

# Fees Policy



Webs Training Limited  
The Poplars,  
Nottingham  
NG9 2PD  
0115 967 7771

## FEES POLICY 2014-15



**Date:** April 2015

**Purpose of Policy:** Sets out the arrangements for Fee Charging

**Approved by:** Sammy Jones (Managing Director)

**Responsibility for Updates:** Sammy Jones /Lorraine Jameson (Head of Business & Quality Assurance)

**Policy applies to:** Learners, Parents, Staff, Board members, Employers, providers

**Version no:** 1

**Proposed Date of Review:** May 2016

### Policy Objectives

The purpose of this policy is to provide a framework within which WEBS Training Ltd will set fees for the delivery of education and training. The policy also sets a framework for ensuring that comprehensive guidance and information regarding subsidised fees for courses is available and accessible to customers, employers and learners, staff and Board members.

The policy has been written in accordance with the Skills Funding Agency (SFA) Funding rules and the Education Funding Agency (EFA) guidance.

### Policy Statement

WEBS reserves the right to cancel any course or change its charging policy where its costs may result in financial loss; cancel any course where there is lack of appropriate resources; and/or refuse entry to a course on any non-discriminatory grounds.

### National Fee Guidelines

The SFA Funding approach assumes that all learners other than those eligible for fee remission are charged for a tuition fee as a contribution towards the cost of their learning.

For 2014-15 the SFA's assumed fee income remains at 50% of the listed funding value.

The SFA expects all providers to achieve a proportion of the overall assumed fee income.

### SFA/EFA Fee Remission

For 2014-15 the SFA/EFA will continue to consider the following groups of learners to be eligible for full fee remission: (those learners returning for a second year of a two year course will continue to receive fee remission on the same basis of the first year).

- those aged 16-18 in start year of programme;
- adults taking specific English and Maths qualifications (excluding ESOL)
- adults in receipt of specific income related benefits (JSA/ESA);
- eligible adults aged 19-23 taking their first full level 2 qualification.
- eligible adults aged 19-23 taking their first full level 3 qualification.
- eligible adults aged 19-23 without full level 3 taking their first full level 4

Any other concessions, unpublished at the date of this policy, as may be granted by the SFA in due course.

### Fee Structure

WEBS will publish annually and make available a fee structure detailing fee costs and remission categories. These are the fees that will apply to all courses; changes to these course fees may only be made with the approval of the Board. The Managing Director will make available to the SFA/EFA or other Government body a copy of the fee structure for 2014-15.

### Further Education Provision

#### Adult Learners (those aged 19 and above)

For adult learners studying a course at Level 2 or below, Appendix A of the policy (Fee structure) outlines how the charges are applied for enrolment, the costs of examination registration and/or certification and materials.

The financial contributions applicable to different categories of learners based on the Skills Funding Agency funding rules is also outlined in Appendix B of the policy.

### **24 + Advanced Learning Loans**

Adult Learners aged 24+ studying Level 3 and Level 4 courses will no longer be funded by the SFA. UK and EU Learners will be able to apply to the Student Loans Company for a 24+ Advanced Learning Loan for approved SFA courses. Loans may be used to fund the following types of provision regardless of the mode of study:

- Quality Assurance Agency (QAA) Access to Higher Education Diploma
- Qualifications and Credit Framework (QCF) Level 3 Certificate
- QCF Level 3 Diploma
- QCF Level 4 Certificate
- QCF Level 4 Diploma
- Advanced Apprenticeships
- Higher Apprenticeships

The loan will be paid directly to WEBS by the Student Loans Company. If the learner decides to apply for a loan, WEBS must supply information through a WEBS Learning and Funding Information Letter to assist the learner in making the loans application. The Learning and funding information letter required to complete the application to the Student Loans Company is currently available from the WEBS website and staff reception and is likely to include the following:

- UK Provider Reference Number (UKPRN)
- Learning aim reference number
- Learning aim title
- Apprenticeship Framework name/code, level and pathway code
- Learning aim start /end date
- Fee charged to the learner
- Maximum amount of loan available for the learning aim/Apprenticeship framework as published on LARA (where the fee exceeds this)

### **Assumed Employer Contribution (where applicable)**

Liability for the loan will be incurred by the learner after the learner has attended their course for 2 weeks and on a monthly basis thereafter. If a learner is funded using the 24+ Advanced Learning Loan, they must sign an agreement at the time of their enrolment to confirm that if they withdraw from their course of study for any reason after the initial two weeks liability period, they will be liable to pay the balance of the fees for the academic year that is no longer covered by their student loan.

### **Young People aged 16-18**

In accordance with the Education Funding Agency (EFA) regulations no compulsory tuition, registration or examination fees will normally be charged to learners aged 16-18 taking full or part time courses funded by the EFA. However WEBS may charge learners aged 16-18 for exam and re-sit charges on qualification courses if they do not achieve the required attendance levels or progress. A fee may also be applicable should the learner or employer require training elements over and above an apprenticeship framework.

### **Apprenticeships (work based learning)**

Government policy is that Apprenticeships are the preferred work based learning (WBL) route for all young people aged 16 to 25 who are capable of achieving NVQs at levels 2 and 3.

Employers are not expected to contribute to the training costs of 16-18 year old learners except as in the situation identified above.

For learners aged 19 or over, employers are expected to contribute to the cost of training and the SFA National funding rates include an assumed fee element as described. The cost of the assumed fee element for Apprenticeships varies for different elements of the framework, WEBS will charge the SFA stated contribution levels, where possible. This may be amended at the discretionary agreement of the Webs Managing Director.

### **Staff**

Fees including examination and material fees, for SFA funded or job related full cost courses attended by staff may be funded through the WEBS CPD budget with the approval of the Webs Managing Director. On some occasions, staff may choose to apply for a level 3 learning loan where this is more feasible.

### **Full cost and enhanced fee courses**

Fees for commercial courses or cost recovery will be priced at a level to reflect the full cost to the Service, with cognisance of the market.

Fees are based on the recovery of full costs including overheads and therefore will differ between courses. All commercial courses need to achieve the target financial contribution unless otherwise agreed by the Webs Managing Director.

There is a standard costing pro forma and standard terms and conditions, which are to be used for all commercial courses. There is no fee remission or concessionary fee for commercial courses.

### **Registration/Examination Fees**

All adult learners that are not fully fee remitted and those not eligible for SFA funding are normally charged the registration/examination fees set by the awarding bodies for their qualifications at the time at enrolment.

Awarding body fees are not charged to 16 to 18 year old learners whose tuition fees are remitted, provided the following criteria are met:

- It is the learners first attempt at the examination at this Centre.
- The examination entry is supported by the relevant Training Officer.
- Learners retaking examinations may be charged the examination retake fee.

Where applicable this will be payable prior to the examination entry.

All learners in receipt of a free first attempt for an examination who do not take the examination without good reason will be charged the exam fee or rescheduling fee.

### **Absent from or rescheduling on-line Tests.**

If learners are absent from an on-line test, without good reason, they may be required to pay to be entered for the test again or a rescheduling fee (£10).

### **Materials Fees**

Where a course has significantly increased costs for special or expensive items such as uniforms, equipment or consumables these costs may be passed on to learners who are not eligible for full fee remission, as per SFA guidelines.

### **Refunds to Privately Funded Learners**

As a general rule, WEBS does not give refunds for withdrawals. Withdrawals include enrolled learners who fail to start the course as well as those who fail to attend or attend but do not complete the course. This includes employees who have been privately funded via their employer. Refunds of fees may only be approved in the cases where a learner can demonstrate that their application to withdraw has resulted from the failure Webs to deliver what could have been reasonably expected, then a refund or credit may be granted by the Managing Director.

An enrolled learner requesting a refund at least 21 days prior to the start of the course will receive a full refund of any tuition fees paid. Such refunds will be subject to an administration fee of £15

Refund requests made as a result of illness or, in exceptional cases, for personal reasons will be considered by, and are at the discretion of the Managing Director. An application for a refund or credit must be made in writing to the Managing Director. If granted, such refunds will be subject to an administration fee of £15.

WEBS will refund fees in full if we close a course in the first four weeks, cancel a course before it starts or change the time or venue of a course. A refund form must be completed in all cases.

The £25 administration fee paid on enrolment is a non-refundable charge, except where a class is cancelled or changed by WEBS. Changes where a refund may be considered include change of day or hours.

### **Subcontracting Arrangements**

Where Webs chooses to subcontract with a provider to support the delivery of Government Contracts, Webs will pay the rate associated with the course as identified in the LARA minus a 20% fee reduction based on the cost of administering & monitoring the contract.

Course Type/Funding	Applicable fees
Adult Skills Budget Classroom Based Learning	
Basic Skills	These are English, maths and functional skills courses. These courses are free for most adults who have not obtained level 2, as per Skills Funding Agency funding rules.
24+ Advanced Learning Loans	Please see section 7. The charges for these courses are based on the funding value identified in the LARA.
Full cost	These courses are charged at a weekly value dependent upon the level of course. This will include the registration and materials fee. Individual courses may be priced differently in line with current market rates.
Subcontracting	Subcontracts are paid at the LARA rate for the course associated with the qualification/level/etc. A 20% fee will be retained by Webs to cover management and administration costs.

**Other Costs**

**Appendix 2**

**Administration Fee**

All fee paying learners pay a one off £25.00 administration fee for their programme of learning. The administration fee is non-refundable.

**Transfer fee**

Where a learner requests a transfer to another course which is not supported by their current Training Officer, the learner will need to meet with the Head of Programme Management, before a transfer can be agreed. In some cases an administration & registration fee may be charged.

**Instalments**

Learners paying full course fees may pay in instalments, with the final payment being paid in full at the start of the second month of the course. If their course continues over more than one term, then the final instalment must be paid before the beginning of the last term of the course.



## Learners qualifying for Full fee remission

## Appendix 3

### 1) Unemployed Learners and unemployed dependants:

Unemployed learners (that meet the residency criteria) who wish to enter employment and are in receipt of certain state benefits will be entitled to full fee remission on certain courses. Unemployed dependants of those in receipt of benefits (below) and who wish to gain employment will also be entitled to full fee remission on certain courses.

Applicable benefits:

- Job Seeker Allowance or Employment Support Allowance (WRAG)
- Council Tax Benefit
- Housing Benefit
- Income Support
- Income Tax credits (applicable to dependants only)
- Contribution based ESA (unless in the Work Related Activity Group)
- Working Tax Credit (applicable to dependants only)

**Proof needed:** Unless you have been referred to us directly by your Job Centre Adviser, you will be asked to declare your status of unemployment by signing a document and you will need to bring a letter of confirmation of benefits received dated within the last 3 months.

### 2) 19-23 Year Old Learners

Learners aged 19-23 who do not already have a full level 2 qualification do not have to pay any fees to study for:

- Entry or Level 1 qualifications (excluding Skills for Life and ESOL). Fee remission type: Foundation learning
- A first full level 2 qualification. Fee remission type: Level 2 entitlement

**Proof needed:** You will be asked to declare your qualification level, evidence of qualifications and intention to enter employment by signing a document.

### 3) 19-23 year old learners

Learners aged 19 -23 when they start their learning programme do not have to pay any fees to study for:

- A first full level 3 qualification. Fee remission type: Level 3 entitlement 19-23
- A first full level 4 qualification, without a level 3 qualification. Fee remission type: Level 3 entitlement 19-23

**Proof needed:** You will be asked to declare your qualification level, evidence of qualifications and intention to enter employment by signing a document.

### 4) 16-18 year old learners

Learners aged 16-18 when they start their learning programme do not have to pay any fees to study for any courses.

**Proof needed:** You will need to provide a letter of confirmation from your borough/school and photographic ID (e.g. passport or birth certificate).

## Additional Financial Support

## Appendix 4

### Sources of financial help include:

#### 16-19 Bursary

The new 16 to 19 bursary scheme will help 16 to 19-year-olds continue in full-time education and or training, where they might otherwise struggle for financial reasons. There are 2 types of 16 to 19 bursaries:

- a 'vulnerable' bursary of up to £1,200 a year for young people who are aged 16 to 18 and in one of the defined vulnerable groups ....
  - in the care of a local authority; or,
  - care leavers; or
  - in receipt of income support or the equivalent Universal Credit in their own right
  - in receipt of **both** Employment Support Allowance (or Universal Credit) and Disability Living Allowance (or the new Personal Independence Payments) in their own right.
- a discretionary bursary that institutions award to learners facing financial difficulties

The discretionary bursary will be means tested and receipt of it is dependent on the availability of budget, individual circumstances, attendance and behaviour.

#### Childcare – Care to Learn

If you are aged under 20 at the beginning of your course and are caring for your own child you may be entitled to £175.00 maximum per week, per child, through Care to Learn. For further details go to [Care To Learn](#), call the helpline on 0800 121 8989

#### In receipt of Benefits?

If you are getting benefits when you start your course, you may be able to continue to get the benefit while on the course. This will depend on your personal circumstances and the type of course. It is important that you get advice on this from Job Centre Plus, as the rules for getting benefits and studying can be complicated.

#### Child Benefit

Child benefit is payable to your parent/guardian up until your 19th birthday if you are attending a course of 12 or more hours per week. If you are 19 years old and continuing a course of education your parent or guardian may be eligible for Child Benefit until you turn 20. For further information, please contact the Child Benefit Office Helpline on 0845 302 1444 or visit [childBenefit](#) for more information.

#### Free Meals

From September 2014 the government extended its provision of free meals from schools to include 16 to 18 year olds doing full training days in further education.

You can apply if you or your parent/guardian receives one or more of the following benefits

- Income Support
- Income based Job Seekers Allowance
- Income related Employment Support Allowance (ESA)
- Support under part VI of the Immigration and Asylum Act 1999
- The guarantee element of the state pension
- Child Tax Credit and an annual gross income of no more than £16,190

Contact Webs for an application form if you think you meet the above criteria.

### Subsidised Transport

For some bus companies, You can apply for a 16-19 travel card if you live in Nottinghamshire or Derbyshire all of which will allow you to travel at reduced rate.

- [Nottingham City Transport - Discounted Tickets](#)

Nottingham City Transport offers a variety of discounted travel options for learners called 'Easy Rider' City Cards. Please go online for more details and find the card that best suits you.

- [trentbarton-mango](#)

*trentbarton* offer a variety of discounted travel options for learners. They have a 16-19 Mango which entitles learners to 35% off the price of a fare. See online for details.

- [Arriva Student Saver](#)

Arriva also offer some reductions to bus fares for 16-19 year olds. Costs of these tickets can be made by term or for the year. Contact Arriva for more information.

### Business Start-up

If you are unemployed and want to start your own business, your local Jobcentre may be able to help you with a Business-start-up loan. Please visit:

[http://www.direct.gov.uk/en/Employment/Jobseekers/LookingForWork/DG\\_173931](http://www.direct.gov.uk/en/Employment/Jobseekers/LookingForWork/DG_173931)



Financial Contributions for 19+ Learners

(Age is based on start date, NOT on 31 August)

Appendix 5

	Unemployed and on benefits  All 19+	19-23 year olds	24+ Classroom Based		24+ Workplace Learning Small and Medium Enterprises (SME) Less than 250 employees		24+ Workplace Learning Large Employer 250 employees or more	
			Without Full Level 2	With Full Level 2	Without Full Level 2	With Full Level 2	Without Full Level 2	With Full Level 2
			Stand Alone Units	Fully Funded	Not Funded	Not Funded	Not Funded	Not Funded
Basic Skills English & Maths	Fully Funded	Fully Funded	Fully Funded	Fully Funded	Fully Funded	Fully Funded	Fully Funded	Fully Funded
Entry & Level 1	Fully Funded	Fully Funded (without FFL2) Co-funded(with FFL2)	Co-funded	Co-funded	Co-funded (if vocational)	Co-funded (if vocational)	Co-funded (if vocational)	Co-funded (if vocational)
Full Level 2	Fully Funded	Fully funded (without FFL2) Co-funded (with FFL2, and classroom or SME workplace)	Co-funded	Co-funded	Co-funded	Co-funded	Not funded	Not Funded

FEES POLICY 2014-15



		Not funded (with FFL2 and Large workplace)				<small>webs furniture training</small>		
Full Level 3	Fully Funded	Fully Funded(without FFL3)	Not Funded	Not Funded	Not Funded	Not Funded	Not Funded	Not Funded
		Co-funded (with FFL3 and classroom)						
		Not funded (with FFL3 and workplace)						
Intermediate Apprenticeships	Not Funded	Co-funded	Not Funded	Not Funded	Co-funded	Co-funded	Co-funded	Co-funded
Advanced or Higher Apprenticeships	Not Funded	Co-funded	Not Funded	Not Funded	Not Funded	Not Funded	Not Funded	Not Funded

If a learner falls into one of the following categories, please seek further advice;

- individual in custody who are released on temporary licence (RoTL) following learning outside a prison environment.
- Individual has left the British Armed Forces after completing four or more years of service or who has been medically discharged due to an injury in active service, after completing basic