than £338 a month (learner is sole adult in their benefit claim) or £541 a month (learner has a joint benefit claim with their partner),
- are released on temporary licence, studying outside a prison environment, and not funded by the Ministry of Justice.

- 2.2. We may also use our discretion to fully fund other learners if both of the following apply. The learner:

- receives other state benefits (not listed in paragraph 157) and their take home pay (disregarding benefits) is less than £338 a month (learner is sole adult in their benefit claim) or £541 a month (learner has a joint benefit claim with their partner), and
- wants to be employed, or progress into more sustainable employment, and their take-home pay (disregarding benefits) is less than £338 a month (learner is sole adult in their benefit claim) or £541 a month (learner has a joint benefit claim with their partner), and you are satisfied identified learning is directly relevant to their employment prospects and the local labour market needs.

## 3. Learners in receipt of low wage

- 3.1. We will fully fund learners who are employed, or self-employed, and would normally be co-funded for provision, up to and including level 2 if the learner is both eligible for co-funding, and earns less than £17,004.00 annual gross salary.
- 3.2. We must have seen evidence of the learner's gross annual wages in these circumstances. This could be a wage slip or a Universal Credit statement within 3 months of the learner's

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learning start date, or a current employment contract which states gross monthly/annual wages.

#### **4. Full level 2**

- 4.1. If a learner, aged 19 to 23 has achieved a level 2 qualification that was, at the time they started, or still is, classed as a full level 2, any subsequent level 2 qualifications will be co-funded.

#### **5. Full level 3**

- 5.1. If a learner, aged 19 to 23 has achieved a level 3 qualification that was not classed as a full level 3 at the time they started it, but has since been classed as a full level 3, and wants to enrol on any subsequent level 3 qualification, of any size, they may apply for an advanced learner loan (provided the qualification is designated for funding, and subject to learner eligibility conditions), or pay for their own learning.

#### **6. Learning in the workplace**

- 6.1. We will fund learning in the workplace where a learner has a statutory entitlement to full funding for:
- English and/or maths up to and including level 2 (paragraph 178), and/or
  - a first full level 2 or
  - a first full level 3 qualification.
- 6.2. We will not fund any qualification or learning aim delivered at an employee's workplace, and is either relevant to their job or their employer's business, unless it is a statutory entitlement qualification.

#### **7. English and maths for those aged 19 or older**

- 7.1. We will fully fund individuals, including individuals who are employed, aged 19 or older, who have not previously attained a GCSE grade 4 (C), or higher, in English and maths, as part of their legal entitlement on the day they start the following qualifications:
- GCSE English language or maths
  - Functional Skills English or maths from Entry to level 2
  - Stepping-stone qualifications (including components, where applicable) in English or maths approved by the Department for Education and ESFA .
- 7.2. If a learner wants to 'retake' their GCSE English and maths qualification because they did not achieve a grade 4 (C), or higher, we will not fund the learner to only resit the exam.
- 7.3. We will fully fund non-regulated English and maths learning for learners, including those assessed at pre-entry level with significant learning difficulties or disabilities as part of a personalised learning programme, where assessment has identified the learner cannot undertake provision identified in paragraph 178.

#### **8. Individuals aged 19 to 23 (excluding English, maths and ESOL)**

- 8.1. We will fully fund 19 to 23-year-olds, including individuals who are employed, on the day they start the following learning.
- 8.2. Qualifications defined within the legal entitlement that are a learner's:

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- first full level 2, and/or
- first full level 3

8.3. Local flexibility provision:

- up to and including level 1 to support progression to a first full level 2, and/or
- level 2 for those who already have a full level 2, or above, if they are unemployed.

8.4. We will co-fund provision up to, and including, a level 2 for learners who have already achieved a full level 2, or above, who are employed. The low wage flexibility may apply.

**9. Individuals aged 24 or older (excluding English, maths and ESOL)**

9.1. We will fully fund individuals aged 24 or older on the day they start provision up to, and including, a level 2, if they are unemployed.

9.2. We will co-fund all other learners aged 24 years and older for provision up to, and including, a level 2. Where learners are employed, the low wage flexibility may apply.

**10. English for speakers of other languages (ESOL)**

10.1. We will fully fund individuals aged 19 and over on the day they start their ESOL learning aim where they are unemployed.

10.2. We will co-fund all other individuals aged 19 and over on the day they start their ESOL learning aim. Where learners are employed, the low wage flexibility may apply.

10.3. We will fund ESOL learning up to and including level 2.

**11. Learners with learning difficulties or disabilities**

11.1. We will fund learners with learning difficulties or disabilities as set out in the [Apprenticeships, Skills, and Children and Learning Act 2009](#), section 111.

11.2. The [young people's funding methodology](#) will apply to learners aged 19 to 24, who have an EHC plan and require provision and support costs.

**12. What the AEB will not fund**

12.1. AEB will not fund:

- Any learning aim delivered at an employee's workplace and relevant to either their job or their employer's business, unless:
  - it is a statutory entitlement qualification
  - the ESFA have confirmed a national level concession that responds to a significant negative economic impact for a specific industry
- Any work placement or work experience
- Outside of apprenticeship standards, end-point assessment which is subject to Ofqual external quality assurance and, regulated as a qualification.

12.2. A table summarising the 2019/20 Adult Education Budget (AEB) funding arrangements described above is attached at appendix A.

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### 13. Unfunded Provision

#### 13.1. Advanced Learner Loans

- 13.1.1. Advanced learner loans are available for individuals aged 19 or above to undertake approved qualifications at Levels 3 to Level 6. Advanced learner loans give individuals access to financial support for tuition costs similar to that available in higher education and are administered by Student Finance England.
- 13.1.2. For 19 to 23 year olds the availability of loans at Level 3 does not replace the legal entitlement to full funding for learners undertaking their first full Level 3. The College reserves the right to set course fees at a level appropriate for the course and its direct costs and attributable overheads.
- 13.1.3. Learners can only apply for loans to cover the tuition fee element of their provision, including all costs and charges for items without which a learner cannot complete their course. Therefore, all costs relating to registration, assessment, materials and examination costs will be included in the loan fee. Professional body membership fees and extra activities not essential to the learning, such as trips and visits will be charged as an additional fee.

#### 13.2. HE Provision

- 13.2.1. Prescribed HE - fees for this provision will be set by Teesside University.

#### 13.3. Other Full Cost Provision

- 13.3.1. Fees for other full cost provision will continue to be set independently by the College. They will include:
- Qualifications outside the scope of ESFA/TVCA funding
  - individuals who are not eligible for full or co-funding as specified above (see appendix A).

### 14. Fees and Charges

#### 14.1. Adult Skills Provision (exc Apprenticeships)

- 14.1.1. There is a single set of funding rates for all adult skills provision (exc apprenticeships). These funding bands are published in a matrix reflecting the different sizes of qualifications and the programme weightings reflecting the relative costs of delivery across sectors and subjects.
- 14.1.2. The Single Activity Matrix is presented for information at Appendix B (Note that the college's full time study programmes are designed to contain at least 540 hours of learning and will therefore typically fall into the first band of "Very Large" provision).
- 14.1.3. It is suggested that the published fees in 20/21 are set in line with the suggested funding values for learning aims as presented in the LARS dataset which reflects these bandings. This will ensure parity between learners choosing to self-fund courses and those choosing to fund courses through a loan.
- 14.1.4. Provision that is co funded has an assumed fee rate of 50% of the unweighted base rate of the aim. This is in recognition that a learner should not be expected

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to contribute more for the same size of qualification just because that qualification is costlier to deliver.

- 14.1.5. However, it is recognised that courses in some subject areas are subject to intense competition and Curriculum Managers may require some freedom to set their fees in line with those of competitors. However, parity must be maintained between courses of equal length and breadth and any request to divert from the fee set in the matrix must first be discussed and agreed by Exec.

#### 14.2. Resit Fees and Fees for Cancellation of Exams

- 14.2.1. Examination resits and fees for cancellation of exams may be charged at the discretion of the college. Any student requiring more than 2 resits of any individual examination or any student cancelling an exam more than once will be referred to the curriculum manager and a fee will be charged at the discretion of the manager. The manager will ensure that adequate tuition is received before another resit is booked. If a fee is required, it will be charged at the Awarding Organisation fee + 10% administration cost.

- 14.2.2. If a resit is requested for an examination that has been passed, in order to improve a grade, this will be charged at the same rate as above.

#### 14.3. Apprenticeship Provision

- 14.3.1. Apprenticeship provision changed from 01 May 2017 following the introduction of the apprenticeship levy and funding bands (see Appendix C for a list of funding bands).

- 14.3.2. Employers and main providers must agree a price for the total cost of each apprenticeship, including the training costs and any subcontracted training. The price for apprenticeship standards must include the cost of the end-point assessment which the employer must agree with the apprentice assessment organisation. The negotiated price of apprenticeship frameworks must include on-programme assessment.

- 14.3.3. We will account for prior learning when agreeing a price with the employer. We will reduce the content, and price, where the individual has prior learning necessary to achieve the apprenticeship.

- 14.3.4. Employers who pay the levy will fund their apprenticeship training from their levy account, up to the limit of the funding band for that apprenticeship.

- 14.3.5. Where apprenticeship training is not funded from the employer's digital account (non-levy paying employers, and levy paying employers with insufficient funds), employers must co-invest 5% of the agreed training cost up to the maximum value of the funding band and 100% where this is above the funding band.

- 14.3.6. The government will fund all of the apprenticeship training costs, up to the maximum value of the funding band for the apprenticeship, for employers employing fewer than 50 people, if on the first day of the apprenticeship, the apprentice is:

- aged between 16 and 18 years old (or 15 years old if the apprentice's 16th birthday is between the last Friday of June and 31 August)

- aged between 19 and 24 years old and either has:
  - an EHC plan provided by their local authority
  - or has been in the care of their local authority.

14.3.7. If the apprentice does not already hold the required standard of qualifications in English or maths (or both), these will be funded in full by the ESFA at the rate set, and will not be deducted from the employer’s digital account or require employer co-investment.

14.3.8. The ESFA will provide learning support funding for apprentices to help with learning that affects their ability to continue and complete their apprenticeship. Learning support will be claimed to meet the costs of putting in place a reasonable adjustment as part of the Equality Act 2010.

#### 14.4. Payment Plans

14.4.1. These will be available to enable adult learners (non apprentices) to spread the cost of provision over 12-months. Learners are required to pay 25% of the tuition fee at the point of enrolment. The remaining 75% of the tuition fee will be collected in monthly instalments by direct debit concluding 1-month before the end of the course (up to a maximum of 12-months). Failure to make payment on the due date will result in all outstanding fees being immediately due. Continued failure to pay course fees may result in removal from the course of study. If the learner withdraws from the course before completion they will still be liable for payment of all fees.

14.5. Payment plans for employers of apprentices will be:

<b>Duration of Apprenticeship</b>	<b>Payment Plan</b>
12-23 months	100% on commencement of Apprenticeship
24-35 months	50% on commencement of Apprenticeship 50% at 12 months point of Apprenticeship
36-48 months	50% on commencement of Apprenticeship 25% at 12 months point of Apprenticeship 25% at 24 months point of Apprenticeship

14.5.1. The business development team will have the discretion to alter this payment plan, in negotiation with the employer, and this will be monitored by the Exec team. Any uncertainty should be referred to the Head of Registry for clarification.

### 15. Coronavirus / Covid-19

15.1 2019/20 has been an unprecedented year with a global pandemic, COVID-19. As such this will have an impact on all of our students and their capacity to undertake training and their ability to fund this if they have been furloughed or made redundant as a consequence of the pandemic.

15.2 Whilst such unprecedented circumstances persist, the College will continue to provide enrolled students with appropriate teaching, learning and assessment to ensure students are able to complete their studies and qualify. This may or may not involve online and/or remote teaching, learning and assessment in line with Government and Ofqual guidance with the aim of maintaining the health and wellbeing of all. Tuition fees and awarding organisation registration costs will not be refunded under these circumstances.

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15.3. In light of the pandemic the college retains the right for additional flexibility over the 2020/21 academic year in respect to fees and charges. There may be flexibilities offered up by the ESFA and/or TVCA which the college would want to reflect in its own recovery of fees and charges. These will be considered on a case by case basis by the Executive team.

**16. Approval**

Signed:



Kate Roe  
(Principal/Chief Executive)

Date: 23.6.20

Signed:



Mr Pat Howarth  
(Chairman)

Date: 23.6.20

**Appendix A**

**Government contribution table**

The level of government contribution for ESFA funded AEB is as follows.

<b>Provision</b>	<b>19- to 23-year-olds</b>	<b>24+ unemployed</b>	<b>24+ other</b>
English and maths, up to and including level 2 (Must be delivered as part of the legal entitlement)	Fully funded*	Fully funded*	Fully funded*
Level 2 (excluding English and maths) (First full level 2 must be delivered as part of the legal entitlement)	Fully funded* (first and full)	Fully Funded	Co-funded+
Learning to progress to level 2	Fully funded^ (up to and including level 1)	Fully funded	Co-funded+
Level 3 (First full level 3 must be delivered as part of the legal entitlement)	Fully funded* (first and full)	Loan-funded	Loan-funded
	Loan-funded** (previously achieved full level 3 or above)		
Traineeship#	Fully funded (including 16- to 24-year-olds##)	N/A	N/A
English for speakers of other languages (ESOL) learning up to and including level 2	Co-funded+	Fully funded	Co-funded+
	Fully funded – unemployed		
Learning aims up to and including level 2, where the learner has already achieved a first full level 2, or above	Co-funded+	Fully funded	Co-funded+
	Fully funded – unemployed		
Learning aims up to and including level 2, where the learner has not achieved a first full level 2, or above	N/A	Fully Funded	Co-funded+

\*Must be delivered as one of the English and maths, and/or first full level 2 or first full level 3 qualifications required as part of the legal entitlements.

^Must be delivered as entry or level one provision from local flexibility.

# Excludes flexible element where funding depends on age and level.

## 16- to 18-year-old learners must be eligible under the [ESFA's young people's residency requirements](#).

\*\* Availability of loans at level 3 does not replace the legal entitlement to full funding for learners aged 19 to 23 undertaking their first full level 3.

+ Low wage flexibility may apply, refer to paragraph 159.

## Appendix B

Fees based on assumed fee for the whole aim.

Funding band – hours	Activity type	Programme weighting (PW)				
		A – Base (unweighted)	B – Low	C – Medium	D – High	E or G* (specialist)
Up to 2	Very small provision (1)	£14	£16	£18	£22	£24
3 to 4	Very small provision (2)	£21	£24	£27	£34	£36
5 to 6	Very small provision (3)	£35	£39	£46	£56	£60
7 to 12	Small provision (1)	£50	£56	£65	£80	£86
13 to 20	Small provision (2)	£100	£112	£130	£160	£172
21 to 44	Small provision (3)	£150	£168	£195	£240	£258
45 to 68	Medium provision (1)	£300	£336	£390	£480	£516
69 to 92	Medium provision (2)	£450	£504	£585	£720	£774
93 to 100	Medium provision (3)	£600	£672	£780	£960	£1,032
101 to 196	Large provision (1)	£724	£811	£941	£1,159	£1,246
197 to 292	Large provision (2)	£1,265	£1,417	£1,645	£2,025	£2,176
293 to 388	Large provision (3)	£1,987	£2,225	£2,583	£3,179	£3,417
389 to 580	Very large provision (1)	£2,573	£2,882	£3,345	£4,117	£4,425
581 to 1060	Very large provision (2)	£4,170	£4,670	£5,421	£6,671	£7,172
1061 or more	Very large provision (3)	£6,602	£7,395	£8,583	£10,564	£11,356

Certain qualifications have their funding bands set as a matter of policy.

Qualification type	Programme weighting (PW)				
	A – Base (unweighted)	B – Low	C – Medium	D – High	E or G* (specialist)
GCE AS-level	£724	£811	£941	£1,159	-
GCE A-level	£1,987	£2,225	£2,583	£3,179	-
GCSE	£724	£811	£941	£1,159	-
GCSE short course	£300	£336	£390	£480	-
Functional skills in English or maths	£724	-	£941	-	-
Functional skills in IT	-	£336	-	-	-
Access to Higher Education	£3,022	£3,384	£3,928	£4,835	£5,197

Appendix C

Apprenticeship Funding Bands:

Funding band	Upper limit
1	£1,500
2	£2,000
3	£2,500
4	£3,000
5	£3,500
6	£4,000
7	£4,500
8	£5,000
9	£6,000
10	£7,000
11	£8,000
12	£9,000
13	£10,000
14	£11,000
15	£12,000
16	£13,000
17	£14,000
18	£15,000
19	£16,000
20	£17,000
21	£18,000
22	£19,000
23	£20,000
24	£21,000
25	£22,000
26	£23,000
27	£24,000
28	£25,000
29	£26,000
30	£27,000

Table 1: Funding bands