

Tuition Fee Policy 2023/24

1.0 Tuition Fee Policy - General

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 2023/24. 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 UK or EU citizens, subject to the definition within the ESFA Funding Guidance for Young People 2023/24 regarding eligibility and residency. All other aged 16-19 learners primarily those outside the EU and EEA without settled or pre-settled status, will be subject to tuition fee charges, 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 (ESFA), in accordance with the Adult Education Budget Funding Rules 2023/24 issued by the ESFA and GMCA Adult Education Budget: Funding and Performance Management Rules 2023/24. Examination / registration fees and material fees will be chargeable, where applicable. Further Education Tuition Fees are reviewed annually in line with the ESFA / 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 learner record

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+ ESFA / GMCA funded learners, the bursary fund for ESFA 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 regarding with course fees from the staff development budget at the discretion of the Principalship. The application process will be publicised 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 losses suffered 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.

1.7 Waived fees

Where the College has waived tuition fees / examination fees / registration fees for any reason, 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.

1.9 Equality Impact Assessment

Having varied means and methods of payment, this policy will have no impact on the College's commitment to equality and diversity.

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. If the loan does not cover all the Fees for the course a payment arrangement will need to be agreed 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 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 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 $\text{£}1000/10 \text{ months (September to June)} \times 4 \text{ months (September to December)} = \text{£}400$.

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 by debit/credit card. 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.

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. 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.

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 written 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 either Weekly, Fortnightly or Monthly. Payments can be taken on any calendar day
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 Weekly / Fortnightly or 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 Weekly / Fortnightly or 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: 100% of 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
- e) 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.

2.5 Fee Amounts – 23/24

The fee amounts charged for adult learners is based upon the ESFA and GMCA Funding Guidance 2023/24. The funding available and requirement to pay fees, for co-funded and loan-funded learners, is set out in the following tables:

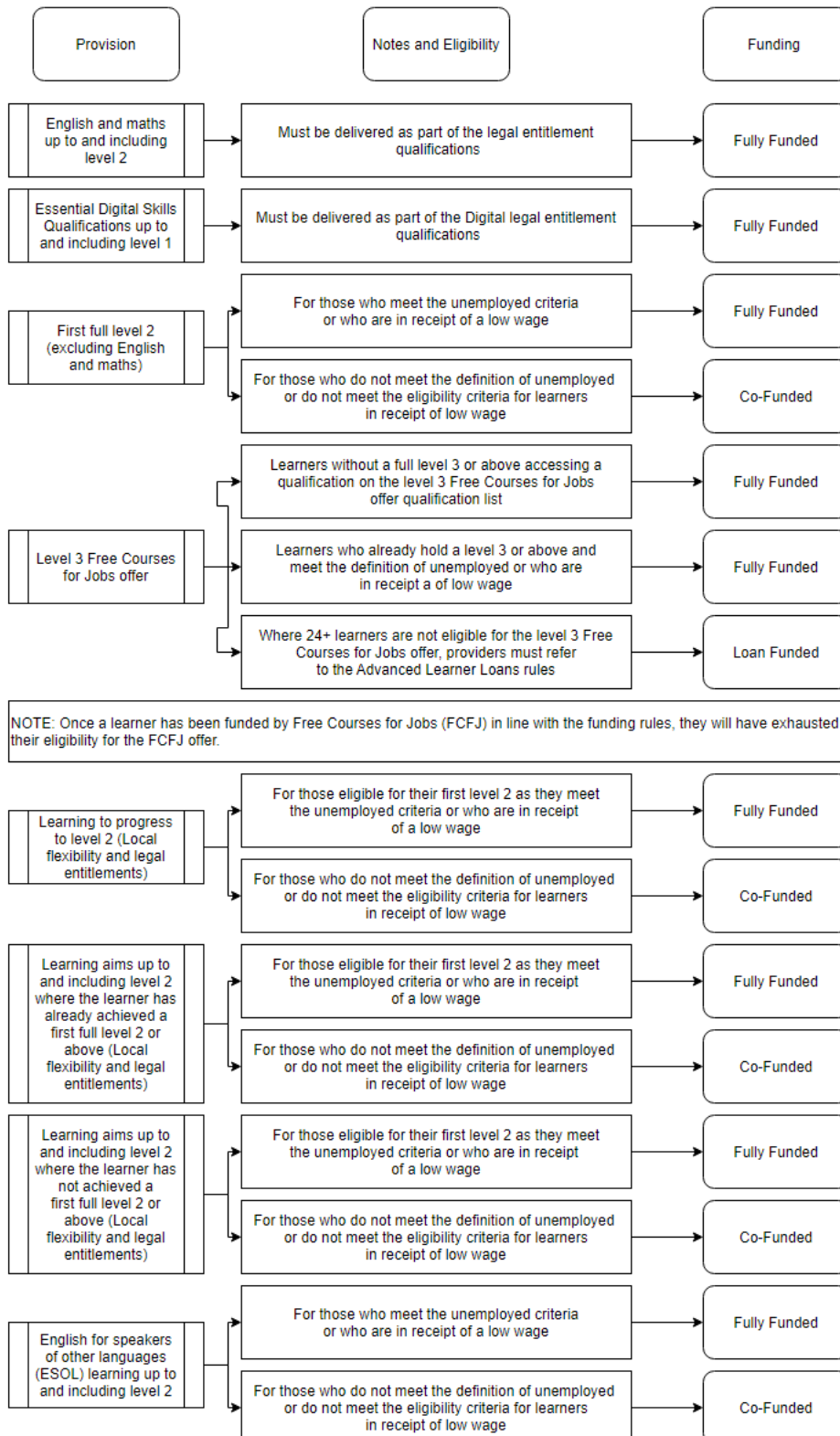
Adult education budget (AEB) funding rules 2023 to 2024

Chart 1: 19 to 23-year-olds

Provision	Notes and Eligibility	Funding
English and maths up to and including level 2	Must be delivered as part of the legal entitlement qualifications	Fully funded
Essential digital skills and digital functional skills qualifications up to and including level 1	Must be delivered as part of the digital legal entitlement qualifications	Fully funded
First full level 2 (excluding English and maths)	First full level 2 must be delivered as part of the legal entitlement qualifications. Level 2 provision from the local flexibility offer will not be funded for 19- to 23-year-olds who do not have a first full level 2. See local flexibility and legal entitlement section.	Fully funded
Level 3 legal entitlement (learner's first full level 3)	First full level 3 must be delivered as part of the legal entitlement qualifications	Fully funded
Level 3 free courses for jobs offer	Learners without a full level 3 or above can access a qualification on the free courses for jobs offer qualifications list	Fully funded
	Learners who already hold a level 3 or above and meet the definition of unemployed or who are in receipt of low wage	Fully funded
NOTE: Once a learner has been funded by free courses for jobs (FCFJ) in line with the funding rules, they will have exhausted their eligibility for the FCFJ offer.		
Level 3 advanced learner loans	A learner who has already achieved a full level 3 and exhausted their eligibility for the free courses for jobs offer	Loan funded
Learning aims to progress to a full level 2 - up to and including level 1	Must be delivered as entry or level 1 provision from local flexibility	Fully funded
Learning aims up to and including level 2, where the learner has already achieved a first full level 2 or above (local flexibility and legal entitlements)	For those who meet the unemployed criteria or who are in receipt of a low wage	Fully funded
	For those who do not meet the definition of unemployed or do not meet the eligibility criteria for learners in receipt of low wage	Co-funded
English for speakers of other languages (ESOL) learning up to and including level 2	For those who meet the unemployed criteria or who are in receipt of a low wage	Fully funded
	For those who do not meet the definition of unemployed or do not meet the eligibility criteria for learners in receipt of low wage	Co-funded
Continuing traineeship learners (16- to 24-year-olds)	16- to 18-year-old continuing learners must be eligible under the ESFA's young people's residency requirements. Excluding the flexible elements where funding depends on age and level	Fully funded

Chart 2: 24+

A learner is classed as being 24+ for funding purposes if they have turned 24 by the first day of learning.



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

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++

Provision	19 to 23 year olds	24 + Unemployed	24+ other
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+
<p>*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</p>			

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 ESFA published guidance. 'Advanced Learner Loan Funding2023/24' with the maximum loan amount as listed in the qualifications catalogue on the hub.

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) 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 at enrolment by debit/credit card.

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%. 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 written 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. If a Card Payments 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.

Fee Amount	Paying by Recurring Card Payment
	Card payment instalment plans are either Weekly, Fortnightly or Monthly. Payments can be taken on any calendar day
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 Weekly / Fortnightly or 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 Weekly / Fortnightly or 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 who is not eligible for funding. Overseas learners will be required to pay the fee in full before they enrol 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.

Date Approved:	6 July 2023
Approved by:	Board of Governors
Review Date:	May / June 2023
Responsible Manager:	Divisional Finance Director
SMT Lead:	Vice Principal, Resources
Accessible to Learners:	Yes
Relevant to 16-18:	Yes
Relevant to 19+:	Yes
Relevant to HE:	No
