Tuition Fee Policy 2026/27

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1.0 Tuition Fee Policy

1.1 General

This policy applies to all of The Manchester College learners with the exception of Higher Education learners, which is set out in the UCEN Manchester Higher Education Tuition Fees Policy 2026/27. The Manchester College is a trading division of LTE Group.

All fees will be waived for Further Education (FE) learners aged 16-18 (full and part time) and 19-24 with an Education Health and Care Plan (EHCP) where they are English citizens, subject to the definition within the 16 - 19 education: funding guidance 2026/27 regarding eligibility and residency. All other aged 16-19 learners, primarily those without settled or pre-settled status, will be subject to tuition fee charge, as set out in section 4.0.

The College will charge a tuition fee for learners aged 19+ who do not qualify for tuition fee remission from the Education and Skills Funding Agency (DFE), in accordance with the Adult skills fund: funding rules 2026 to 2027 issued by the DFE and GMCA Adult Education Budget: Funding and Performance Management Rules 2026/27. Examination / registration fees and material fees will be chargeable, where applicable. Further Education Tuition Fees are reviewed annually in line with the DFE / GMCA funding rules and guidance from other government departments. Following exit from the European Union learners from the EU/EAA who do not have settled or pre-settled status will be treated as overseas learners and subject to tuition fee charges, as set out in section 4.0.

1.2 Employer/Sponsor to pay

Where the employer/sponsor is to pay the fees, they will be invoiced for 100% of all fees no later than 30 days following the date of enrolment (immediate payment terms).

Learners must provide a signed letter on headed paper or a purchase order from their employer confirming support is available at enrolment before they are permitted to enrol via this method. Employers are also required to complete a sponsor employee form.

1.3 Unpaid fees

If outstanding fees are not paid by the due date(s), the College reserves the right to prevent learners from attending their programme(s) of study and / or preclude them from participating in relevant examinations / assessments. Where continuing learners haven't settled outstanding fees by the end of the academic year in question, they will be prevented from re-enrolling onto the subsequent year of study via a finance block placed on the learner record in the college internal management system. This will be

placed on instruction from the Finance Department. The finance block can only be subsequently removed on confirmation from the Finance Department.

Learners who have taken a place on a course will be liable for their fees even if they choose to leave the course early (i.e. before the course end date), with the exception of Advanced Loan Learners who are liable as set out in 2.1.1. **Exceptions are detailed in the Refunds, waivers or credits sections of the policy.** The College will pursue the outstanding debt and use the services of a Debt Recovery Agent, who in turn will use all due legal processes to recover the debt. In such cases it is usual for interest and course costs to be added to the debt by the County Court.

1.4 Financial support

In cases of hardship, financial support may be available from the Discretionary Learner Support Funds for age 19+ DFE / GMCA funded learners, the bursary fund for DFE funded learners and the Advanced Learner Loan bursary for learners taking an Advanced Learner Loan. This is subject to assessment as outlined in the Learner Support Fund Policy and in line with the relevant funding guidance. Support is provided by the Careers and Welfare Team.

1.5 Workforce Development

Staff may be supported financially with course fees from the staff development budget at the discretion of the Principalship. The application process will be published annually and staff will be notified if their application has been approved, the notification will state the level of financial support approved for the College. For approved applications, the member of staff will be required to complete and sign a Training Agreement prior to the start of their programme.

Data Services, HRSS and Finance will be notified of all staff commencing College or UCEN Manchester programmes. Staff must take a copy of the notification approving the funding support to enrol.

Where staff have to contribute towards fees, (i.e. tuition and/or other fees) they shall be required to follow the principles outlined within this policy document.

1.6 Learner Agreement

All learners are required to pay the full fees due at enrolment (where assessed as a fee payer), unless electing payment by instalment as detailed in 2.2.1 and 3.1.1. All learners must complete and sign the Learner Agreement stating that they accept liability for the full amount of fees due. In addition, the Learner Agreement limits the College's liability in terms of financial loss, (excluding loss of income or similar) incurred by learners in the event of the College breaking its agreement with the learner.

All Advanced Learner Loan and Higher Education Loan learners are required to complete a recurring card payment mandate at enrolment. Should the learners application for a loan not be approved by Student Finance England by 31 October, for a standard academic year course, recurring card payment and collections will commence from November. For courses starting during the academic year the recurring card payment will commence two months after enrolment, should the loan application not be approved at that time**. If a learner chooses to withdraw because a loan has not been approved after the first two weeks of the course start date, they will at this point be liable for fee's, in line with Section 2.1, Advance Learner Loans**

1.7 Waived fees

Where the College has waived tuition fees / examination fees / registration fees for any reason in line with guidance published under managing public money, learners will become liable for these fees if they fail to participate in the relevant examinations / assessments without just cause or do not maintain satisfactory attendance. The College reserves the right to recharge learners for the cost.

1.8 Variations of policy / fees

Once established, tuition fees and other fees (on the course file) can only be amended on the authority of the Principal or Deputy Principal.

2.0 Further Education

A learner's assessment on requirement to pay tuition, examination and material fees is determined as part of the enrolment process. Where it is assessed, that fees are due, the intended method of payment will be determined at enrolment. The basis on which fees are to be paid, with associated liabilities, are set out in sections 2.1 to 2.5.

Invoices will be sent to all employers/sponsors no later than 30 days following the date of enrolment and are due for immediate payment. Methods of payment for invoices BACs payment, telephone payment with debit or credit card or the online payment portal.

2.1 Advanced Learner Loans

For learners intending to pay via an Advanced Learner Loan from Student Finance England (SFE), and where learners' assessments are pending, they will not be required to make a payment towards tuition fees when enrolling, deposit payment can be delayed, enrolment staff will determine eligibility. If the SFE loan does not cover all the Fees for the course a payment will need to be taken to cover the remaining cost of the course at enrolment. Any learner who is not paying in cases where an SFE assessment is pending or provisional are to be made aware of the Fee liability, as set out in 2.1.1. Learners must be notified in advance to bring payment details to enrolment.

2.1.1 Advanced Learner Loan Fee Liabilities

The College's policy in terms of fee liability mirrors the Student Finance England (SFE) methodology:

A learner's total fee liability to the College is determined by confirmation of attendance at four points during the academic year, except where there is a confirmed change of circumstances, such as suspension of study or withdrawal. For learners withdrawing prior to the course end date their fee liability will be determined by their date of last attendance subject to 2.4.

For example, using approximate values for illustration purposes only, if a learner has a £1,000 loan for a ten-month course from September to June and withdraws in December the liability will be £1000/10 months (September to June) x 4 months (September to December) = £400.

Should a learner, following enrolment, be unsupported for an Advanced Learner Loan by 31 October the recurring card mandate will be activated and instalments will commence from November for academic year courses, and instalments will be in line with section 2.2.1.

2.2 Fee Payment

All other learners pay in full at the time of enrolment, a request to make payment by Debit/ Credit Card will be sent via a secure link, you will need a smart phone or device to make payment. An alternative payment method is available, as detailed in 2.2.1 below, however, final payments have to be made before the earlier of the last day of the course or the end of May for academic year courses (September to July).

2.2.1 Paying By Instalment

Two forms of instalment are available to learners, and in both cases a recurring card mandate must be completed by the learner. A request to make payment by Debit/ Credit Card will be sent via a secure link, you will need a smart phone or device to make payment. Payment by instalment can be made by either a Two Part Payment Option, or a Multi Part Payment Option, as follows;

Two Part Payment Option – For Fees up to £300

The learner is required to pay at least 50% of the total fee at the point of enrolment and to complete a recurring card mandate form for the remaining 50%. The outstanding payment will then be taken by the College, approximately one month after enrolling, and will be claimed by card on the day of the month selected by the learner at enrolment.

Multi-Part Payment Option – For Fees above £300

If a learner wants to spread the payment of fees over a longer period, they can do so via the Multi-part payment option. Learners who opt for the Multi-part payment option, must pay at least 33% of the total course fee at the point of enrolment and then complete a recurring card mandate for the remaining balance to be collected in instalments.

The first payment for the remaining balance must commence in the month following enrolment and the number of instalments that a learner can take out to cover the outstanding balance will relate directly to the balance of the total fees they are required to pay. Consequently, the higher the outstanding balance, the more instalments a learner will be allowed to spread their payment over, subject to the full fees being collected before the earlier of either the course end date or end of May for academic year courses (September – July).

Autumn Term Enrolments (September to December)

When completing a recurring card mandate with a learner, it should be made clear that they are entering into a contractual agreement with the College to pay their fees over an extended period. In doing so the College has agreed to waive the requirement to charge the full fee up front.

Learners that have taken a place on a course will be liable for their fees even if they choose to leave the course early, subject to 2.4 below. If an agreed card payment is not met by a learner the College Credit Control team will pursue the outstanding debt (see 1.3).

The following scale of instalments will apply to the Multi Part Payment Option for the

balances in respect of learners who complete their enrolment during the Autumn term, (September to December).

There is no administration charge for learners who pay by instalment.

If a learner needs to discuss or amend a payment arrangement, they should contact the Finance Department who will assess the request.

Fee Amount	Paying by Recurring Card Payment
	Card payment instalment plans are Monthly. Payments dates available are the 1st, 15th and 28th of the month.
Fees up to £300	50% to be paid at enrolment 50% to be paid approximately one month from enrolment
Fees between £301 to £1000 **All fee's need to be paid prior to course end date of May at the latest**	33% to be paid at enrolment 67% - Instalments Monthly The plan will span a maximum of 6 months Minimum instalment amount is £100
Fees over £1001 **All fee's need to be paid prior to course end date of May at the latest**	33% to be paid at enrolment Instalments need to be Monthly The plan will span a maximum of 8 months Minimum instalment amount is £100

2.3 Exam / Registration Fees and Material Fees

Where exam / registration fees are set and form part of the course file fees, they are due for collection in accordance with the procedure outlined above. Where this is not the case, which is exceptional, the following procedure shall be followed:

a) Learner to pay: Exam / registration fees will be payable at the time of enrolment.
b) Employer to pay: Exam / registration fees will be invoiced within 30 days of the enrolment.

Exam / Registration fees are set annually as part of the business planning process, with the intent that the fee to the learner covers the cost incurred by the College. In the case where a learner withdraws or leaves a course, the exam fee will remain payable and is not refundable.

2.4 Refunds / credits / waiving fees

A reduction or waiver in fees will be applied for learners if;

a) The College closes their class or
b) The learner withdraws within the first two weeks of the commencement of the programme of study.
c) For Advanced Learner Loan learners age 19+ the learner withdraws after the first attendance confirmation, at which point they will be liable for the fee in accordance with section 2.1
d) There are individual exceptional circumstances as approved by the Deputy Principal or Principal
e) A compliant is upheld which agrees a refund or reduction in fee.

No refunds will be processed until there is confirmation that the original payment has been cleared in the College's bank account. Refunds may take up to three weeks to process and will refund to the original source of payment.

2.5 Fee Amounts – 2026/27

The fee amounts charged for adult learners is based upon the DFE and GMCA Funding Guidance 2026/27

Adult education and skills funding allocation technical guidance: 2026 to 2027 - GOV.UK

Adult Skills Fund - Greater Manchester Combined Authority

Supporting documents - Greater Manchester Combined Authority

The funding available and requirement to pay fees, for co-funded and loan-funded learners, is set out in the following tables:

Adult Skills Funding (ASF) Rules 2026 to 2027
Chart 1: 19 to 23-year-olds

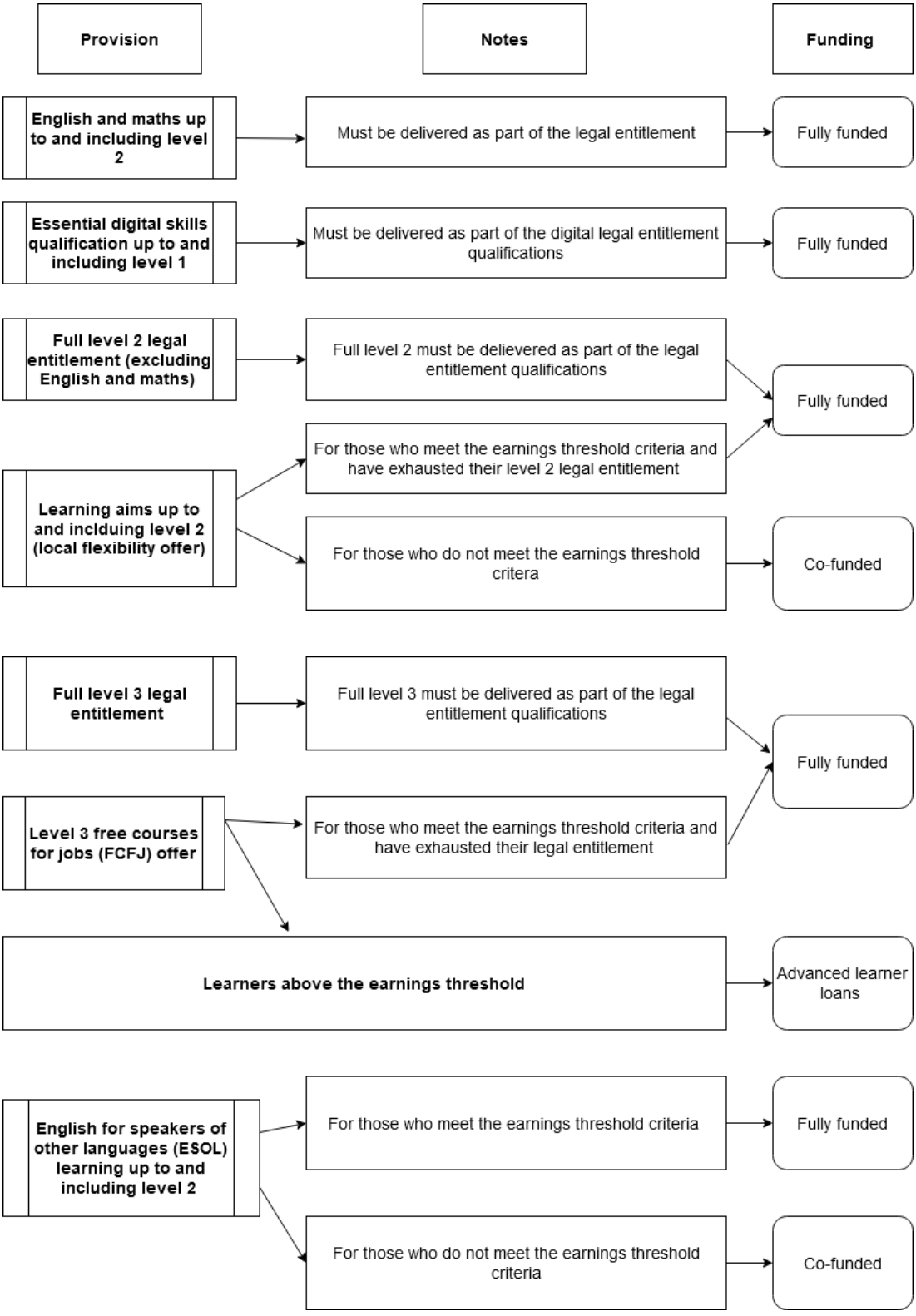
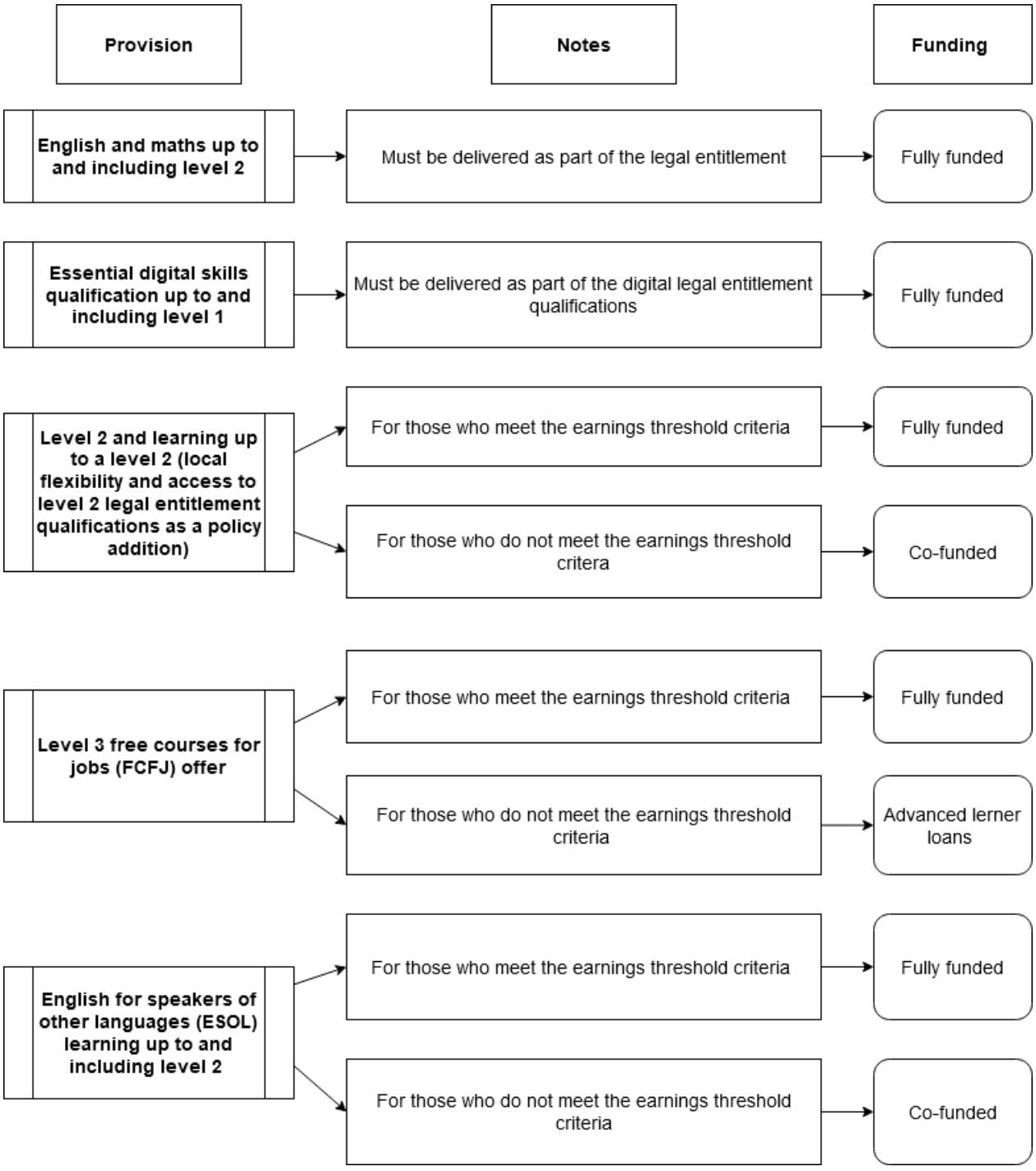


Chart 2: 24+


Provision
Notes
Funding
English and maths up to and including level 2
Must be delivered as part of the legal entitlement
Fully funded
Essential digital skills qualification up to and including level 1
Must be delivered as part of the digital legal entitlement qualifications
Fully funded
Level 2 and learning up to a level 2 (local flexibility and access to level 2 legal entitlement qualifications as a policy addition)
For those who meet the earnings threshold criteria
Fully funded
For those who do not meet the earnings threshold critera
Co-funded
Level 3 free courses for jobs (FCFJ) offer
For those who meet the earnings threshold criteria
Fully funded
For those who do not meet the earnings threshold criteria
Advanced lerner loans
English for speakers of other languages (ESOL) learning up to and including level 2
For those who meet the earnings threshold criteria
Fully funded
For those who do not meet the earnings threshold criteria
Co-funded

The level of GMCA contribution for GMCA funded devolved AEB is as follows

Table to be updated GMCA have not yet release funding rules for 26/27 – prior year included for reference only.

Provision	19 to 23 year olds	24 + Unemployed	24+ other
English and maths, up to and including level 2 (Must be delivered as part of the legal entitlement)	Fully funded*	Fully funded*	Fully funded*
Essential Digital Skills Qualifications up to and including level 2	Fully funded*	Fully funded*	Fully funded*
Level 2 (excluding English and maths) (First full level 2 must be delivered as part of the legal entitlement)	Fully funded* (first and full)	Fully funded	Fully funded*
Learning to progress to level 2	Fully funded^ (up to and including level 1)	Fully funded	Co-funded+
Level 3 (First full level 3 must be delivered as part of the legal entitlement)	Fully funded* (first and full) or Loan-funded** (if previously achieved full level 3 or above)	Loan-funded	Loan-funded
Level 3 free courses for jobs offer (learners without a full level 3 accessing a qualification on the national level 3 adult offer qualification list or, Learners who already hold a level 3 qualification or higher and meet the definition of unemployed or low wage)	Fully funded++	Fully funded++	Fully funded++
GM Local Level 3 Adult Offer (learners without a full level 3 or those with an existing first full level 3 accessing a qualification on the GM Local Level 3 Adult offer qualification list).	Fully funded++	Fully funded++	Fully funded++
English for speakers of other languages (ESOL) learning up to and including level 2	Fully funded// if unemployed or Co-funded+	Fully funded//	Co-funded+
Learning aims up to and including level 2, where the learner has already achieved a first full level 2, or above	Co-funded+ or Fully funded if unemployed	Fully funded	Co-funded+
Learning aims up to and including level 2, where the learner has not achieved a first full level 2, or above	N/A or Co-funded+# or Fully funded#	Fully funded	Co-funded+

*Must be delivered as one of the English and maths, Digital entitlement and/or first full level 2 or first full level 3 qualifications required as part of the legal entitlements.
^Must be delivered as entry or level one provision from local flexibility.
** Availability of loans at level 3 does not replace the legal entitlement to full funding for learners aged 19 to 23 undertaking their first full level 3.
+ Low wage flexibility may apply, refer to paragraphs 2.34 – 2.35.
++ Only available for delivery by approved grant-funded providers or providers with a Contract for Services to deliver the Adult Skills Level 3 Targeted offer
// Subject to GM devolved flexibilities
Only available for delivery by providers granted specific approval by GMCA under the Level 2 Request Only Offer Process

2.5.1 Advanced Learner Loans Tuition Fees

Where a learner is aged 19+ on a Level 3, 4, 5 or 6 programme, they may be entitled to an Advanced Learner Loan, with the total fee to be set at the maximum loan amount, as per the DFE published guidance. 'Advanced Learner Loan Funding 2026/27' with the maximum loan amount as listed in the qualifications catalogue on the hub.

Adult education and skills funding allocation technical guidance: 2026 to 2027 - GOV.UK

2.5.2 Tuition Fees for Provision not in scope of Advanced Learning Loans

The part-time and full-time rates will be calculated based on the unweighted rate on the Find a Learning Aim (FaLA - https://submit-learner-data.service.gov.uk/find-a-learning-aim/) website. Where the FaLA rate to be charged could be considered to have a negative impact on learner recruitment and, as a result, on the College's ability to achieve its targets, the Principal and Deputy Principal has delegated authority to apply percentage reductions to the FaLA rate and to amend fee levels for specific reasons in year.

2.5.3 Other Fees

Part-time and full-time further education tuition fees are supplemented by an examination / registration fee and a material fee (where appropriate).

3.0 Full Cost Recovery

All fees will be due for full cost/commercial provision at enrolment unless the recurring card option is selected, as set out in 3.1.1 below. The exception to this is for certain short courses which are available for online booking, these courses must be paid for in full at the time of booking.

3.1 Learner to pay

Payments shall be in full enrolment by debit/credit card. A request to make payment by Debit/ Credit Card will be sent via a secure link, you will need a smart phone or device to make payment.

An alternative payment method is available, as detailed in 3.1.1 below, however, final payments have to be made before the earlier of the last day of the course or the end of May for academic year courses.

3.1.1 Paying by Instalment

Two forms of instalment are available to learners, and in both cases a recurring card mandate must be completed by the learner. Payment by Instalment can be made by either a Two-Part Payment Option or a Multi Part Payment Option, as follows.

Two Part Payment Option - For Fees up to £300

The learner is required to pay at least 50% of the total fee at the point of enrolment and to complete a recurring card mandate for the remaining 50%. A request to make payment by Debit/ Credit Card will be sent via a secure link, you will need a smart phone or device to make payment. The outstanding payment will then be taken by the College, approximately one month after enrolling, and will be claimed by recurring card on the day of the month selected by the learner at enrolment.

Multi-Part Payment Option - For Fees over £300

If a learner wants to spread the payment of fees over a longer period, they can do so by taking advantage of the Multi Part Payment option. Learners who opt for the Multi Part Payment option, must pay at least 33% of the total course fee at the point of enrolment and then complete a recurring card mandate for the remaining balance to be collected in instalments.

The first payment for the remaining balance must commence in the month following enrolment and the number of instalments that a learner can take out to cover the outstanding balance will relate directly to the balance of the total fees they are required to pay. Consequently, the higher the outstanding balance, the more instalments a learner will be allowed to spread their payment over, subject to the full fees being collected before the earlier of either the course end date or end of May for academic

year courses.

Autumn Term Enrolments (September to December)

When completing a recurring card mandate with a learner it should be made clear that they are entering into a contractual agreement with the College to pay their fees over an extended period. In doing so, the College has agreed to waive the requirement to charge the full fee up front.

Learners that have taken a place on a course will be liable for their fees even if they choose to leave the course early (i.e. before the course end date), subject to 3.4 below. Any balance that is outstanding that is due after withdrawal, the College Credit Control team will pursue the outstanding debt (see 1.3).

The following scale of instalments will apply to the Multi Part Payment Option for the balances in respect of learners who complete their enrolment during the autumn term, (September to December).

There is no administration charge for learners who pay by instalment.

Fee Amount	Paying by Recurring Card Payment
	Card payment instalment plans are Monthly. Payments can be taken on the 1st, 15th and 28th of the month.
Fees up to £300	50% to be paid at enrolment. 50% to be paid approximately one month from enrolment
Fees between £301 to £1000 **All fees need to be paid prior to course end date of May at the latest**	33% to be paid at enrolment. 67% - Instalments to be paid Monthly The plan will span a maximum of 6 months Minimum instalment amount is £100
Fees over £1001 **All fees need to be paid prior to course end date of May at the latest**	33% to be paid at enrolment. Instalments need to be Monthly The plan will span a maximum of 8 months Minimum instalment amount is £100

3.2 Employer/Sponsor to pay.

Employers/sponsors are expected to pay in full at enrolment unless paying by the invoice option. Employers have the option of choosing to pay by invoice, subject to the Learners / Employer providing a signed sponsor letter on headed paper or a purchase order from the company confirming support is available at enrolment before they are allowed to enrol via the invoice option. Invoices will be issued within 30 days of enrolment and are payable immediately.

Methods of payment for invoices include BACs payment, telephone or online payment with debit or credit card.

3.3 Workforce Development

Staff will be able to receive a 10% discount off the cost of Full Cost Recovery Courses, for courses where financial support is unavailable (see section 1.5) or the course is for general interest purposes only. This is subject to a maximum of two staff discounts per course.

3.4 Refunds / credits / waiving fees

Refunds of monies paid / no fees are due if:

a) The College closes their class or
b) There are individual exceptional circumstances as approved by the Deputy Principal
c) A complaint is upheld.

No refunds will be processed until there is confirmation that the original payment has been cleared in the College's bank account. Refunds may take up to three weeks to process.

3.5 Other

Where the customer is to provide a venue and /or equipment, The Manchester College reserves the right to verify its suitability.

The Manchester College reserves the right to provide a substitute tutor/consultant should the nominated tutor/consultant become unavailable.

The Manchester College reserves the right to re-schedule any commercial programme where minimum numbers of candidates are required and not achieved.

3.6 16 – 18 Year Full Cost Learners

16 – 18-year-old learners can be charged for commercial provision if they are in work and the employer is paying their fee as part of an agreement for the College to provide delivery of a course to their employees.

3.7 Full Cost Tuition Fees

Tuition Fees for full cost commercial courses are set annually as part of the business planning process, taking into consideration the cost to deliver, the minimum class size and competitor tuition fee rates. The Tuition Fee may be supplemented by an examination/registration fee and/or a material fee.

4.0 International

In exceptional circumstances there may be a learner assessed as overseas for 'fee purposes only' who is not eligible for funding. Overseas learners will be required to pay the fee in full before they enroll and attend classes.

4.1 Fees

Tuition Fees for Overseas Learners will be set at the weighted value for their course aim.

4.2 Refunds

Refunds of monies paid will be made to learners if:

a) There are individual exceptional circumstances as approved by the Deputy Principal
b) A complaint is upheld.
c) The College closes their class/course.

No refunds will be processed until there is confirmation that the original payment has been cleared in the College's bank. Refunds may take up to three weeks to process and will be refunded using the original method of payment.

4.3 Variations of policy / fees

Once established, tuition fees (on the course file) can only be changed with the authority of the Principal and Deputy Principal.

5.0 Equality Impact Assessment

Are there concerns that this policy could have an adverse impact on any of these protected is action required?		If Yes, is action required?
Age	No	
Disability	No	
Gender reassignment	No	
Marriage or civil partnership	No	
Pregnancy and maternity	No	
Race	No	
Religion	No	
Sex	No	
Sexual orientation	No	
EIA Summary		
Person responsible for EIA	Orla Wood, Divisional Finance Director and Marie Stock, Vice Principal	
EIA Outcome & statement		
The policy does not negatively affect any protected characteristic groups under the Equality Act 2010. The objectives of The Manchester College's Further Education Tuition Fee Policy are designed to support our broader mission for all young people to access education, to improve lives, enable higher education or gain employment for individual growth and wider economic prosperity and success.		