

# TELFORD COLLEGE

## FEES POLICY

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Where Approved	PFR Committee	Covers	Staff/ <b>Students</b> /Both
Associated Documents			

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## 1. Purpose

- 1.1.1. This document outlines Telford College's approach to the setting and operation of fees associated with academic provision for the period 1 August 2026 to 31 July 2027.
- 1.1.2. In preparing this document care has been taken to ensure that the recommendations of the Department for Education (DfE) for fees have been given due consideration. The College has a policy of equal opportunities and seeks to ensure that arrangements for fees and charges are consistent with this.
- 1.1.3. This policy will be reviewed annually in accordance with the DfE Funding Rules.

## 2. Fee Rate

- 2.1.1. Fees quoted are only valid for the current academic year. Learners commencing courses covering more than one year will be charged their tuition fee annually. The fee calculated will be applicable for the duration of the course and indicative fees for future years may be given but these are subject to change each year.
- 2.1.2. Learners who fail to complete their DfE funded programme within the allocated time are no longer eligible for DfE funding. If the learner wishes to return in order to complete these studies a further charge will be made.
- 2.1.3. Learners who apply to transfer to an alternative learning programme may incur an additional charge if there is an increased fee level associated with the new programme of study.
- 2.1.4. Late joiners will be charged the full tuition fee applicable to the programme followed

## 3. Fee Policy

### 3.1. 16-18 year old students

- 3.1.1. Full-time and part-time students aged under 19 years on the 31 August in the calendar year when their course commences are not required to pay tuition fees for full or part-time FE funded courses.
- 3.1.2. The rate charged will be based on the Awarding Organisations' prevailing rate.
- 3.1.3. 2-year provision has fees assessed for each year separately so learners may be charged fees for the second year if they are 19 years old in the second year.

### 3.2. Adult Students (19+)

- 3.2.1. Learners aged 19 years or above at the start of their course will be charged a standard tuition fee for each year of their course, unless they are eligible for fee concessions. Where the DfE co-fund a student's study programme, the tuition fee payable is reduced by an assumed contribution rate of 50% of the national funding rate.
- 3.2.2. Qualification resit costs and exams costs for learners who fail to attend exams (without good reason) will be charged by the College.
- 3.2.3. The College reserves the right to additional charges for materials, equipment, uniforms, educational visits and non-attendance at assessment tests or exams.
- 3.2.4. Learners aged 19 and over may be eligible for an advanced learner loan if they are studying for a level 3, 4, 5 or 6 qualifications. These loans may cover the cost of tuition, so learners do not have to pay upfront. The fees applicable for these learners will be based on a maximum calculated from the Learning Aims Reference Application calculation of funding and will be supported by the availability of the advanced learning loan. For more detailed information on advanced learner loans, please refer to: <https://www.gov.uk/advanced-learner-loan>.

- 3.2.5. All application course fees can be found on the College website [www.telfordcollege.ac.uk](http://www.telfordcollege.ac.uk).
- 3.2.6. Students eligible for Advanced Learner Loans must first obtain a funding and information letter from Student Services on receipt of a course offer so they can apply for their Advanced Learner Loans from the Student Loans Company (SLC) prior to their enrolment.
- 3.2.7. From September 2026, the Lifelong Learning Entitlement (LLE) will replace advanced learner loans for level 4, 5 and 6 qualifications. From September 2026, learners will be able to apply for LLE funding for courses and modules starting from January 2027 onwards.
- 3.2.8. To be eligible for an Advanced Learner Loan, the learner must satisfy the following criteria:
- Resident in the UK for 3 years or more
  - Aged 19 or older at the 31st August in the academic year the course starts;
  - Aged 19 or older on the first day of their course and;
  - The course must be an approved and an eligible advanced learner loan course, as detailed at <https://www.gov.uk/advanced-learner-loan/eligibility>.
- 3.2.9. The student must present evidence when enrolling for the course that the loan has been approved on enrolment. If a student cannot provide this evidence, they are required to pay a 50% deposit at enrolment which will be refunded once the loan is approved. Any student whose loan has still not been approved within 6 weeks of start date will become liable for the full fees. Non-payment of fees will result in the learner being removed from their course of study.
- 3.2.10. Further details on Advance Learner Loans can be obtained from Student Services on 01952 642237.

### **3.3. Apprenticeships**

- 3.3.1. Employers of apprentices who are 19 or over are liable to pay fees for the apprenticeship course via levy or non-levy contract with the exception of 16-18 year olds who are fully funded by the DfE.
- 3.3.2. Fees are based on the cost of enrolment, delivery and end-point assessment; they are governed by a nationally agreed cap. The College may choose to charge above the cap level for some Apprenticeship Standards; the employer is liable for all the fee agreed above the cap level. Full details can be found in the apprenticeship agreement and contract. Delivery of the apprenticeship cannot commence until the apprenticeship contract including the associated fees has been signed by all parties.
- 3.3.3. Levy paying employers will have the agreed fee automatically paid to the College from its Digital Levy Account by the DfE. Should the employer utilise all of its levy funds, it will be directly liable for any unpaid fee elements. Levy paying employers who are unable to utilise all of their levy have the option of transferring up to 50% of the annual value of funds.
- 3.3.4. Eligible employers can transfer their levy to another employer, transferred funds can only be used to pay for apprenticeship training and assessment up to the funding band maximum.
- 3.3.5. Non-levy paying employers must pay 5% of the agreed fee to the College based on the terms in the signed contract. The remaining 95% will be paid to the College by the DfE.

### **3.4. Workplace Learning**

- 3.4.1. Learning in the workplace will be fully funded for English and/or Maths up to and including level 2, qualifications defined within the DfEs' legal entitlement as a first full level 2 (for level 2 aims) or a first full level 3 (for level 3 aims) for students aged 19 and above.
- 3.4.2. 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.

### **3.5. Full Cost Courses**

- 3.5.1. Full cost courses, particularly for employers, are subject to a contract and cost-sheet. The length of the contract must match the accompanying scheme of work. The cost sheet takes into account any co-funding, the length of the contract, the number of hours of delivery, additional costs such as hotels and travel and the hourly rate of the lecturer and assessor. The College aims to make a margin of 50% for approval of any contract and cost sheet. Charges and rates will be reviewed annually.

### **3.6. HE Fees**

- 3.6.1. The Browne Review into Higher Education Funding and Student Finance made a number of recommendations regarding, amongst other things, the tuition fee levels that may be charged and the level of financial support higher education students can expect to receive from the government.
- 3.6.2. The basic fee which will be charged has been determined by the College based on full or part-time attendance, and in conjunction with the appropriate validating University where applicable.
- 3.6.3. From September 2026, the Lifelong Learning Entitlement (LLE) will replace higher education (HE) student finance loans. From September 2026, learners will be able to apply for LLE funding for courses and modules starting from January 2027 onwards.
- 3.6.4. A loan for tuition fees up to the full tuition fee charged is available from Student Finance England. Support and guidance can be sought from Student Services.
- 3.6.5. Repayment of the loan will commence once the student has completed the course and depending on which repayment plan is taken. Repayment will commence only when income levels exceed the repayment thresholds. Further information is available, at the following link.
- 3.6.6. Financial support may also be available for eligible students through a means tested maintenance loan to help pay tuition fees and living costs.

### **3.7. Other Fees**

- 3.7.1. If the DfE fully funds a learner's programme, the College must not make compulsory charges relating to the direct costs of delivering a learning aim. Direct costs mean administration, registration, assessment, materials or examination costs (excluding resits and non-attended exams-see note below) and can include charges for identification passes, uniforms, tools and materials where the learner cannot achieve their learning aim without them.
- 3.7.2. Charges will be made by the College for: Qualification resit costs and exams costs for learners who fail to attend exams without good reason. The College reserve the right to determine "good reason".
- 3.7.3. The College may charge fees for trips and visits that are not a central part of the curriculum and learning. The College may also charge for items not relating directly to the learning activity. Charges may be made to fully funded learners or learners funded by loans if they want to keep materials used in a learning activity outside of the learning environment e.g. artwork, models, food.
- 3.7.4. If learners are directly responsible for the payment of other fees, staff will ensure that learners are made aware of the additional costs.
- 3.7.5. Any late entry fees incurred by the College will be recharged to learners, unless the late entry is the fault of the College. Once sums have been paid over to an external body, refunds cannot be made nor any sums waived.
- 3.7.6. Any learners who fail to attend an examination will be charged the awarding body fee, except where the absence is due to illness and a doctor's certificate has been provided.

### **3.8. Additional Qualification – Full-time Learners**

- 3.8.1. If learners over the age of 19 wish to enrol on additional qualifications that are not part of their full-time programme, they will be liable for payment of all fees incurred. The additional qualification must be agreed by the Head of MIS and Exams prior to the learner being enrolled.

### **3.9. Educational Visits and Materials**

- 3.9.1. Some full-time programmes include field trips and residential visits, which are an integral part of the programme.
- 3.9.2. All educational visits must be self-financing. Charges for visits should be in line with College policy. The College does not aim to generate any surplus from student visits; however, any deficit resulting from an educational visit will be borne by the organising department and must not be to the detriment of the department's curriculum.
- 3.9.3. The cost of materials should generally be additional to the tuition fee.

### **3.10. Payment of Fees**

- 3.10.1. All fees become payable on the completion of an enrolment form either by the learner or their sponsor unless the learner is entitled to full fee remission.
- 3.10.2. Payment of fees may be made by cash, bank transfer, credit or debit card, or cheque. If an employer is paying course fees for a learner, they must either:
- Bring written and signed confirmation from the employer on letter headed paper stating that the company agrees to pay for the course fee; and
  - Bring a purchase order (including the PO number) from the employer.
- 3.10.3. Email will be accepted, provided the letter headed authorisation and PO are attached. Following enrolment, the College will issue an invoice to the employer / sponsor.

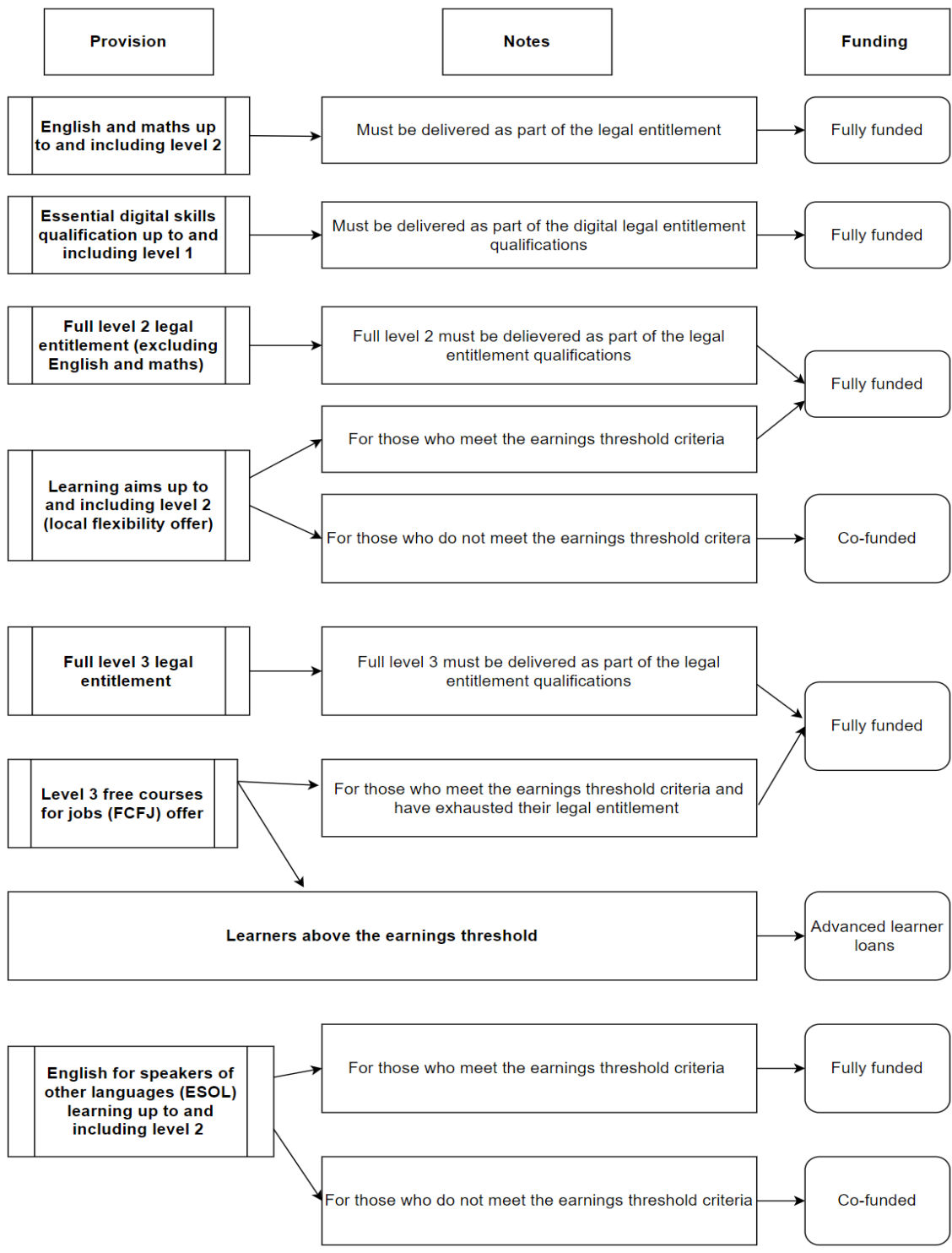
### **3.11. Instalments**

- 3.11.1. The option to pay by instalment is available to students who are self-funding.
- Payment over 3 instalments
    - a. The course costs are more than £150 and less than £500; there will be a £10 administration fee for this option.
    - b. 1st payment is taken at the time of enrolment and the 2nd and 3rd instalments over 2 consecutive months following the initial payment.
  - Payment over 5 instalments
    - c. The course costs are more than £500; there will be a £20 administration fee for this option.
    - d. 1st payment is taken at the time of enrolment and the 2nd, 3rd, 4th and 5th instalments in 4 consecutive months following the initial payment.
  - Payments over more than 5 instalments can be agreed in exceptional circumstances. Agreement is required from the Director of Finance.
- 3.11.2. Instalment payments may be made via direct debit, standing order or debit/credit card (in person only). Where the College is unable to collect any instalment payment on its due date an additional £20 charge will be levied to cover the costs of re-collection.
- 3.11.3. All fees for courses over 6 months in duration must be paid in full 2 months prior to the completion of the course of study.
- 3.11.4. Any other proposed instalment arrangement must be approved by the Director of Finance and agreed with Student Services before a commitment is made.
- 3.11.5. Should fees not be paid, refer to paragraph 3.6.

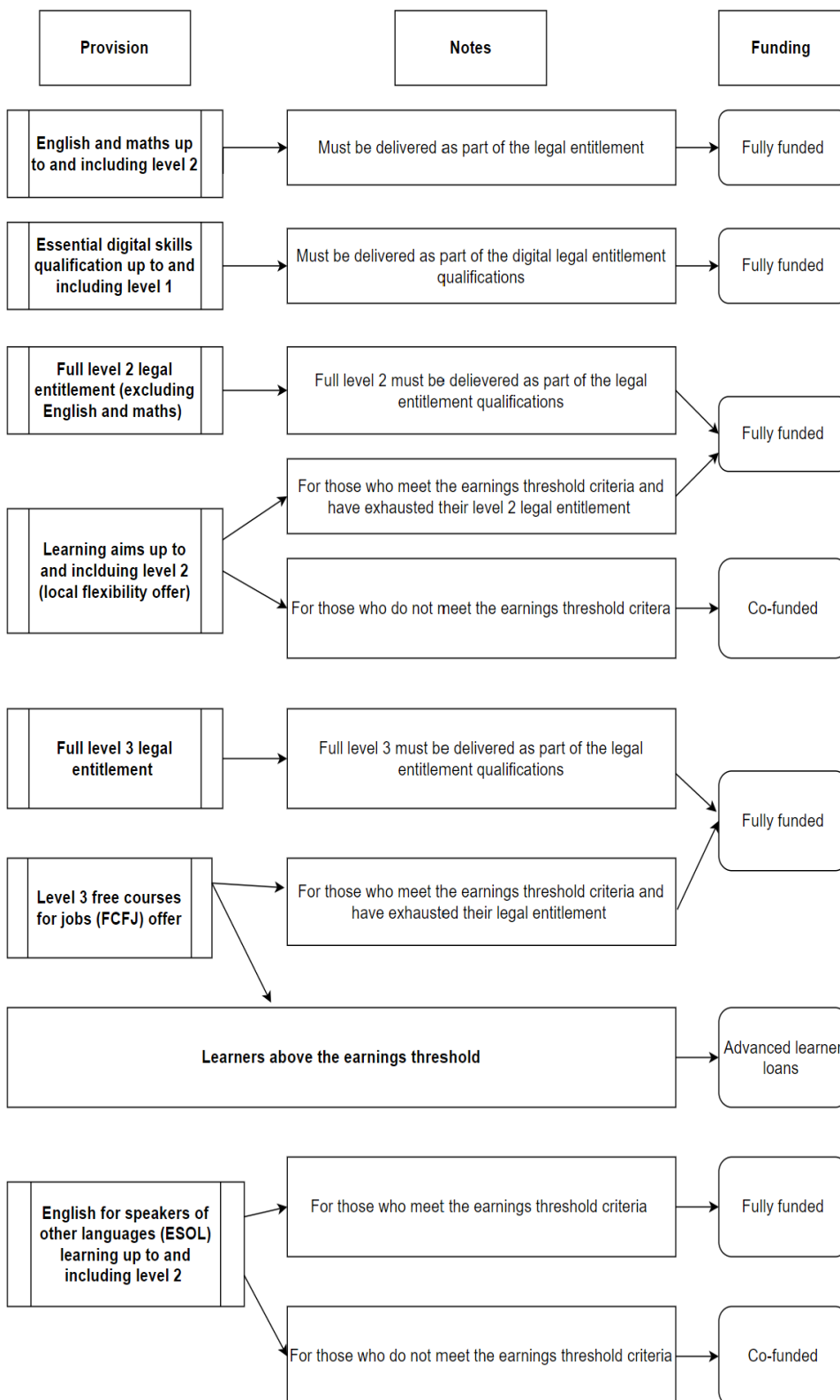
## **4. Fee Concessions**

- 4.1.1. Fee remission is available to all 16-18 year old FE learners, including those on part-time programmes and for adult learners who meet the specified criteria.
- 4.1.2. Where fees are remitted for learners who meet the criteria, the provider should not charge the learners tuition fees, or exam registration.
- 4.1.3. The below charts show the level of government contribution for DfE funded Adult Skills Fund courses.

# Chart 1: 19 to 23-year-olds



# Chart 2: 24+



## **4.2. The categories of learners who are entitled to fee remission are:**

4.2.1. **Aged 16-18** (on 31<sup>st</sup> August of the year the course commences), no fees will be charged for enrolment to courses for tuition fees or exam costs. Costs may be payable for:

- Trips/visits that are not compulsory
- Uniforms (for specific courses)
- Disclosure & Barring Service (DBS) check to take part in learning, if the learning is associated with the learner's employment.

4.2.2. **Aged 19-23** (at the start of your course), no fees will be charged for -

- English & Maths - If you have not previously achieved GCSE grade C/4 or above in English and/or Maths.
- If you are enrolling to your first full eligible Level 2 course
- If you are enrolling to your first full eligible Level 3 course

4.2.3. Reduced Fees will be charged for –

- If you are enrolling to a Level 2 course
- If you are enrolling to a ESOL course

4.2.4. A learner loan will be required for –

- If you are enrolling to a L3 course

4.2.5. You could be entitled to a full reduction to all fees if –

- You currently earn less than £25,750
- Are in receipt of an eligible benefit (JSA, ESA and certain other benefits, please contact the college for specific information).

4.2.6. **Aged 24+** (at the start of your course), no fees will be charged for -

- English & Maths - If you have not previously achieved GCSE grade C/4 or above in English and/or Maths.

4.2.7. Reduced Fees will be charged for –

- If you are enrolling to a Level 2 course
- If you are enrolling to a ESOL course

4.2.8. A learner loan will be required for –

- If you are enrolling to a L3 course

4.2.9. You could be entitled to a full reduction to all fees if –

- You currently earn less than £25,750
- Are in receipt of an eligible benefit (JSA, ESA and certain other benefits, please contact the college for specific information).

## **4.3. Co-Funded Courses**

4.3.1. Co-funded courses are defined as those that the Government provides a partial contribution which reduces the course fees.

4.3.2. The categories of learners who are entitled to co-funding are:

- 19+ learners studying a full level 2 qualification who have previously attained at level 2 or above.
- 19+ learners studying an ESOL course.
- Learners aged 24 or older – for entry and level 1 qualifications (not English and Mathematics), if a learner is entitled to a full level 2 qualification, they must have prior learning accreditation at level 1 or below and need a step up from basic skills to progress to a full level 2.

#### 4.4. HE Fees – Bursaries and Support

- 4.4.1. Fees for new HE students joining the college in September 2026 are detailed in the attached schedule. All students, including part time students, will be able to apply for a tuition fee loan and, in some cases, obtain further financial support.
- 4.4.2. All students will be able to apply for a tuition fee loan. For those students who choose not to take out a fee loan, payment of course will be expected before the course commences.
- 4.4.3. Students must bring proof the loan has been approved on their start date. If a student cannot provide this evidence they are required to pay a 50% deposit which will be refunded once the loan is approved. Any student whose loan has still not been approved by October half term may be removed from their course of study.
- 4.4.4. Students may also be entitled to apply for Maintenance Loans, Parent's Learning Allowance, Childcare Grant, Adult Dependent's Grant and Disabled Student's Allowances. In order to apply for a Maintenance Loan – students need to be under the age of 60 at the start of their course and studying on a full-time basis. Student Finance England is responsible for assessing a student's eligibility for a loan/grant, in the event that a loan/grant application is declined, the student will become immediately liable for the published tuition fee.

#### 4.5. Learners with an Education Health Care Plan (EHCP)

- 4.5.1. Learners aged 19-24 years on 31st August and have an Education Health Care Plan (EHCP) in the year will be funded through the DfE. There is an assumption from the DfE that the College will not charge any tuition, exam or resources fees that are necessary for completing the course to any student in the above category.

#### 4.6. Non-Payment of Fees

- 4.6.1. Continued attendance on a programme of study is dependent upon the learners' payment of their fees.
- 4.6.2. Where instalment terms have been agreed but an instalment is not paid by the due date, the full outstanding balance may become immediately payable, together with an additional £20 administration charge to cover the extra collection costs. Learners who default on instalment agreements will not be offered this facility for any subsequent enrolment and will be excluded from the course.
- 4.6.3. If a learner or their sponsor pays for fees by cheque, and the issuing bank subsequently dishonours this cheque, an administration fee of £20 per default will be charged to cover the additional costs of re-collection.
- 4.6.4. Learners undertaking a two-year programme will not be allowed to progress to the second year of the course where fees relating to the first year remain unpaid.
- 4.6.5. Where fees remain outstanding on completion of a programme of study, examination and other certificates may not be released and learners will not be entitled to graduate. In addition, learners who complete a programme of study but have fees outstanding will be flagged and will not be allowed to enrol on further programmes of study until the outstanding debt has been cleared.
- 4.6.6. Course Cancellation or Postponement
  - **Postponed classes:** Where courses are delayed/postponed until a later date, the learner's enrolment will remain active and the learner will be advised of a new date by the College.
  - **Class closure:** The learner will be contacted by the College to notify them of the closure. If the College closes a class, the learner will be reimbursed with their course fee. The learners will not be required to come into the College to collect their refund. The learner will be contacted to confirm the appropriate bank account details and in exceptional circumstances, a cheque will be issued.

## 4.7. Refunds

4.7.1. Refunds of tuition fees will be given in the following circumstances and on completion of the attached form, see Appendix 2. Students will be eligible for a full refund if:

- The College has cancelled the course.
- The student withdraws from a course before the first lesson less any direct costs already incurred by the College.

4.7.2. Before a request to refund or waive fees can be accepted, the student must have formally withdrawn evidenced by confirmation from the College's MIS team. No agreement of a full or partial refund or fee waiver may be given by any staff member until agreement has been received from the Director of Finance or Chief Finance Officer.

- In the event that the College cancels a course, a full refund of all amounts paid cumulative will be processed. Where an individual wishes to transfer to a future instance of that course, the college at its discretion may accept the fees paid against the future course instead of issuing a refund.
- In exceptional circumstances, e.g. for medical or personal reasons. An application for a refund, setting out these circumstances and providing appropriate evidence, must be made in writing to the Vice Principal Support and Performance and approved by the Chief Finance Officer.

4.7.3. The decision to grant a refund will be based upon the evidence supplied with the application for a refund and as set out above. Note, the College will not refund tuition fees where a learner simply decides to stop attending a course.

COMPLETED LESSONS OF TOTAL COURSE LENGTH	MAXIMUM REIMBURSEMENT
25% of lessons or less	30% minus £20 administration fee
Between 25% and 50%	20% minus £20 administration fee
Between 50% and 100%	No refund

4.7.4. **Reasons for consideration of refund:**

- Moving away from area (if the learner had no expectation of having to move away from the area when they enrolled on their course) – evidence will be required.
- Serious sickness/medical or prolonged illness – evidenced with a signed medical certificate (doctor or hospital).
- Change in family circumstances resulting in continued attendance not being possible.

4.7.5. **Refund process:**

4.7.5.1. Any student who wishes to ask for a refund must take the following actions:

- Speak to their tutor to discuss the options available to them.
- Complete the Request for Refund form
- Refunds will usually be made within 30 days of receipt once approved.

4.7.6. **HE refunds**

4.7.6.1. In the event of the College discontinuing a programme of study, the College has a comprehensive HE Refund and Compensation Policy detailing the circumstances in which learners are entitled to refunds and/or compensation regarding their course fees as part of the Student Protection Plan.

4.7.6.2. Any breaks in learning, it is the responsibility of the student must contact student Finance England.

4.7.6.3. Refunds are recognised where the College is no longer able to preserve the continuity of study and has terminated or intends to terminate either:

- a College programme of study on which an individual has been offered or accepted a place before that individual can register as a student, or
- a College programme of study on which a student is registered before that student has completed that programme

#### 4.7.7. **Apprenticeship refunds**

4.7.7.1. If an apprentice withdraws from their programme of study their employer may be eligible for a full or partial refund of their 5% Employer Contribution payment.

4.7.7.2. The value of the refund will be based on the proportion of the course completed at date of withdrawal, and in line with the guidance given in the DfE Provider Support Manual.

#### 4.7.8. **Part-time Courses aged 19 years plus**

4.7.8.1. For part time courses the assumed fee income will be 50% of the National Funding Rate for the learning aim in line with the DfE recommendations.

#### 4.7.9. **Other Fees**

4.7.10. Other additional charges may apply include:

4.7.10.1. The cost of any equipment and clothing necessary to undertake the programme of study.

4.7.10.2. Disclosure and Barring Service (DBS) checks to take part in learning.

4.7.10.3. The cost of any trips or visits.

#### 4.7.11. **Higher Education Fees**

4.7.11.1. The following Fees will apply for higher education courses which are offered by the College (See Appendix 1).

## 5. Appendices

### 5.1. Appendix 1 – Higher education Fees for period August 2026 to August 2027:

Course	Level	Cost per year (£)	No. of Years	Total Cost (£)
Early Years Services	Fnd Degree	Y1 - 4,250 Y 2 - 4,250 Y 3 - 2,125	2.5	10,625
Computing	HNC	3,175	2	6,350
Computing	HND	6,350	2	12,700
Engineering	HNC	3,175	2	6,350
Engineering	HND	Yr 1 - 4,762.50 Yr 2 - 1,587.50	1.5	6,350
Business	HNC	3,175	2	6,350
Business	HND	6,350	2	12,700
Healthcare Professions Support	HND	6,350	2	12,700

## 5.2. Appendix 2 – Request for Refund Form

<b>TELFORD COLLEGE</b>											
<b>REQUEST FOR REFUND OF TUITION FEES (EXCLUDING CANCELLED CLASSES)</b>											
STUDENT: MR / MRS / MISS	.....										
ADDRESS:	.....										
	.....										
	POST CODE: .....										
MOBILE NUMBER:	TELEPHONE NO: .....										
PERSONAL NUMBER:	ENROL NO: .....										
COURSE TITLE:	.....										
COURSE CODE:	.....										
RECEIPT NO:	DATE OF RECEIPT: .....										
PERIOD OF ATTENDANCE: FROM:	TO: .....										
<b>GROUND FOR REFUND (TICK ONE BOX ONLY)</b>											
ILL HEALTH OF STUDENT *	<input type="checkbox"/>	CHANGE OF VENUE FROM ADVERTISED	<input type="checkbox"/>								
ILL HEALTH OF DEPENDENT*	<input type="checkbox"/>	CHANGE IN COURSE DATE / TIME	<input type="checkbox"/>								
FAMILY BEREAVEMENT*	<input type="checkbox"/>	CHANGE IN COURSE FEE	<input type="checkbox"/>								
REMITTED FEE APPLICABLE**	<input type="checkbox"/>	SPONSOR NOW PAYING FEE**	<input type="checkbox"/>								
OTHER REASON (PLEASE SPECIFY) .....											
All refunded students will be withdrawn unless one of the reasons below is chosen. Change in course fee will NOT be withdrawn.											
NB * WHERE THE STUDENT IS PREVENTED FROM CONTINUING ** ONLY IF STUDENT HAS PROVIDED PROOF EVIDENCE											
AMOUNT OF REFUND: £	.....										
CERTIFIED BY:	.....	DATE:	.....								
APPROVED BY:	.....	DATE:	.....								
<table border="1" style="width: 100%; border-collapse: collapse; margin: 0;"> <thead> <tr style="background-color: #00a0e3; color: white;"> <th style="width: 50%;">COMPLETED LESSONS OF TOTAL COURSE LENGTH</th> <th style="width: 50%;">MAXIMUM REIMBURSEMENT</th> </tr> </thead> <tbody> <tr> <td>25% of lessons or less</td> <td>30% minus £20 administration fee</td> </tr> <tr> <td>Between 25% and 50%</td> <td>20% minus £20 administration fee</td> </tr> <tr> <td>Between 50% and 100%</td> <td>No refund</td> </tr> </tbody> </table>				COMPLETED LESSONS OF TOTAL COURSE LENGTH	MAXIMUM REIMBURSEMENT	25% of lessons or less	30% minus £20 administration fee	Between 25% and 50%	20% minus £20 administration fee	Between 50% and 100%	No refund
COMPLETED LESSONS OF TOTAL COURSE LENGTH	MAXIMUM REIMBURSEMENT										
25% of lessons or less	30% minus £20 administration fee										
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### Policy Review History

Version	Review Date	Reviewer	Reason for Review
7	January 2026	MP	Annual Review