

Lowestoft College and Company FE Fee and Refund Policy for the Academic Year 2010-11

This Policy is available in alternative formats.
Please contact Human Resources for further information on extension 5076 or 5077

Fees

The College is paid a pre-determined sum by the Local Authority and Skills Funding Agency to provide Further Education. The amount varies according to the area of study undertaken, the duration and nature of the study and for the age group of the learner.

16 -18 Tuition Fees for UK and European Union Nationals

Further Education courses are fully funded for those aged 16 to 18 who are European Union Nationals.

19+ Tuition Fees for UK and European Union Nationals

Funding of FE is derived from the Skills Funding Agency; it is paid per learner and based on the level and duration of the qualification. The Skills Funding Agency has set the fee element derived from the learner for 2010-11 at 50% of the sum they would pay if fee remission was appropriate.

Lowestoft College will be charging this fee to 19+ learners unless fee remission is available. The categories detailing where fee remission is available are shown on page 3 of this document.

Fees and any additional charges must be paid prior to the commencement of the course. All fees and charges can be paid in cash, by cheque or credit card.

Please note if you are on a two year course the cost of the second year may differ from the cost of the first year. The College does offer learners the opportunity to pay for both years at the start of the course using the fee level relevant to the year of start.

Additional Charges

- **Materials** – learners will be expected to pay a sum for materials; the cost is detailed in the course prospectus.
- **Exam fees** – learners aged 19+ will be expected to pay exam fees; the cost is detailed in the prospectus.
- **Registration fees** – learners aged 19+ will be expected to pay exam board registration fees.
- **Uniforms** – learners are expected to pay where a uniform is worn, these are supplied at cost.
- **Trips** – learners undertaking trips as part of their course will be expected to fund them.

Assistance with Fees

National Fee Remission

Certain categories of learners are not expected to pay tuition fees and in such cases the full national base rate will be paid. The categories of learners who are entitled to fee remission are:

- 16 to 18 year olds. The Secretary of State does not expect tuition fees to be charged to full-time or part-time 16 to 18 year olds.
- Adults undertaking a full level 2 for the first time.
- 19 to 25 year olds undertaking a full level 3 for the first time.
- Unemployed people in receipt of Jobseekers' Allowance
- Those in receipt of income based benefits*
- The unwaged dependants (as defined by the Benefit Agency) of those listed above
- Those taking programmes where the learning aim is Skills for Life.
- Asylum seekers in receipt of the equivalent of an income based benefit (assistance under the terms of the 1999 Immigration and Asylum Act) and their dependants
- Certain learners participating in SFA or YPLA funded projects where identified in the project specification
- In receipt of working tax credit
- Category D offender learning
- Offenders serving their sentence in the community
- TUC Learning aims

**Formerly known as means tested benefits. The main income based benefits are:*

- *Council Tax Benefit*
- *Housing Benefit*
- *Income Support*
- *Jobseekers' Allowance (income based)*
- *Employment Credit and Working Families and Disabled Persons' Tax Credits and Pension Credits*

In addition to the fee remission detailed above learners may be able to receive assistance with the cost of their courses through the Learner Support Fund.

Education Maintenance Allowance may be available for those aged 16 to 18, and learners aged 19+ may be able to apply for an Adult Learning Grant. These are government means' tested grants.

Information on both of these grants is available from The Advice Centre at Lowestoft College.

Fee Policy for Non-EU Nationals on Further Education Provision 2010-11

Tuition Fees

Lowestoft College will charge non-EU nationals the full funding that would be available for those aged 16 to 18 from the Local Authority. This will vary depending on the course type and duration.

Fees and any additional charges must be paid prior to the commencement of the course. All fees and charges can be paid in cash, by cheque or credit card.

Please note if you are on a two year course the cost of the second year may differ from the cost of the first year. The College does offer students the opportunity to pay for both years at the start of the course using the fee level relevant to the year of start.

Additional Charges

- **Materials** – learners will be expected to pay a sum for materials; the cost is detailed in the course prospectus.
- **Exam fees** – learners will be expected to pay exam fees; the cost is detailed in the prospectus.
- **Registration fees** – learners will be expected to pay exam board registration fees.
- **Uniforms** – learners are expected to pay where a uniform is worn, these are supplied at cost.
- **Trips** – learners undertaking trips as part of their course will be expected to fund them.

Lowestoft College Refunds Policy 2010-11

Learner Cancellation

- **Full-Time Courses**

If the learner leaves before the end of the 4th week following commencement of training two thirds of the fee would be refunded.

If the learner leaves after the 4th week following commencement of training no refund will be given.

- **Part time courses**

If cancellation takes place within one week of course commencement no refund will be given.

No refund will be given once the course has commenced.

An administration fee of £50 will be charged for refunds requested by students

College Cancellation

If the College cancels a course, full refunds will be given to all learners; no administration fee will be charged.