

## Course Fee Policy (Summary) 22-23

This is a summary of some of the main points within Wakefield College's course fee policy. The full course fees policy is available on request and on the College website.

### General Principles:

All fees are due at enrolment.

Full fees are payable once the student attends over the "Taster period" even if the learner decides not to complete the course (two weeks for FE courses and one week for HE courses)

FE fees will be charged at enrolment for the full duration of the course which may be more than one year. HE fees, however, will be charged each year in line with Student Loans procedure for applications.

Instalment arrangements are available for courses with a value over £150 and course duration of 13 weeks or more.

A learner's status at enrolment (e.g employed, in receipt of eligible benefit) applies throughout the year on that learning aim.

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

Learners over the age of 19 on an eligible course can apply for an Advanced Learner Loan (ALL) to pay their tuition fees.

Any learner without an approved loan at enrolment will be required to pay a deposit of £150 towards their course. **Deposits will be refunded once a loan has been approved and the College has received three monthly loan instalments.** Deposits will not be refunded if a learner withdraws from their course or fails to obtain a loan. Evidence of a loan application is not sufficient to avoid paying the deposit. Staff should encourage applicants to apply in advance for their loan.

Where a learner elects to pay fees via an Advanced Learner Loan and then withdraws early from the course his/her monthly loan payments to College will cease. The balance of fees also remains due and payable by the learner to College. In addition, the learner will be liable to the SLC for the amount of loan payment made.

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### Payment of Fees

Fees must be paid in FULL at enrolment if:

- Total fee is less than £150
- The course duration is 12 weeks or fewer

### Instalments

Are available to students only (not to sponsors or employers)

Are available if the total fee is £150 or more, and the course is 13 weeks or more in duration. In such cases, learners can pay a deposit at enrolment followed by equal monthly instalments. The number of instalments will vary according to the value of the course and payment must be by Direct Debit.

Value of the course	Payable at enrolment (first instalment)	Payable by Direct Debit (additional instalments)
<b>Note – course duration must be 13 weeks of more for instalments to be available</b>		
Not paying by direct debit	100%	N/A
Up to £149	100%	N/A
£150 to £750 and	30%	3
£751 to £999	20%	5
£1000+ AND upto 12 months (FE)	15%	8
£1000+ AND 13 months + (FE)	10%	11
HE courses	15%	8
ESOL courses	40%	2

### Payment Incentives

The College offers a 10% prompt payment discount to students enrolling on a FE (not HE) course (over £150 and 13 weeks or more duration) where the learner makes payment in full, at the time of enrolment.

(Not available to sponsors, international students or loan students)

### HE Fees

Where an HE learner elects to pay fees via a student loan, SLC will make payments to College per term, or part term attended. After the one week 'taster' period SLC will pay College 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 above.

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

Where fees are paid by a sponsor, in the event of any withdrawal after the one week taster period 100% fee is payable.