

# Course Fees Policy (Summary)

2023/2024

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This is a summary of some of the main points within Heart of Yorkshire Education Group's Course Fees Policy. The full Course Fees Policy is available on request on the website.

## General Principles

Learners or their sponsors, unless they qualify for exemptions or waivers, are to be charged:

- a course fee;
- the cost of any equipment necessary to undertake their programme of study if this equipment will remain the property of the learner once the course has been completed;
- the cost of any trips or visits associated with the programme of study;
- the cost of any examination re-sits, where appropriate;
- the cost of any charges imposed by awarding organisations (e.g. re-marking, requests for scripts).

Classroom based learners are ultimately responsible for ensuring that their fees are paid, even when a third party (e.g. an employer, SLC) intends to pay on their behalf.

All course fees (or deposits and payment plans) are due at enrolment.

Instalment arrangements are available if certain criteria are met and payments are made by Direct Debit.

No course fees are payable by 16–18 year old Further Education learners, including those on part time programmes, or by adult learners who meet the specified criteria in Appendix 1. All other fees would be payable if applicable.

Where courses are for more than one year, published course fees are for the full duration of the course unless it is for a HE course which are charged annually, or otherwise stated.

Some of our courses are not subsidised by our funding bodies; therefore, course fees are payable as published in the prospectus for these courses, regardless of age or circumstances of learner.

Fee concessions and the fee rate payable may be subject to learner age, previous qualifications, residency status in the UK and the course. Further details can be found here <https://www.wakefield.ac.uk/study-with-us/fees-and-money-matters/>

Learners seeking a reduction or waiver of course fees under these policies must produce documentary evidence of their entitlement, at enrolment.

In order for a learner to be eligible for Government funding for their learning programme the learner must have the legal right to be resident in the UK at the start of their programme. There should also be a reasonable likelihood that the learner will be able to complete their programme of study.

A learner's course fee status at enrolment (eg employed, in receipt of eligible benefit) applies throughout the duration of the learning aim.

Learners are directly responsible for registration with (and payment to) any relevant Professional Bodies.

The full course fee is payable even if the learner decides not to complete the course.

Fees for courses over 12 weeks duration will include a free 'taster' period and no fee will be charged for attendance up to this point. (For FE courses this is two weeks; for HE courses this is one week).

### **Payment of Course Fees and Instalments**

All course fees become payable on the completion of an enrolment form either by the learner or by a sponsor unless the learner is entitled to full fee remission. Payment of course fees may be made by cash, card and in the case of instalments, by deposit and monthly direct debit.

Where the total course fee is less than £150 learners must pay in full at the time of enrolment.

Where the course duration is 12 weeks or fewer (i.e. short courses), learners must pay in full at the time of enrolment.

Where the total course fee is £150 or more, and the course is 13 weeks or more in duration, learners can pay a deposit at enrolment followed by equal monthly instalments. The amount of the deposit and the number of instalments available will vary depending on the value of the course:

<b>Value of the course</b>	<b>Payable at enrolment (first instalment)</b>	<b>Payable by Direct Debit (additional instalments)</b>
<b>Note – course duration must be 13 weeks or more for instalments to be available</b>		
Not paying by direct debit	100%	N/A
Up to £149	100%	N/A
£150 to £750	30%	3
£751 to £999	20%	5
£1000 + <b>AND</b> up to 12 months	15%	8

For courses 13 months or more <b>and</b> over £1000	10%	11
HE Courses	15%	8
ESOL courses *	40%	2

\*ESOL is exempt from the requirement of a 13 week minimum duration for instalments to be available

Instalments may span academic years, depending on the start date of the course. The instalment option is not available to international students, employers or sponsors.

Where a learner pays a £150 deposit towards an Adult Learner Loan funded course that is awaiting approval, then there is no requirement to complete a Direct Debit form.

Some courses are only funded in part by a loan. In these cases an instalment plan and completed Direct Debit form would be needed to cover fees that remain payable by the student after deducting loan amount.

Where fees are solely for visits, alternative payment plans can be considered based on Group costs incurred to date and on dates of departure.

### **Payment Incentives**

The Group offers a 10% prompt payment discount.

The discount is available to students enrolling on an FE course (over £150 and thirteen weeks or more in duration) where the learner makes payment in full, at the time of enrolment.

The discount is available on the course fee only.

The discount is not available to sponsors, international students or to students who choose to pay fees by an Advanced Learner Loan.

The discount applies to FE course fees only and is not available on HE courses.

### **Course Fee Refunds (HE)**

Where an HE learner elects to pay course fees via a student loan, the SLC will make payments to the Group per term, or part term attended. After the one-week 'taster' period, the SLC will pay the Group as follows: for attendance in term one (25%), for any attendance in term two (25%) and for any attendance in term three (50%).

HE loan students, who withdraw from their course early, will have their loan liability reduced in line with the SLC payment schedule.

HE students paying their own course fees directly, who withdraw from their course early, will have their course fee liability reduced in line with the SLC payment schedule.

Where HE course fees are paid by a sponsor, in the event of learner withdrawal, full fees remain payable after the taster period has elapsed.