

Fees, Fee remission & Refund Policy

Version 1.2

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1. Purpose

This policy is designed to provide users with a consistent and coherent approach to the charging of fees to students and employers and to any remission or refunds to which students may be eligible.

2. Application of this Policy

All staff using this policy must ensure that students with protected characteristics are not disadvantaged for any reason by any part of this policy and the processes within it.

3. Fee Policy

3.1. FE Courses

3.1.1. 16-18 year old students

Full-time and part-time students (who are not also studying full-time elsewhere) aged under 19 years on the 31 August in the academic year in which their course commences are not required to pay tuition fees for full or part-time FE funded courses.

A voluntary contribution will be requested from each full-time student; this is not mandatory. The contribution will be £80 for a 2 year course and £40 for a one year course.

Qualification resit costs will be charged by the College for all provision at level three or above. The rate charged will be based on the Awarding Organisations' prevailing rate. Resit charges for qualifications at level 2 or below will be paid by the College.

3.1.2. Full-time adult students (19+)

Full funding is available for a limited number of level 3 qualifications as part of the Government's National Skills Fund. Eligible students above 19 years of age without a full level 3 qualification can be fully funded on eligible

qualifications. Not all level 3 qualifications are eligible within the project, a full list of available qualifications nationally can be found [here](#). An eligible student enrolling to an eligible learning aim will have their tuition fees, and the costs examination and registration remitted.

The tuition fee for adults who are 19+ at the start of their level 1 or level 2 course on Education and Skills Funding Agency (ESFA) funded full-time (above 450 annual guided learning hours) will be £975 per year. This figure excludes examination and registration fees which will be an additional charge depending on the qualification.

The tuition fee for adults aged 19 and over (as at the start date of their course) on Level 3 and 4 full-time (above 450 annual guided learning hours) courses will be set during the planning process, an Advanced Learner Loan may be available.

Adult Students whose tuition fees are funded through a bursary or other fee remission will not be charged Awarding Body registration or accreditation fees. However, all adult students will be charged associated fees and subscription charges made by professional bodies (e.g. AAT).

3.1.3. Part-time Adult Students (19+)

Full funding is available for a limited number of level 2 and 3 qualifications as part of the Government's National Skills Fund project. Eligible students above 19 years of age without a full level 3 qualification can be fully funded on eligible qualifications. Not all level 3 qualifications are eligible within the project, a full list of available qualifications nationally can be found [here](#). An eligible student enrolling to an eligible learning aim will have their tuition fees, and the costs examination and registration remitted.

Where the ESFA co-fund a student's programme of study the tuition fee payable is reduced by an assumed contribution rate of 50% of the national funding rate.

The tuition fee for adults aged 19 and above (as at the start date of their

course) on ESFA funded part-time Entry level, level 1 and level 2 courses will be set during Curriculum Planning and indicated in the part-time course prospectus.

The tuition fees are for the whole of a qualification. Awarding Organisation registration and accreditation fees will be added on top of the tuition fee and will be payable in year 1 of a multi-year course.

Adults Students whose tuition fees are funded through a bursary or other fee remission, will not be charged Awarding Organisation registration or accreditation fees. However, all adult students will be charged associated fees and subscription charges made by professional bodies (e.g. AAT).

3.1.3. Payment of fees by 19+ Advanced Learner Loans

You can apply for an Advanced Learner Loan from Student Finance England to help with the tuition fee of a course at a college or training provider in England. 19+ Advanced Learner Loans are available in 2021/2022 for Certificates and Diplomas (Level 3 - 6) up to the maximum funding rate as set by the ESFA. This funding rate is shown in the catalogue of funding rates published by the ESFA (LARS). The College is permitted to charge higher fees than shown in the catalogue, but a student would need to make other arrangements to pay the difference. The College has only decided to exceed the above rates in exceptional circumstances, therefore additional fee payments by students are unlikely. Other associated fees and subscription will be charged (e.g. AAT membership fees).

The actual fee will normally be the rate in the catalogue of funding rates published by ESFA for Advanced Learner Loans. In exceptional circumstances the rate may be adjusted based on the advice of the Head of Professional Services to the Quality & Standards Manager and the Director.

Please note; not all learning aims offered, particularly Awards at Level 3 or 4, are eligible for a 19+ Advanced Learner Loan. Where available, the College is keen to ensure the facility is available to students, but this cannot be guaranteed.

Advanced Learner Loans are drawn down and paid to the College over the duration of their course, but only while a student continues to attend the course. Students leaving the course early whose fees are funded by 19+ Advanced Learner Loans will be required to pay the difference between amounts paid to the College on your behalf by Student Finance England and the total fees due for the course unless the outstanding balance of fees due is waived. See section 6 for further detail regarding Fee Waivers.

Students choosing to take an Advanced Learner Loan to fund their tuition fees will have their examination registration fees waived, however any other associated costs, e.g. materials, will still be charged. The College reserves the right to apply charges for courses where examination registrations fees are excessive.

3.1.4. Skills Courses & NVQs

NVQs are fully funded for those aged 19-23 years old without a first full level 2 (for level 2 aims) or a first full level 3 (for level 3 aims). Functional Skills English and Maths learning aims delivered in the workplace may also be fully funded for students of all ages. All other aims in the workplace are delivered on a full cost basis, fees will vary based on the relative size and level of qualification and will be set during the curriculum planning process. The College reserves the right to vary this fee based on volume arrangements with individual employers.

3.1.5. International Students

Students not entitled to “home” fees according to Department for Education (DfE) on a full-time FE programme (450 or more annual planned learning hours) will be charged a fee dependant on the policy of the College/University they decide to do the course with, fees can vary.

3.1.6. Skills Courses & NVQ Fees

In accordance with The Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013, you have the right to cancel your order prior to the Course Materials being received. You can also cancel within a 14 day cooling-off period from when you receive the Course Materials. All cancellation requests must be made in writing.

If you decide to cancel a Course within the 14 day cooling-off period, we will process the refund as soon as possible once materials have been returned and, in any case, within 14 days of the day you have given notice of your cancellation. In this case, we will refund all the course fees that have been paid.

Please Note: Refunds or Cancellations cannot be offered outside of the stated refund policy. There are no exceptions to the above returns policy as once the period has lapsed then fees such as awarding body registration or tutor fees need to be paid and cancellations will not be accepted.

3.2. Full Cost Recovery Tuition Fees

Full cost recovery courses will be appropriately costed taking into account teaching and support costs, accreditation costs, premises and overhead costs and margin.

Any costs related to resitting an exam assessment must be paid in full.

Full cost course fees will be approved on a course-by-course basis by either the Finance Director or the Director.

3.3. HE Fees

HE fees are dependent on the course and college/university you decide to study at and can differ substantially, you will be advised of all the costs at the time you choose a course.

3.4. Payment of Fees

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Published fees usually relate to the full cost of the course.

Fee payment is due at enrolment and all enrolling students will be expected to make payment at that point, unless they qualify for remission. Failure to make arrangements for payment within 14 days of enrolment may result in being asked to leave the course until such time as the account is settled.

Payment can be made by cash, cheque, debit card or credit card.

If a student is being sponsored by an employer, fees can be invoiced to the employer provided the student produces a signed letter from the employer on headed paper at enrolment confirming the arrangement. Employer sponsored student fees must be paid within 14 days of receipt of invoice. If the fee is not received from the Employer the student will become liable for the fee.

For courses that qualify for a Student Loan, the student should bring evidence that the loan is in place when they enrol. Where the student has been unable to complete the loan application process at time of enrolment or cannot produce evidence that a loan is in place the College will invoice the student at their point of enrolment.

Failure to pay fees will result in being asked to leave the course until such time as the amount due is settled or alternative arrangements are agreed with the College's Finance Team.

4. Equality and Diversity

This Policy has been subject to an Equality and Diversity Impact Assessment. All individuals will be treated equally and fairly in the application of this Policy. All reasonable requests to accommodate requirements in terms race, age and disability will be accommodated, as long as it is practicable to do so.

5. General Data Protection Regulations (GDPR) 2018 and Data Protection Act 2018

Any and all Personal data collected during the process of taking or refunding payment

of fees is subject to GDPR and DPA 2018. See the College's General Data Protection Policy and Privacy Notices: available at <https://www.ukgraduate.org.uk/policies>

