

CAMBRIDGE REGIONAL COLLEGE
FEES STRATEGY & POLICY
2022-23

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Scope

1. This document sets out the College's policy on the fees and related issues described below:
 - Tuition fees
 - Exam, validating and professional bodies' registration fees, materials and equipment fees
 - Concessionary fees
 - Overseas students
 - Reduced and enhanced fees
 - Instalments
 - Refunds

Further Education Courses

A. Tuition Fees

2. Separate fees apply to home and overseas students. Home students are those students so classified by the Education and Skills Funding Agency or the Office for Students (OFS) as appropriate, and supported by Government guidelines on fees, as determined by The Education (Fees and Awards) Regulations 1997, and subject to residency criteria. This generally includes overseas nationals holding a Home Office settled status. Asylum seekers meeting certain criteria may also be granted Home fee status. Those students not classified as "home" will normally be charged at 100% of the weighted funding rate. This could be higher if commercial considerations require it.
3. Students who are nationals of EU or EEA countries (other than Irish citizens) who entered the UK after 31 December 2020 are not automatically eligible for funding and must be able to demonstrate that they are legally resident in the UK to be funded. Funding then depends on the standard rules ("settled" for 3 years in the UK, under 19 year olds accompanying or joining parents who have the right of abode, dependants of those on skilled worker visa, dependants of those on student visas, etc.). Reference should be made to funding rule eligibility as these can change during the year in response to policy or priorities.

Access to student loan finance is available for the course duration if students meet the residency requirements. If a place is secured in the 2021 to 2022 academic year, but the start of the course is subsequently deferred until the following academic year, or if the student wishes to undertake a separate follow-on course in 2022-3 then the rules governing student support for 2022-23 entry will apply.

4. Students who are nationals of EU or EEA countries or children of Turkish workers who are living in the UK and have started their programme before 31 December 2020 must be treated equally to UK residents. Once enrolled they will be eligible for funding for the full duration of their study programme.
5. All Irish citizens covered by the Common Travel Area arrangement continue to be automatically eligible for funding under immigration concessions.
3. Tuition fees will be set annually in advance of the start of the College academic year. For courses approved by the Principal and his or her appointees during the College academic year, fees will be set at the time of approval and will be based on ESFA or Combined Authority funding rules.
4. The ESFA funded 16-18 students, and students with learning difficulties or disabilities aged 19 – 24 who have an EHC Plan, are exempt from tuition fees as currently stated in the funding guidance for young people. 16-18 refers to students in full-time or part-time education who are under the age of 19 on 31st August in the teaching year when the student commences a study programme. It is intended that such students must continue to receive free tuition in any consecutive subsequent year of study on the same study programme as recorded in their learning agreement.
5. Adult funded students **can** be fully-funded, and therefore pay no tuition fees, depending on their personal circumstances or the qualifications they study. Concessions will be prescribed by the relevant funding body (ESFA, CPCA) depending on each course. Refer to <https://www.gov.uk/guidance/sfa-funding-rules> and <https://cambridgeshirepeterborough-ca.gov.uk/wp-content/uploads/documents/skills/adult-education-budget/CPCA-Funding-Performance-Rules-2021-22.pdf>
6. Unemployed students may receive concessions depending on their status as determined by the funding rules for each of ESFA and CPCA.

B. Materials and Equipment Fees

7. Three groups of students are exempt from materials fees:
 - 16-18 funded students
 - 19+ funded students who are fully funded by the ESFA
 - Students receiving loans from the Student Loans Company for the purposes of their course with the College (“Loan-funded students”).

8. For clothing and equipment necessary to the health and safety of the student, or necessary for the completion of the course, the student may borrow the clothing and equipment free of charge from the College. If the student wishes to retain the clothing or equipment once they have withdrawn from or completed the course, they must purchase the clothing or equipment or return it to the College at the end of their course. This applies to all students.
9. The College can charge for activities, services, materials and equipment which are not compulsory to completion of studies. Appendix II provides more detail on financial support for students.
10. The College can charge fines and penalties and deposits where not defined as fees.

C. Exam, validating and professional bodies registration fees

11. A charge will be made to co-funded students for exam costs and for students drawing loans, the fee cost will be added to the loan.
12. Subscription charges, made by professional bodies to become a member of that organisation, are payable by students aged 19 or over.
13. All students will be charged for DBS checks unless the student is fully-funded and this is required to participate in learning. If the learning is associated with the student's employment then the employer is responsible for carrying out and paying for the DBS.

D. HE Courses

14. Fees for HE courses will be agreed by the Principal's Senior Management Team (SMT) and will be in line with charges made by local and national providers in this and the HE sector. Where programmes e.g. Foundation Degree are delivered in partnership with other institutions like the ARU, the College will set fees that the appropriate HE institute has set. The Principal and SMT will also consider opportunities within the fees strategy to offer incentives for students to progress to Level 4 and above. It is proposed to continue to offer an incentive to CRC Level 3 students who successfully complete their course and progress to HE at CRC within 12 months. The incentive would be a fee reduction, per annum, of £1000 for full- time courses and a commensurate £500 reduction for part-time courses.

E. International/Overseas

15. In general terms, the fees in this section relate to students who travel to the UK exclusively to study at the College as part of a package organised by the College's international team. Fees payable for vocational programmes

undertaken by non-UK individuals will be determined by the residency rules as covered by funding guidance.

For students from EEA Countries	Term 1	Term 2	Term 3
	14 weeks	11 weeks	10 weeks
15 hours/week	£1,400	£1,100	£1,000
21 hours/week	£1,960	£1,540	£1,400
25 hours/week	£2,380	£1,870	£1,700
For students from Non-EEA Countries	Term 1	Term 2	Term 3
	14 weeks	11 weeks	10 weeks
15 hours/week	£2,590	£2,035	£1,850
21 hours/week	£2,940	£2,310	£2,100
25 hours/week	£3,500	£2,750	£2,500

Access To Business

Non UK students	£6,500.00

General English/Summer School

	1 to 4 weeks	Week 4 onwards
15 hours/week	£185 per week	£150 per week
21 hours/week	£260 per week	£210 per week

F. Apprenticeships

16. Levy Paying Companies:

Employers will be contributing to the apprenticeship levy if their annual pay bill is over £3 million.

As a levy-paying employer they will need to register for the apprenticeship service so they can manage their apprenticeship funds and will be able to pay for training and assessment from their account. The government will apply a 10% top-up to the funds they have to spend in your account.

When the monies have been topped up by the government (if applicable), the funds will then become available through the Digital Apprenticeship Service (DAS), which employers will access through an online account. DAS will display information about approved apprenticeship training programmes, registered training providers and available candidates for employers to choose from. The employer will use DAS to find out how much funding is available for each apprentice, which can then be accessed to pay for the relevant training from the

College as a registered training provider at the agreed total price for each apprenticeship. This will include the costs of training and assessment. The College will charge the funding band maximum for the apprenticeship unless a reduction has been agreed following assessment and recognition of relevant prior learning.. If the employer wishes to add additional elements to the programme then the employer will be required to pay the excess with other funds.

Once an apprenticeship has been set up, DAS will deduct relevant amounts every month from the employer's account to spread the cost of training over the lifetime of the apprenticeship. Other elements above the funding band maximum will be invoiced directly.

If the Employer does not have enough funds in their account to pay for the apprenticeship training required, they will need to co-invest 5% of any outstanding balance whilst the government will pay the remaining 95% up to the funding band maximum allocated to a particular apprenticeship. If the funding band maximum is exceeded, the Employer will need to pay all the additional costs.

17. Non-Levy Paying Companies:

Employers that do not pay the levy will need to register for the apprenticeship service and can reserve funds from the government to pay for the training and assessment of their apprentices. This must be done in advance of an apprentice being enrolled.

Non-levy paying employers will need to make a contribution of 5% to the cost of apprenticeship training directly to the College and the government will pay the remaining 95%, through the employer's Digital Apprenticeship Account, up to the maximum amount of funding allowed for the apprenticeship chosen through its funding claim. Non-levy paying employers will have to meet, in full, any cost (including for end-point assessment) which is above the funding band maximum. The employer will pay their contribution to the College over the lifetime of the apprenticeship.

For non-levy paying employers with less than 50 employees taking on a 16-18 year old apprentice, the government will fund, through the employer's Digital Apprenticeship Account, the full 100% cost of training and assessment.

G. Full cost recovery courses

18. Fees for courses not funded by OFS or ESFA will be determined from time to time with regard to specific subsidies from other funders, market forces and full costs of delivery. Remission will not apply to full cost courses.

H. Reduced and enhanced fees

19. The Deputy Principal Finance and Resources and Director of Finance and/or Director of MIS has discretion to reduce or waive fees for home students in exceptional circumstances. This will include reductions for students starting a one year course after the first term has elapsed.

I. Fee Discount/Remission/Waivers

20. The Principal or members of the SMT, has discretion to agree fee remission of up to 10%. These normally relate to sponsors or employers who fund groups of students.
21. Staff employed directly by the College and governors of the College enrolling on a college course, other than a course approved for staff development purposes (see below), will receive a 50% discount off tuition fees only (NB: This does not include examination, college or other fees due or courses franchised from a university). This discount does not extend to variable hours and contracted tuition staff, whether through Protocol or otherwise, self-employed contractors, volunteers, or staff working for out-sourced service providers.

For any member of staff undertaking a CRC course as part of their approved staff development, the College will meet all agreed costs. However, where this is a long course, should the member of staff leave during the course or within two years of completing the course, the member of staff will be required to repay full or part of the College fees, as confirmed in the agreement signed between the College and the member of staff when the course commences.

22. The College uses Protocol National, and on occasion other staffing agencies, to source teaching staff to the College. It is in the College's interest that these staff are trained and developed. In recognition of this, CRC will waive fees for introductory teaching qualifications, upon signing by the individual concerned of a repayment clause similar in principle to that signed by staff on long staff development courses.

The College uses staff in some of the employers that we work with to do some of the assessment work of apprentices or work-placed students. In order to do this well, and for this work to count as formal assessment under funding rules, then these staff need to hold formal assessment qualifications (TAQA 301, 302, 401 or 402). In recognition of this, CRC will waive fees for assessment qualifications, upon signing by the individual concerned of a repayment clause similar in principle to that signed by staff on long staff development courses, and including a commitment to assess candidates on behalf of CRC.

J. Instalments

23. With the exception of students receiving SLC loans, home students may agree payments by paying in monthly instalments of up to 6 and providing paid in full before the course completes or Easter (whichever is the earlier). Instalment payments will not normally be granted for courses lasting 6 weeks or less, unless specifically agreed by the Director of Finance.
24. For students receiving SLC loans, the College will be paid in instalments as agreed by the ESFA, SLC and the College.

K. Refunds

25. Refunds will only be considered in specific circumstances as set out in Procedure FIN019 (Refunds and Compensation policy). Specific scenarios for refunds are as follows:

- where the College closes the course or changes the day, time (significantly) or venue of a previously advertised course.
- when a student changes to another course at the College within 30 days of the original enrolment, it is the difference in fees which is refunded.
- Where serious illness or hospitalisation of the student, evidenced by medical certificates, excluding a long term medical condition which is known about at enrolment is provided. In these circumstances the College reserves the right to refuse a refund.
- Serious illness or hospitalisation of a partner, parent or child necessitating full time care by the student, confirmed by a medical certificate. If this is a long term situation, known about at enrolment then the College reserves the right to refuse a refund.
- Other exceptional circumstances at the discretion of the Director of Finance or Head of MIS and Exams.
- Where genuine overpayment has occurred.
- No refunds if the student leaves or is suspended, or excluded in accordance with the College Disciplinary Code.

L. Other Charges – Bus Passes

26. This section covers the procedure for payment of bus passes for the academic year 2022-23. Passes will only be issued for the full academic year. There will be two options available for the academic year 2022-23. Full year payment in advance, or payment using direct debit instalments. The charge will be £550 for 2022-23 and will apply to all students using the service irrespective of the

campus they attend. The cost will be subject to a rigorous tendering process undertaken by the College at least every three years.

The College will offer early bird discounts to all students who apply to take up a bus pass prior to September with a discounted rate of £495 applying for the year.

Refunds for Bus Passes will only be granted for outstanding full terms and will, therefore, only be available during terms 1 and 2, in relation to terms 2 & 3 and term 3 respectively.

M. Payment methods

27. Cheque, credit or debit cards and direct payment into the College's bank account can be used to pay fees. In exceptional circumstances, cash will be accepted but where applicable must comply with money laundering regulations.

N. Payment by employers or sponsors

28. A student may have made an agreement for course and other fees to be paid by their employer or sponsor. This is an agreement made between those two parties. The exception is for Apprenticeships where the agreement for fee payment is between the employer and the College.
29. Where it has been confirmed as part of the advice and guidance and enrolment process that the fees for the student are to be paid by a sponsor or an employer, then formal and written confirmation of this must be submitted to the College.
30. The College must produce any such letter of authority or payment by a third party at the point of enrolment, otherwise the student will be asked to pay the full fees due, except where the student is an Apprentice where the employer remains liable for the fee payment by instalment. For employers this is only available with the prior agreement of the Director of Finance.
31. Where students have applied for a loan from the SLC to pay for their intended course's tuition fees, written confirmation from the SLC must be presented by the student, or the College must be able to see approval by the SLC for the loan application on the SLC's portal.

32. Where the student whose course fees are being paid by the SLC, but the student withdraws from the course and the SLC stops payment of course fees before the final instalment, the student will be liable for the remainder of the course fee.
33. If the student has left the employment of the company that had agreed to pay the fees but is still attending the course, then the student will be liable for any outstanding fees. It may be possible that the student has changed employment and the new employer is willing to pay the fees. In this event, it is acceptable for the liability to the College to be transferred provided that the new employer confirms its willingness to pay the fees in writing on its official letterhead. For Apprentices, the employer remains liable for the fees, even when the Apprentice leaves their employment.

O. Outstanding fees

34. Students must be advised that any fees that remain outstanding beyond their due date for settlement will prejudice their continuance on the course, entry for an exam and perhaps future enrolment on any CRC course.
35. All outstanding fees are to be paid up in full before a student can progress onto the next year of their course or a new course at the College.
36. Students who do not pay their fees may be referred to a debt collection agency, as set out in the College's Debt Recovery Procedures.
37. **In all cases the Principal's SMT reserves the right to introduce, remove, increase or reduce fees for individual courses in response to market pressures.**

Appendix I – Fee Rates for 2021-22

Fee Group		2021-22	2022-23
Adult 19+ ESFA Funded	Fees information will be provided against each course	50% of Standard funding value (unweighted) *	50% of Standard funding value (unweighted) *
HE Courses	Full time HNC/HND	£4,990	£4,990
	Part time HNC/HND/L5 DET	£2,495	£2,495
	PT Foundation Degree (3 Years)	Yr 1 - £3,995 Yr 2 - £3,875 Yr 3 - £3,750	Yr 1 - £3,995 Yr 2 - £3,875 Yr 3 - £3,750
International	CELTA (including online) Full cost (incl. exam)		
	International	£1,502	£1,502
		£2,140	£2,140
	Higher Education	£7,000	£7,000
Futures@CRC (14-16)	New Futures Learner	£7,500	£7,500 (existing) £7,680 (new)
	Exam & Registration fee	£95	£95
	Other sessions linked to Schools	Fully costed to cover expenditure plus contribution towards overheads	
Bus Pass	Zone A & B – Full-time Earlybird	£495	£495
	Zone A & B – Full-time - standard	£550	£550
	Day release	Will be charged at £185	

Fee Group		2021-22	2022-23
Exam & Other Professional body	These will continue to be charged on all courses and based on costs charged by exam and professional bodies plus administration		
Registration fees	1-year course	£70	£70
	2-year course	£130	£130
	Part time (excludes online courses)	£35	£35
Apprentices		Dependent on levy paying or non-levy paying in accordance with funding rules and maximum allowed unless overall commercial agreement	

- **Where a student does not meet eligibility for co or full funding the College will ordinarily charge a 100% of the weighted national base rate.**

Appendix II – FINANCIAL SUPPORT FOR STUDENTS 2021-22

FUNDING GUIDANCE AND PRINCIPLES

ESFA funding rules for fully funded students explicitly prohibit compulsory charges to students/students for materials, tools, kits overalls or such like, or for examinations fees or administration costs which directly relate to their courses.

How this applies to Departments

Therefore, all fully funded students including 16-18s cannot be charged as outlined above, and neither can these students apply to the Student Support Fund for assistance with items identified by Departments/Heads as necessary for achievement of their learning aim. Where there are materials/equipment requirements and Departments/Heads have electively reached the decision that these are essential to completing and achieving the learning aim, these resources must be purchased by the Department, loaned to students and returned at the end of the course or if the student leaves. Failure to do so will incur a charge. Students need to sign an agreement before any resources are provided acknowledging their obligations and must meet key course requirements.

Fully funded students and 16-18 earners can be charged if they want to keep materials, equipment or uniforms used in a learning activity and this can be done at the start of the course. However this can only take place if the student also has the option of borrowing clothing or equipment free of charge.

Discretionary Student Support Funds (DLS)

19+ Students

ESFA states that DLS cannot be used as a means of support if ... “The student is fully funded by us and as such must not be charged for equipment and facilities so they can complete their learning aim”

All students in hardship are advised to seek advice from the Financial Support Team.

Student Support Funds can assist with the following:

- Transport costs
- Domestic emergencies and emergency accommodation
- Childcare funding
- Professional membership/accreditation fees and where appropriate, books and equipment costs.

Advanced Learner Loans Bursary Fund

Students funded by an Advanced Learner Loan may be eligible for support through the Loans Bursary Fund. This fund is to provide support for eligible students with hardship & childcare fees. Funding rules emphasise that priority is to be given to vulnerable groups, but can also be used to help other disadvantaged students. Assessment of student needs is required and students will be means-tested. Evidence that students are in receipt of the loan is required. Loans bursary funding cannot be used “to cover costs and charges for items without which a student could not complete their course.”

16-18 Students

This fund is primarily to support the College’s Bursaries of which there are two types, the mandatory, and the discretionary. Both of these payments are dependent on good attendance and punctuality standards, and monies are paid out to students fortnightly.

16-18 students who cannot afford educational visits that are being *charged* for by curriculum teams should contact the Student Advice Team. Please note that DLS funding must follow the student and students have to be means tested.