

This policy statement details how Petroc will apply fees for the 2023/2024 academic year (1 August 2023 – 31 July 2024).

The College reserves the right to cancel any course or change its charging policy where its costs may result in a financial loss; cancel any course where there is a lack of resources; and/or refuse entry to a course on any non-discriminatory grounds. This policy and all associated documents are subject to regular review and fees and charges should be checked on the website for the latest position.

The Course Fees Policy is written in conjunction with the memorandum headed 'Fee Management Statement – 2023/2024' which contains operational detail.

This document is approved by the College Leadership Team. It will be published and is regularly updated by the Registry and Funding Team on behalf of the Vice Principal, Finance, Resources and Regional Affairs.

Throughout the document the term 'Agency' will be used when referring to the Education and Skills Funding Agency (ESFA).

Course fees are payable upon enrolment or via an installment plan.

Details of College course fees for 2023/2024 are as follows.

- 1.1 For provision classified as classroom or workplace based activity course tuition fee rates are normally set at the Agency's fee contribution expectation. Where market forces suggest it would be appropriate to vary from this approach (to set either a higher or lower price) then, following agreement through the business planning process or by the College Leadership Team such a market change may be affected. This will apply to all enrolments, new and continuing.
- 2.1 Advanced Learner Loans are available for eligible learners aged 19 and over studying at Level 3 and above. Loans apply to classroom based learning provision and workplace provision. They are not available for Apprenticeship provision.
- 2.2 As a general principle the loan will equal the value of the funding rate on the Find a Learning Aim system (FaLA)
- 2.3 Learners who do not take out a loan to the full value will be expected to pay for the provision themselves. Learners can pay the total fee or fund their qualification via part personal payment/part loan.
- 2.4 The minimum loan a learner can apply for is stated in the Funding Rules. A tuition fee cannot normally be charged that exceeds the maximum funding rate.
- 2.5 Exam fees are included in the loan. Other associated costs will be charged separately and not included in the loan value.
- 2.6 Learners who withdraw from their programme of study after their initial liability point will be charged a fee. The amount will be calculated on a monthly basis and based on the number of months left to study in an academic year.

3.1 The total negotiated price for an apprentice will be

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plan agreement. Should the loan subsequently be released the necessary refunds/credit note will be made.

4.4 Learners who started prior to 2023/2024 will continue to pay fees as per the rules applicable in the year they started.

4.5 Learners studying on HE courses, whether full time or part time, are not eligible for Agency funding on courses which are closely related to their HE programme. In this situation learners will have to pay the full cost of the relevant Agency funded course; and the course fee will be based on the income that the College would have received. Fee remissions are not available in such circumstances.

4.6 HE learners studying an Agency funded course not in any way connected with their HE programme will be treated as any other learner.

5.1 Fees will be charged in Year 1 of the learner's course. These will not normally be refundable.

5.2 When provision is set up in advance of the Awarding/Examining Bodies publishing fee rates for the appropriate academic year and in the absence of any detailed information a percentage amount will be added to the current fee as set by the Awarding/Examining Body.

5.3 An administration charge will be added to the examination fee.

5.4 Institutions can charge for examinations and

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cases examination, registration and certification fees and supplementary fees are also waived.

- 7.1 Overseas fee rates are detailed in the Fee Management Statement.
- 7.2 EU Nationals arriving for the first time after the 1st January 2021 will need to come through the new immigration rules and will be liable to pay the overseas fee rates.
- 7.3 19+ EEA Nationals with settled status remain eligible for Home fees from August 2021. EEA Nationals aged 16-19 who have the legal right to reside in the UK (e.g. as dependents) are eligible for Home fees from August 2021

- 8.1 Commercial rates will be set for Recreational/CL/FCR courses based on market forces. All recreational courses should be costed using the recreational fee costing tool.

- 9.1 Full time learners of compulsory school age, for whom no Agency approval for funding has been given, and who seek to enroll on a College course will normally require a letter of support from their school or educational psychologist, and will be enrolled at the discretion of the Deputy Principal Education and Learners. .
- 9.2 The school (i.e. the LEA for maintained schools) or parents will be required to pay a fee based on the location of the course.

However, where course fees are not paid at enrolment they will be recorded as such and will be pursued in line with the 'Outstanding Fees'