

**Policy:** FEE POLICY 2022/23

**Procedure Ref:** AP/11FM/SP102

**Approved By:** Karen Wilson

**Responsible Person:** Martin Southward

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## 1. PURPOSE

The purpose of this policy is to ensure that:

- fees on both employers and students are levied appropriately and consistently
- the college complies with Education Skills Funding Agency (ESFA) guidance on charging fees.

## 2. SCOPE

This policy applies to all stakeholders liable to pay fees and to those students who are eligible for fee remission.

## 3. RESPONSIBILITY

The Principal is responsible for ensuring that this policy is implemented. The Deputy Principal is responsible for ensuring that this policy is up to date and complies with relevant legislation and college policy. The Finance Manager is responsible for ensuring that fees are levied and collected according to the policy.

## Contents

POLICY STATEMENT	3
DEFINITIONS	4
FE VOCATIONAL PROGRAMMES (Funded by the ESFA)	5
REMISSION	5
PRINCIPAL'S DISCRETION POLICY	5
FEE WAIVING FOR ADULTS ON FULL TIME FURTHER EDUCATION	5
COLLEGE STAFF DEVELOPMENT POLICY	6
REFUND/FEE INSTALMENT WAIVER POLICY	6
INSTALMENT POLICY	7
CHANGES TO FEES	7
OVERSEAS STUDENTS	8
EUROPEAN COMMUNITY, BRITISH OVERSEAS TERRITORIES AND OTHER	8
EU COUNTRY OVERSEAS TERRITORIES STUDENTS	
EXAMINATION AND AWARDDING BODY REGISTRATION FEES (FE)	9
WORKPLACE STUDENTS FUNDED BY THE ESFA	9
APPRENTICESHIPS	9
HIGHER EDUCATION PROGRAMME	10
Fee Reduction	12
STUDENTS OF COMPULSORY SCHOOL AGE	12
Full-Time Years 10 and 11	12
Part -Time 14-16 year olds	12
FULL COST WORK	12
DISCOUNTS	13
APPENDIX 1 Government contributions for Learners aged 19 years and older	14
APPENDIX 2 Support for Unemployed Fee	16
APPENDIX 3 HE BURSARY AND OTHER FINANCIAL SUPPORT	17
APPENDIX 4 APPLICATION FOR REFUND/WAIVER OF FEES	18
APPENDIX 5 BRITISH OVERSEAS TERRITORYs	19

## POLICY STATEMENT

Lakes College sets full and part-time vocational course fees taking into account the guidance given by the Education Skills Funding Agency (ESFA) the Office for Students (OfS) and partner universities.

Any public information about courses (where appropriate) will indicate the likely total cost.

As far as possible within available resources, both young people and adults will not be denied access for financial reasons. The college will:

- Make available information on all sources of finance to all students and thus the rules relating to fees.
- Continue to investigate sources of finance for enrolment, registration fees, examination entry, books and travel expenses for students in low-income groups.
- Continue to support students by negotiating flexible payment plans.
- Ensure that application forms for financial assistance from the college are dealt with equitably with clear criteria for awarding grants.

## DEFINITIONS

### **Full Time FE Students**

A student is classified as full time where they are enrolled on a programme of at least 540 guided learning hours in any 12-month period.

### **Part Time FE Students**

A student enrolled on a programme of under 540 guided learning hours in a 12 month period.

### **Fee Remission**

Government legislation states that the college must not charge the tuition fee to certain students who can be classed as home students . The college is able to recover this full amount from the ESFA. As a general rule the full course funding is made up of 50% tuition fee and 50% course funding from the ESFA.

### **Fee Waiver**

It is the college policy not to charge certain students tuition fee. It also means that the college cannot claim this fee back from the ESFA or any other funding source. A fee waiver must only be awarded when all other fee remitted routes have been explored.

### **Overview**

Individuals will be eligible for ESFA funded AEB if they meet the criteria in the '[who we fund](#)' section, the learning is taking place in England, and they fulfil the residency requirements set out in one or more of the following categories:

- UK nationals and other persons with right of abode
- UK nationals in the European Economic Area (EEA)
- EEA nationals in the UK
- Other non-UK nationals

### **Home Student**

Students who meet the 3-year residency requirement i.e. having lived in the United Kingdom or European Union country/European Economic Area for 3 years prior to commencement of their programme or as the spouse of a person with settled status, who has been both married, and resident in the UK for one year.

### **EEA nationals in the UK**

Individuals who meet the criteria in the overview section above, and

- with respect to EEA nationals not including Irish nationals, have obtained either pre-settled or settled status under the EU Settlement Scheme and,
- have lived continuously in the EEA, Gibraltar or UK for at least the previous 3 years on the first day of learning,
- the EEA includes all the countries and territories listed in annex A

### **Other non-UK nationals**

Individuals who meet the criteria in the 'overview' Section above, and they fulfil the requirements of one or more of the below criteria in this 'Other non-UK nationals' section:

A non-UK national who:

- has permission granted by the UK government to live in the UK and such permission is not for educational purposes only, or
- has been ordinarily resident in the UK for at least the previous 3 years on the first day of learning

A non-UK national who is also a non-EEA national and:

- has obtained pre-settled or settled status under the EU Settlement Scheme and
- has been ordinarily resident in the UK for at least the previous 3 years on the first day of learning

An Irish national and:

- who is not also a UK national and
- has been ordinarily resident in the UK and/or Ireland for at least the previous 3 years on the first day of learning

### **Family members of UK and EEA nationals**

A 'family member' is the husband, wife, civil partner, child, grandchild, dependent parent or grandparent of a UK or EEA national. A family member is eligible for funding if they:

- where required to do so, have obtained pre-settled or settled status under the EU Settlement Scheme and
- have been ordinarily resident in the UK and/or EEA for at least the previous 3 years on the first day of learning

### **Individuals with certain types of immigration status and their family members**

Any individual with any of the statuses listed below, or leave under the listed schemes, is eligible to receive funding and is exempt from the 3-year residency requirement rule:

- Refugee status
- Discretionary leave to enter or remain
- Exceptional leave to enter or remain
- Indefinite leave to enter or remain
- Humanitarian protection
- Leave outside the rules
- Ukraine Family Scheme
- Ukraine Sponsorship Scheme (Homes for Ukraine)
- The husband, wife, civil partner or child of any of the above in the first 8 bullet points in this list
- Section 67 of the Immigration Act 2016 leave

- Calais leave to remain
- British Nationals evacuated from Afghanistan under Operation Pitting
- British Nationals evacuated from Afghanistan by UK government before 6 January 2022

In relation to the above categories, you must have seen the learner's immigration permission. This would include the biometric residence permit (BRP) and in some cases an accompanying letter from the Home Office.

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## **FE VOCATIONAL PROGRAMMES (Funded by the ESFA)**

### **Fee Levels**

Co-funded course fees for 19+ will be set at the 50% ESFA value of the learning aim for full time and part time courses plus registration fees.

Advanced Learner Loan funded programme fees will be set at the ESFA funded value.

### **Free Tuition**

The following categories of students undertaking classroom-based FE provision are not expected to pay tuition fees:

- Aged 16, 17 and 18 on 31 August in the calendar year when the student commences a programme of study. This applies to residents of the UK and the European Economic Area (refer to appendix 2).

Aged 19 plus see table of ESFA entitlements is included at Appendix 1.

## **REMISSION**

### **PRINCIPAL'S DISCRETION POLICY**

The Principal may exercise, in exceptional circumstances, a discretionary power to award fee waiver. The use of this discretionary power must be recorded and authorised by a member of the Executive.

**Staff must not under any circumstance offer or grant fee waiver except as outlined in this policy.**

### **FEE WAIVING FOR ADULTS ON FULL TIME FURTHER EDUCATION**

Fee waiver is available for tuition fees only and does not cover other programme fees such as residentials, material cost, equipment etc. Students with particular financial difficulties can apply to student services (Learner Support Fund) and awards/payments are granted in accordance with the set criteria. Forms are available from Student Services.

### **FEE WAIVING FOR ADULTS UNDER THREAT OF REDUNDANCY**

Fee waiver is available for adults under threat of redundancy for tuition fees. Proof of threat of redundancy will be required on enrolment. Other programme fees will be payable. Students with particular financial difficulties can apply to Student Services (Learner Support Funds) and awards/payments are granted in accordance with set criteria. Forms are available from Student Services.

## COLLEGE STAFF DEVELOPMENT POLICY

Staff development is available to all staff employed by the college where the course is identified as a training need directly relevant to their job. Applications should be made on the appropriate form to the HR team.

Where staff development has been approved prior to enrolment and attendance, tuition fees for in-house courses will be waived. All other fees to be paid via the agreed staff development budget.

The approved staff development form must be shown as evidence at the time of enrolment.

## COLLEGE STAFF BENEFITS

Under staff benefits, staff may also attend courses, which are not work related, free of charge of tuition fees provided that there are sufficient fee payers on the course to make it financially viable. Any registration or materials fees are payable by the member of staff.

## REFUND/FEE INSTALMENT WAIVER POLICY

Refunds of tuition fees or waiving of remaining instalments will only be applicable in the following circumstances:

- The class is cancelled by the college, a full refund applies.
- The class day or time is changed which prevents student attendance, a full refund applies.
- The student withdraws prior to the course commencement, a full refund applies.
- The student withdraws from a course a pro-rata refund will be made.
- Where a student withdraws from a course on medical grounds or moves to a location beyond the range of the college's own travel arrangements, a pro-rata refund will be made, and a £10 administration fee will be charged.

Where a student transfers from one course to another, the difference in course fees will be refunded. Where applicable, the student will pay the difference should there be a higher fee.

Where a student has paid a fee but is entitled to remission e.g. under 18 years, then a full refund applies.

Where a complaint cannot be resolved, the college will provide compensation that, in the opinion of the college, is appropriate.

**HE Students**, in addition to the above where a student is disadvantaged by having to transfer course or provider, we will consider compensating such students in respect of tuition fees and/or maintenance costs, this will be assessed on an individual basis by the Deputy Principal



**Note: Where the standard criteria above are not met a member of the Executive may in exceptional circumstances award a refund.**

Where an additional fee has been included and paid at enrolment e.g. materials, visits etc., this can be refunded on the approval of the appropriate Head of Department. The refunded amount will reflect materials etc. used to date.

All refunds will be formally recorded and documented in accordance with the college financial regulations. Students should complete an Application for Refund Form (Appendix 4) attached under the appendices of this policy.

## **INSTALMENT POLICY**

Fees for long courses may be paid in instalments as follows:

- The total fees must be more than £100 – all costs to be included when setting up the individual payment plan.
- The first instalment/deposit is due at enrolment and the remaining instalments should be paid in equal instalments (approximately). All payment plans must be completed 1 month prior to the end date of the course(s).
- Instalments can be paid by direct debit, credit/debit card, cheque or cash.
- A suitable instalment plan must be agreed by the student and college finance staff, courses can be paid for by between 3 to 12 instalments.
- The Deputy Principal /Finance Manager may approve the waiving of the £100 de minus limit in exceptional circumstances.

## **CHANGES TO FEES**

**Fees will only be amended during the academic year in exceptional circumstances.**

Any amendments to tuition fees are to be submitted in writing by the appropriate Head of Department to the Deputy Principal.

The Deputy Principal will notify approval or rejection to the Head of Department.

Approval to amend tuition fees will be notified to Data Services and Student Services by the Deputy Principal.

For students who have already paid the fee prior to it being amended to a higher or lower fee, the following will apply:

- Reduced amended fee – no refund of difference
- Increased amended fee – no additional charge.

## OVERSEAS STUDENTS

An overseas student is a student that does not satisfy the 3-year residency requirement and it is lawful under the Education (Fees and Awards) (England) Regulations 2007 (Amendment) Regulations 2011 to charge a higher fee as these students do not attract government funding.

Asylum seeker's eligibility for funding will be assessed according to the Education and Skills Funding Agency Funding Rules 2021/22.

Applicants disclosing a non - EEA nationality or residence outside of the EEA in the past three years will have to be interviewed and formally fee assessed by Student Support Services staff. These interviews will be recorded on a Fee Assessment Form (ADM4).

The college does not currently have a Tier 4 licence from the UKBA and therefore does not have 'highly trusted status'. The College is currently reviewing its application for a Tier 4 licence which if successful will mean the College will be able to support Level 4 applications from International students. The College will need to maintain its Grade Tier 4 licence for one year before being granted 'highly trusted status' allowing it to take pre-Level 4 learners. Consequently, the college does not usually accept applications nor approve enrolment of anyone who cannot be treated as a home student.

## STUDY OUTSIDE ENGLAND - STUDENTS IN THE ARMED FORCES, MINISTRY OF DEFENCE OR CIVIL SERVICE

The ESFA recognises that British armed services personnel may wish to continue in education and training whilst serving their country. The ESFA will fund eligible programmes of study for service personnel, Ministry of Defence (MoD) or civil servants, their spouses and dependants via a sector institution in the following circumstances:

- Where the individual normally resides in other parts of the UK but is on a posting in England.
- Where an individual normally resides in England but is posted outside England as part of his or her work with the armed services. This includes cases where the individual begins a programme in England and is posted elsewhere while enrolled on this programme, and cases where the individual commences a programme while posted outside England. In both cases, the ESFA will fund the programme to completion. It is expected that such provision will be made via distance learning or through Ufi, other than in exceptional circumstances. Franchised delivery to members of the armed forces overseas will not be eligible for funding.

Students of other nationalities serving in the British armed forces, for example Ghurkha soldiers posted in England, their spouses and dependants, should be considered eligible for funding for the duration of their posting in England if they have been ordinarily resident in England for 3 years.

## **EUROPEAN COMMUNITY, BRITISH OVERSEAS TERRITORIES AND OTHER EU COUNTRY OVERSEAS TERRITORIES STUDENTS**

### **Changes to funding from the 2021 to 2022 academic year**

If the course starts on or after the 1 August 2021 an EU student will not be eligible for home fee status, undergraduate, postgraduate, and further education financial support from Student Finance England unless they meet one of the following criteria:

- they are able to benefit from the citizens' rights agreements
- they are an Irish national living in the UK or Republic of Ireland - benefits of Irish nationals under the [Common Travel Area arrangement](#) will continue

British Overseas Territories Nationals and their dependants are considered to be members of the home population and are eligible for ESFA and ESFA funding, where the learner has been ordinarily resident for the preceding three years. Rules will be applied as per the ESFA common and performance management funding rules 2021 to 2022

### **EXAMINATION AND AWARDDING BODY REGISTRATION FEES (FE)**

These charges consist of any fees paid to an external awarding body on behalf of a student.

It is a condition of funding that no compulsory enrolment, registration or examination fees can be charged to students aged 16-18 in full-time or part-time ESFA funded education.

The college can charge 16-18 full and part-time students for optional activities wholly or mainly outside the agreed learning programme and for personal tools/equipment and materials for courses.

All part-time 19+ students will be charged examination and registration fees (unless on a fully funded course e.g. receiving a full tuition fee waiver). Support may be available from Learner Support Funds.

The college may charge for exams and re-sits where:

- The required attendance or completion of work has not been completed
- Where the learner fails without good reason to sit the exam for which the college has paid
- Where the learner is retaking an exam resulting from an initial exam failure
- Where the learner is retaking an exam with the aim of achieving a marginal improvement in grades.

(See Examination policy)

## WORKPLACE STUDENTS FUNDED BY THE ESFA

ESFA funding entitlements are detailed at Appendix 1. Co-funded provision requires a fee to be charged equivalent to 50% of the funded value. Non-funded activity requires a commercial (full-cost) fee to be charged.

## APPRENTICESHIPS

- From 1st April 2017, employers whose pay bill exceeds £3 million are required to pay an apprenticeship levy. New starts to Apprenticeships from 1st May 2017 within these employers are no longer funded directly by the Education and Skills Funding Agency, and fee rates will be agreed directly with employers and funded via the Digital Apprenticeship System.
- Employers with 50 or more employees will be required to contribute 5% payment towards the cost of Apprenticeships, for both 16-18 and adults.
- Employers with less than 50 employees will be required to contribute 5% payment towards the cost of adult (i.e. 19+) Apprenticeships, however 16-18 Apprenticeships will be fully funded.
- Incentives for employers recruiting 16-18 apprentices may be available.
- For the purposes of this policy, and in relation to Apprenticeships only, the 16-18 rules also apply to 19-24 year old learners who are care leavers and/or who have an Education, Health and Care Plan (EHCP).
- More details about the Apprenticeship funding arrangements and charges/incentives to employers are available here [Apprenticeship funding rules - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

## HIGHER EDUCATION PROGRAMME

For directly funded HE students, the following fees will apply:

Course/ Level	2022/23		
	Fee Total	Per Year	Part Time 18m Courses Yr 1 or 2
HNC Part Time (18 months)	£4,500	£3,000	£1,500
HNC Full Time (1 Year)	£4,500	£4,500	
HND Part Time (18 months)	£4,500	£3,000	£1,500
HND Full Time (1 Year)	£4,500	£4,500	
HNC Full Time (1 Year) Lancaster & Morecambe Provision	£5,500	£5,500	
HND Full Time (1 Year) Lancaster & Morecambe Provision	£5,500	£5,500	
Foundation Degree Part Time	£12,000	£4,000	
Foundation Degree Full Time	£12,000	£6,000	
PGCE Full Time	£5,950	£5,950	
BSC (Hons) Degree Full Time	£6,000	£6,000	

12

BSC (Hons) Degree Part Time (2yrs)	£6,000	£4,000	£2,000
BEng (Hons) Degree Full Time	£6,000	£6,000	
BEng (Hons) Degree Part Time (2yrs)	£6,000	£4,000	£2,000

Students on indirectly funded, franchised courses will pay tuition fees at the rate for the validating University.

Fee waivers are in accordance with the franchised University's fee policy. The college has no discretion with regard to these fees.

A hardship fund is available for part-time HE students. See Appendix 3 for details of how to apply.

Students with a degree will be liable to pay full-cost fees.

### **Fee Reduction**

A 50% fee reduction applies to Lakes College staff enrolling in management supported Part-Time UCLAN courses as part of an agreed individual staff development plan.

### **STUDENTS OF COMPULSORY SCHOOL AGE**

Students aged under 16 years on 31 August in the calendar year when the learner commences a programme of study cannot be funded by the ESFA.

#### **Full-Time Years 10 and 11**

Admission for these students is subject to approval by the Student Support Manager. Enrolment forms and learner agreement forms must clearly identify that the learner is under 16 years of age and the designated programme code must be used. The funding source will be identified on the course approval form and will be used to complete the enrolment, e.g. school, Education Action Zone, education welfare etc. All fees will be invoiced to the identified source.

#### **Part -Time 14-16 year olds**

These should be negotiated directly with the individual school by the relevant Director or Assistant Principal.

Course costs will be invoiced directly to the participating school. There will be no tuition or registration fee for the student.

Where students are from a consortium of schools then these programmes will be negotiated through the lead partner.

### **FULL COST WORK**

Fees for unfunded provision will be set to recover the full cost of the provision. Any discounts or fee waivers must be agreed under the remission criteria detailed in this policy.

## **DISCOUNTS**

All discount arrangements must be approved by a member of the Executive.

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## Appendix 1 Government contributions for Learners aged 19 years and older

Provision	19 to 23-year-olds	Notes
English and maths, up to and including level 2 (paras 148 to 154)	Fully funded	Must be delivered as part of the legal entitlement qualifications
Essential Digital Skills Qualifications up to and including level 1 (paras 155 to 158)	Fully funded	Must be delivered as part of the Digital legal entitlement qualifications list
First full Level 2 (excluding English & maths and Digital) (paras 131 to 132)	Fully funded	First full level 2 must be delivered as part of the legal entitlement qualifications
Learning aims to progress to a full level 2 – up to and including level 1 (para 116)	Fully funded	Must be delivered as entry or level one provision from local flexibility
Level 3 legal entitlement (learners first full L3 (paras 133 to 136)	Fully funded	First full level 3 must be delivered as part of the legal entitlement qualifications
Level 3 adult offer (paras 128 to 130)	Fully funded	Learners without a full level 3 or above can access a qualification on the level 3 adult offer qualification list
Level 3 Advanced Learner Loan	Loan funded	A learner has already achieved a full level 3 ( <a href="#">Advanced learner loans funding rules</a> )
Traineeship (16 to 24-year olds) (section 3)	Fully funded	<ul style="list-style-type: none"> <li>- 16- to 18-year-old learners must be eligible under the <a href="#">ESFA's young people's residency requirements</a>.</li> <li>- Excludes flexible element where funding depends on age and level.</li> <li>- Note this offer goes up to 24 years olds</li> </ul>
English for speakers of other languages (ESOL) learning up to and including level 2 (paras 163 to 166)	Fully funded	For those eligible through unemployed (paras 120 to 121) or on a low wage (paras 122 to 124)
	Co-funded	For those who do not meet the definition of unemployed (paras 120 to 121) or do not meet the eligibility criteria for low wage (paras 122 to 124)
Learning aims up to and	Fully funded	For those eligible through unemployed (paras 120 to 121) or on a low wage (paras 122 to 124)

including level 2, where the learner has already achieved a first full level 2, or above (para 118)	Co-funded	For those who do not meet the definition of unemployed (paras 120 to 121) or do not meet the eligibility criteria for low wage (paras 122 to 124)
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## Government contribution table 2: 24+

Provision	24+	Notes
English and maths, up to and including level 2 (paras 148 to 154)	Fully funded	Must be delivered as part of the legal entitlement qualifications list
Essential Digital Skills Qualifications up to and including level 1 (paras 155 to 158)	Fully funded	Must be delivered as part of the legal entitlement qualifications list
Level 2 (excluding English and maths) (paras 131 to 132)	Fully funded	For those eligible through unemployed (paras 120 to 121) or on a low wage (paras 122 to 124)
	Co-funded	For those who do not meet the definition of unemployed (paras 120 to 121) or do not meet the eligibility criteria for low wage (paras 122 to 124)
Learning to progress to level 2 (para 119)	Fully funded	For those eligible for their first full level 2 through unemployed (paras 120 to 121) or low wage (paras 122 to 124)
	Co-funded	For those who do not meet the definition of unemployed (paras 120 to 121) or do not meet the eligibility criteria for low wage (paras 122 to 124)
Level 3 adult offer (paras 128 to 130)	Fully funded	Learners without a full level 3 or above accessing a qualification on the level 3 adult offer qualifications list
Level 3 (paras 133 to 136)	Loan funded	A learner has achieved a full level 3 ( <a href="#">Advanced learner loans funding rules</a> )
English for speakers of other languages (ESOL) learning up to and including level 2 (paras 163 to 166)	Fully funded	For those eligible through unemployed (paras 120 to 121) or on a low wage (paras 122 to 124)
	Co-funded	For those who do not meet the definition of unemployed (paras 120 to 121) or do not meet the eligibility criteria for low wage (paras 122 to 124)
Learning aims up to and including level 2, where the	Fully funded	For those eligible through unemployed (paras 120 to 121) or on a low wage (paras 122 to 124)



learner has already achieved a first full level 2, or above (para 118)	Co-funded	For those who do not meet the definition of unemployed (paras 120 to 121)) or do not meet the eligibility criteria for low wage (paras 122 to 124)
Learning aims up to and including level 2, where the learner has not achieved a first full level 2, or above (para 119)	Fully funded	For those eligible through unemployed (paras 120 to 121) or on a low wage (paras 122 to 124)
	Co-funded	For those who do not meet the definition of unemployed (paras 120 to 121)) or do not meet the eligibility criteria for low wage (paras 122 to 124)

## Learners in receipt of low wage

Learners may be fully funded, who are employed and would normally be co-funded, provided the learner meets both of the following:

- is eligible for co-funding, and
- earns less than £18,525.00 annual gross salary

## Notes

- Progression funding is available to a Learner who is 19 to 23 years old, has a Level 2 entitlement and needs the additional step up from basic skills in order to progress to a full Level 2 and the Provider is assured they can progress to a Level 2, otherwise the provision is co-funded.
- Personal and Social Development aims and Entry Level provision are not available to workplace learning.
- Where Apprenticeships provision is delivered, The Government contribution will be 50 per cent. The government contribution towards Key, Functional Skills or GCSEs within an Apprenticeship will be 82.5 per cent.
- All Apprenticeship delivery is a mixture of workplace and classroom delivery as specified in the Apprenticeship Framework/Standard and cannot be delivered solely in the classroom.
- Active benefits are Universal Credit, Job Seeker's Allowance (JSA) <sup>1</sup> or Employment and Support Allowance (ESA) in the Work Related Activity Group (WRAG).
- At the discretion of the Provider a wider offer is available to individuals who are unemployed, in receipt of a state benefit (other than UC, JSA or ESA (WRAG)), who want to enter employment and need skills training to do so, can be fully funded for units and other learning aims that will help them achieve this goal.
- Unemployed on active benefits or wider offer to unemployed must be skills training in order to help the individual into work or removes a barrier to getting the individual into work.

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## APPENDIX 2

# Support for Unemployed Fees

The government has allowed some students who are unemployed and planning to take up a job on completion to study for free. To be eligible for this scheme you should be unemployed and in receipt of out of work' benefits though the scheme **does not** cover those in receipt of Job Seekers Allowance or Employment Support Allowance (work related component).

If you are eligible for Advanced learning Loans as you are aged over 23 or over on the 31<sup>st</sup> August and will be studying a course at Level 3 or above you are not eligible for the support outlined in this document.

If you have any questions about financial support please contact the Student Finance Team, in the Student Services Centre which is next to reception. You can also contact us by phone on 01946 839300 extension 1143 or 1153

## Other ways to get support with your Fees:

### Level 2 and Level 3 Course Funding

The College is funded to support the Government policy of increasing the number of adults with full Level 2 or Level 3 qualifications. If you are 19-23 and do not already have a full level 2 qualification or aged 19 - 23 and do not already have a full level 3 qualification and you are enrolling on a full level 2 or 3 qualification, you may be able to get a significant reduction in the costs of doing your course.

- Applies to 'home' fee status learners only.
- Does not apply to all Level 2 and Level 3 courses.
- Entitlement only covers Tuition Fees and not Exam Fees. You can apply for financial assistance with exam fees.

### Exam Fees

You will only be charged exam fees if you are over 19 on 31 August 2018, you will be asked to pay this charge when you enrol or register for the exam. You can apply for financial support with examination fees. Successful application will receive support with 50% of the examination or assessment fee.

**Please return form to Student Finance.**

<b>First Name:</b>	<b>Surname:</b>	
<b>Student ID (if known):</b>	<b>Course:</b>	
<b>Address:</b>		
<b>Date of Birth:</b>	<b>Age:</b>	<b>Post Code:</b>
<b>Mobile Tel:</b>	<b>Contact email:</b>	
<b>What is your status in the UK?:</b> (British/EU Citizen, Refugee, Asylum Seekers)		
<b>How long have you lived in the UK/EEU?:</b>	years	months
<b>If you have lived in the UK/EEU less than 3 years when did you arrive in the UK/EEU?</b>	<b>If you have lived in the UK/EEU less than 3 years where did you live before your arrival in the UK/EEU?</b>	
Year                      Month		
<b>Section B: Your Financial Circumstances:</b> I can confirm that I am not in work and am in receipt of an <b>Out of Work Benefit</b> (can include Universal Credit, Income Support, Housing Benefit, Council Tax Benefit, <u>not eligible</u> for JSA or ESA) <input type="checkbox"/>		
<b>Student Declaration</b> <ul style="list-style-type: none"> <li>I certify that it is my aim to achieve a qualification and enter into employment.</li> </ul> My career aim is <div style="border: 1px solid black; height: 30px; width: 100%;"></div>		
<i>Student Signature:</i>	<i>Date:</i>	

<b>Staff Use Only: Evidence Reviewed:</b>	
<b>Income:</b>	Benefit Letter <input type="checkbox"/> Council Tax Statement <input type="checkbox"/> Bank Statement <input type="checkbox"/> DLA Letter <input type="checkbox"/> Housing Benefit Statement <input type="checkbox"/>
<i>Staff Signature:</i>	<i>Date:</i>
<i>Approved: Staff Signature:</i>	<i>Date:</i>

Lakes College will process the information you have provided in accordance with the Data Protection Act of 1998. The data will be processed for purposes connected to your studies. If you are under 18 this may be shared with your parent or guardian. In addition there may be special circumstances where the Principal considers it appropriate to discuss educational reports with your parent or guardian.

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## HE BURSARY AND OTHER FINANCIAL SUPPORT

Full Time and Part Time students can apply for a Tuition Fee Loan and Maintenance Loan from Student Finance England. See <https://www.gov.uk/student-finance-register-login> for more details.

For further information, help or guidance in relation to higher education student finance, please contact Student Services.

You can apply for Disabled Students' Allowances (DSAs) to cover some of the extra costs you have because of a mental health problem, long term illness or any other disability. You can get the allowances on top of your other student finance. You won't need to repay DSAs. See <https://www.gov.uk/disabled-students-allowances-dsas> for details

A hardship fund will be available for students experiencing extreme financial difficulties that prevent them from continuing with their studies. To access this fund, students will need to arrange an interview with the Learner Support Manager . The fund is open to applications from both full and part time students.

# APPLICATION FOR REFUND/WAIVER OF FEES

## Appendix 4

(to be completed in full by student)



**NAME :** \_\_\_\_\_

**STUDENT NUMBER** \_\_\_\_\_

**COURSE/S:** \_\_\_\_\_

**COURSE CODE/S:** \_\_\_\_\_

**DATE COURSE BEGAN:** \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

**NUMBER OF SESSIONS ATTENDED:** \_\_\_\_\_

**LAST DATE OF ATTENDANCE:** \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

**PAYMENT METHOD:** \_\_\_\_\_  
(Please attach copies of all receipts)

**TOTAL AMOUNT PAID:** £ \_\_\_\_\_

**DATE OF PAYMENT:** \_\_\_\_\_

<b>REASON FOR WITHDRAWAL:</b>          
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Student's signature. I have read & agreed to the terms and conditions overleaf

.....  
**N.B. Reception - A change of student details form will need to be completed and forwarded to Data Services. Send this form to finance department.**

Terms & Conditions Overleaf →

This form to be returned as soon as possible to the following address:

**REFUNDS**  
**Finance Department**  
**Lakes College**  
**Hallwood Road**  
**Workington**  
**Cumbria**  
**CA14 4JN**

**Refund Policy:**

Refund/Waiving of remaining Instalments due for tuition fees will only be applicable in the following circumstances:

- The class is cancelled by the college
- The class day or time is changed which prevents student attendance
- The student withdraws prior to the course commencement.
- The student withdraws from a course within 6 weeks a pro-rata refund will be made.
- Where a student withdraws from a course on medical grounds, or moves to a location beyond the range of the college's own travel arrangements

HE Students, in addition to the above where a student is disadvantaged by having to transfer course or provider we will consider compensating such students in respect of tuition fees and/or maintenance costs, this will be assessed on an individual basis by the deputy principal.

**Refunds/waiving of remaining instalments outside the above criteria will only be made at the discretion of the principal or deputy principal- finance and corporate services and this will only be under exceptional circumstances.**

All applications should be processed within 14 working days from the receipt by the finance office of this form. Proof of payment will be required. If a refund has not been received by this time please address any correspondence to the above address. Where the college has cancelled a course, refunds will occur within 7 working days of the cancellation date of the course.

**All refunds will be made by Cheque**

**Please Note:**

**The college cannot accept responsibility for changes in student circumstances brought about by employers, illness etc. Any claims for refunds in these cases will be individually assessed by the deputy principal- finance and corporate services whose decision will be final.**

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FOR OFFICE USE ONLY:

Refund Info:
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Checked By Date \_\_\_\_\_

Authorised By Date \_\_\_\_\_

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- Anguilla
- Bermuda
- British Antarctic Territory
- British Indian Ocean Territory
- British Virgin Islands
- Cayman Islands
- Falkland Islands
- Gibraltar
- Montserrat
- Pitcairn Islands
- Saint Helena, Ascension and Tristan da Cunha
- South Georgia and the South Sandwich Islands
- Turks and Caicos Islands

Controlled Document

Policy to be assessed: <i>fees Policy</i>	New or existing Policy? <i>Existing</i>
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1	Briefly describe the aims, objectives and purpose of this policy/function or areas of work. <i>Establishes basis of fees set by the college together with fee waiver and remission reasons</i>
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<b>Assessing Relevance</b>	
Please assess the relevance of the function/policy to the promotion of equality of any protected characteristics If the function/policy is relevant continue with the assessment. If not discontinue.	

2i	Does the policy affect the public directly or indirectly?	<input checked="" type="radio"/> Y	<input type="radio"/> N
2ii	Have complaints been received from different equality groups about the policy and its effect on them?	<input type="radio"/> Y	<input checked="" type="radio"/> N
2iii	Does the policy have employment implications?	<input type="radio"/> Y	<input checked="" type="radio"/> N

<p>If the answer to <b>some, or all</b> of the above questions is Yes, then that policy or procedure will be 'relevant' <b>PLEASE CONTINUE WITH THE FULL ASSESSMENT.</b></p>
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Signed (Lead Manager) <i>KAREN WILSON</i> (Lead Manager is responsible for the effective working of this policy/function)	Signature: <i>[Signature]</i>	Date: <i>23-11-12</i>
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## FULL IMPACT ASSESSMENT FORM

Policy/Procedure to be assessed:	FEE POLICY	New or Existing Policy/Procedure?	EXISTING
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1.	<b>Stakeholders/Beneficiaries</b> Which groups are intended to benefit from this policy/function? Funded learners		
2.	<b>Outsourced Services</b> If your function/service is partly or wholly provided by external organisations/agencies on behalf of the service, please list any arrangements you plan to ensure that the function/service promotes equality. Include this in your improvement plan on the back page.		
3.	Are there concerns that the policy does or <b>could</b> have a differential impact due to <b>race/ethnicity</b> ?		<b>N</b>
	If yes, what existing evidence (either anecdotal or documented) do you have for this? <b>Complaints/Feedback/Research/Data?</b>		
4.	Are there concerns that the policy does or <b>could</b> have a differential impact due to <b>gender</b> ?		<b>N</b>
	If yes, what existing evidence (either anecdotal or documented) do you have for this? <b>Complaints/Feedback/Research/Data?</b>		
5.	Are there concerns that the policy does or <b>could</b> have a differential impact due to <b>disability</b> ?		<b>N</b>
	If yes, what existing evidence (either anecdotal or documented) do you have for this? <b>Complaints/Feedback/Research/Data?</b>		
6.	Are there concerns that the policy does or <b>could</b> have a differential impact due to <b>faith</b> ?		<b>N</b>
	If yes, what existing evidence (either anecdotal or documented) do you have for this? <b>Complaints/Feedback/Research/Data?</b>		
7.	Are there concerns that the policy does or <b>could</b> have a differential impact due to <b>sexual orientation</b> ?		<b>N</b>
	If yes, what existing evidence (either anecdotal or documented) do you have for this? <b>Complaints/Feedback/Research/Data?</b>		
8.	Are there concerns that the policy does or <b>could</b> have a differential impact due to <b>gender reassignment</b> ?		<b>N</b>

	If yes, what existing evidence (either anecdotal or documented) do you have for this? <b>Complaints/Feedback/Research/Data?</b>		
9.	Are there any concerns that the policy does or <b>could</b> have a differential impact due to <b>age</b> ?	<b>Y</b>	
	If yes, what existing evidence (either anecdotal or documented) do you have for this? <b>Complaints/Feedback/Research/Data?</b> Government policy funds in part based on age of student		
10.	Are there concerns that the policy does or <b>could</b> have a differential impact due to <b>maternity or pregnancy</b> ?		<b>N</b>
	If yes, what existing evidence (either anecdotal or documented) do you have for this? <b>Complaints/Feedback/Research/Data?</b>		
11.	Are there concerns that the policy does or <b>could</b> have a differential impact due to <b>marriage and civil partnerships</b> ?		<b>N</b>
	If yes, what existing evidence (either anecdotal or documented) do you have for this? <b>Complaints/Feedback/Research/Data?</b>		
12.	Are there concerns that the policy does or <b>could</b> have a differential impact due to <b>social deprivation</b> ?		<b>N</b>
	If yes, what existing evidence (either anecdotal or documented) do you have for this? <b>Complaints/Feedback/Research/Data?</b>		
13.	With regard to questions 3-12 above, does your assessment show that a policy/function is affecting relationships between different equality groups?		<b>N</b>
	<b>If yes, please explain how, go to Q14</b> <span style="float: right;"><b>If no, please go directly to Q 16.</b></span>		
14.	<b>If yes</b> , can this adverse impact be justified on the grounds of promoting equality of opportunity for one group, or as part of a wider strategy of positive action in relation to particular groups?	<b>Y</b>	<b>N</b>
	If yes, please explain what steps you will take to limit this adverse impact, or any potential it may have for damaging relations between groups, or consider alternative policies that might better achieve the promotion of equality?		
	Please explain your plan of action for each relevant quality heading (questions 3 to 12) on the Improvement Plan (e.g. adapt the policy; find another way to meet policy objectives; consider specific provision i.e. adopt changes in communication methods; language support; disability measures etc. for relevant groups).		
15.	<b>If the adverse impact cannot be justified</b> , does the adverse impact amount to unlawful discrimination?	<b>Y</b>	<b>N</b>

	Where the adverse impact is unlawful, the policy or the element of it that is unlawful must be changed or abandoned. If an adverse impact is unavoidable, then it must be justified, as outlined in the question above.		
16.	<p><b>Consultation</b>  What does available data and the results of any consultation show about the take-up and appropriateness of your service/function/policy. This should include consultation from those who are likely to be directly affected by the policy, e.g. users/potential users; staff, relevant interest groups.</p> <p><i>Policy reflects government policy regarding funding eligibility.</i></p> <p>Where there is insufficient data or knowledge about the equalities target groups needs, you will need to undertake further consultation (include details of any further consultation exercise planned, or planned improvements as a result of consultation, in your Improvement Plan attached). The extent of the consultation exercise should be in proportion to the effect that the policy is likely to have, and may not need to be detailed.</p>		
17.	<p><b>Monitoring &amp; Publishing</b>  How are you going to monitor or carry out regular checks on the effects this policy has on different equality target groups?</p> <p>A list of all Impact Assessments undertaken need to be published on an annual basis.</p>	<p><b>Review profile of students year on year.</b></p>	
18.	<p><b>Staff Development and Training</b>  Please list any staff development or training issues on equalities arising from this assessment (and include this in your improvement plan attached)</p>	<p><b>None</b></p>	
<p>Signed by Lead Manager</p> <p>(Lead Manager is responsible for the effective working of this policy/function)</p>		<p><b>Signature:</b>     <i>Karen Wilson</i></p> <p><b>2022</b></p>	<p><b>Date:</b> 16<sup>th</sup> February</p>