

**Cirencester College Audit committee meeting 4th March 2024.
Agenda item 13.c**

Policy	Fees and Income policy – 2024-25
Owned by	Finance Director
Corporation approval	Audit Committee – March 2024 Corporation – March 2024
Last approval	<i>June 2023</i>
Next approval	<i>March 2025</i>

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REQUIRED

The Corporation is to note and approve of the Fee Policy rather than to consider detailed proposals

1. Audit Committee 4th March 2024 – to note, adopt and recommend for adoption by Corporation meeting of 18th March 2024.
2. Corporation meeting of 18th March 2024 to adopt Fee Policy for finance year 2024-25.

1. Policy Context

Mission Statement

'We are the specialist Sixth Form College for Swindon, North Wilts and Gloucestershire'

Our Purpose is to:

Ensure every student has the skills, knowledge and qualifications to prepare for their place in a changing world.

The Cirencester Way

The Cirencester Way is:

- *Being ambitious for all our students and challenging all to excel*
- *Respecting and nurturing individuals*
- *Developing independent, resilient and employable citizens*
- *Being a learning community, which is large enough to offer unrivalled choice but small enough to care*
- *Providing THE stepping stone from School to University, Apprenticeships or Work*
- *Empowering great staff to deliver great student experiences.*

The College, a public sector institution regulated by the Education and Skills Funding Agency on behalf of the Department for Education, is an exempt educational charity for the purposes of Part 3 of the Charities Act 2011. HMRC recognises Cirencester College as a charity for tax purposes under reference XT25961.

The College earns all of its income for charitable purposes of supporting Education, principally directed at 16–19 year-olds with ancillary adult 19+ years education offerings either grant funded, co-funded or fully paid for.

Additional marginal income may be generated through the use of College facilities by community groups, other education bodies or sundry marginal approaches.

- Overall, courses should make a cash contribution to the college's income and expenditure account. The exact amount and variations in fees between courses will be set by the Finance Director and Principal in line with Education Skills Funding Agency and other funding agencies learning aims advisories.
- Fees should be competitive but should reflect the quality of the offer.
- Year on year increases should avoid a shock either to the market or to enrolment potential.
- There should be flexibility in fixing fee levels, but the college should establish a minimum hourly income below which a course would not run.

The Corporation's responsibility is to approve a fee policy rather than to consider detailed proposals.

2. What's covered

Government funding for adult 19+ Level 3 and above students has been withdrawn (unless aged between 19 and 23 and undertaking a first full level 2 or 3 and/or under an Educational and Health Care Plan). The tuition fee payable for unfunded students is 100%. The full fee will be charged, unless there is a sound reason for doing otherwise, cleared with the Finance Director.

Unless otherwise stated in this policy or on the College website, students 'fees' generally refers to the charges to the learner in respect of tuition, essential course texts and one exam sitting. Charges for ancillary materials, re-sits etc. incur additional charges. A fully grant funded learner cannot be charged

for costs directly related to delivering the qualification e.g. exam or registration fees or tools, books and materials where the learner cannot achieve the qualification without them.

The College is not registered with Office for Students. Students studying Level 4 programs and above may therefore not be able to access student loans through Student Finance England.

3. Further Education Courses from Entry to Levels 3 and 4

3.1. 16-19 years Tuition (students must be under the age of 19 on 31st August 2024)

Eligible students are fully funded by the government including the costs of essential course texts, assessable material, tutorial and enrichment activity and one exam sitting. The College may impose charges for exams or other costs if a student is subject to College disciplinary procedures. If average attendance levels fall below 85% for a qualification, exam costs may be imposed for that qualification.

EU (or EEA) and non – EU students

The UK's new points based immigration system applies and treats EU (other than Irish citizens) and non-EU citizens equally. Students who are nationals of EU (or European Economic Area (EEA) countries (other than Irish citizens) who enter the UK after 31st December 2020 are not automatically eligible for funding and must be able to demonstrate that they are legally resident in the UK to be funded.

All Irish students continue to be automatically eligible for funding under immigration concessions agreed with the Irish Government.

Ukrainian and other 16 – 19 students

Generally, if a student has the legal right to reside in the United Kingdom, they are eligible for 16 – 19 years ESFA grant funding and can be enrolled.

3.2 English and Mathematics Qualifications at Level 2 or below.

No fees are payable for English and Mathematics qualifications at level 2 or below if the eligible student does not hold a grade C or 4 or above GCSE in the subject. Other level 2 qualifications may have fees remitted depending on circumstance.

3.3 19-23 years and 24+ years, for Levels 2, 3 and above, on College Courses (students must be aged 19 and over at the date of start of qualification)

Individual circumstances determine whether you may be eligible for government full funding or co-funding of up to 50% of the course fees or liable for the full cost of training – status and price confirmed on enquiry. The tuition fee element for co-funded courses is 50% of the fully funded LARS (Learning aims reference system) rate for adult classroom provision. It is intended that this is charged, unless there is a sound reason for doing otherwise. Some students may be entitled to full ESFA (Education and Skills funding Agency) funding depending on their circumstances. Refer to the fee remission eligibility framework document published as part of the ESFA funding rules under:

- [16 to 19 education: funding guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk)
- [Adult education budget \(AEB\) funding rules 2024 to 2025 - GOV.UK \(www.gov.uk\)](https://www.gov.uk)
- Or contact student.journey@cirencester.ac.uk

The college will, in the main, receive no Government funding for these students unless studying for their first full level 2 or 3 qualification (and those registered as unemployed). The fees shown below include the cost of essential course texts and one exam sitting.

Qualification ¹	AY 2024-25 Fees ¹	AY 2023-24 Fees ¹
Each AS level (one year)	£724	£724
Each A Level Linear (over 2 years)	£1,987 - £2,583	£1,987 - £2,583
T Level - two year course	<i>Not funded for 19+</i>	Not funded for 19+
Vocational certificate, extended certificate or Diploma 60/90/120 credit over 2 years	From £1,265 to £5421	From £1,987 to £7,172
Vocational Extended Diploma (180 credit) NB: over 2 years	£6,602 - £11,356	£6,602 - £11,356

¹ derived from ESFA Learning Aims reference or LARS

EU, other EEA and Swiss nationals will no longer be eligible for ESFA funded 19+ Adult education budget funding, or apprenticeships, in England for courses or apprenticeships starting in academic year 2024-2025. The prohibition also applies to Student loan and Additional learning support costs.

Irish nationals living in the UK or Ireland right to study and to access benefits and services is preserved on a reciprocal basis under the Common Travel Area arrangement.

3.4 19+ Student Loans

Student loans may be available to 19 year old's and upwards at levels 3 and 4. Full details of this and how to apply will be available on the College website or through the College's Student Journey team when further information is received from the Student Loans Company

If the student is infilling a place on an existing course the fees charged will be the same as those given in section 4.3. The College reserves the right to cancel the course should the enrolment roll be less than 18 which may make the course uneconomic to run. Full refunds will be offered in that eventuality.

The College no longer has a valid Tier-4 license and will therefore cannot not enroll non-EU students.

3.5 Exams re-sits – Exam Board have not yet published their 2024-25 prices; the prices forecast below may be taken as indicative.

A Level re-sit £180 to £200 for some subjects like Maths (*fy2324 - £120 to £150*).

AS re-sit - not applicable

GCSE Maths £70 (*fy2324 £60*)

GCSE English £70 (*fy2324 £60*)

GCSE Language £70 (*fy2324 £60*)

Functional Skills £30

City & Guilds £30

BTEC/CTEC unit £50

3.6 Course Retakes

The College does not encourage students to re-take whole courses, unless there are exceptional health or other reasons. For eligible students where a re-take of an L3 course is agreed by the College exam re-sit fees will be charged.

3.7 Course Costs

As stated in paragraphs 3.1 to 3.4, courses, whether fully Government funded or paid for by the student, include the costs of essential course texts, assessable material and one exam sitting. Other costs such as trips, consumable textbooks, printed booklets, kit etc. have to be paid for by the student. These are set by the course team. Details of additional costs are included on course information on the College website and can be discussed during the admissions process.

3.8 Additional Learning Support

For any funded students whose courses are being fully or co-funded and who have an assessed learning difficulty or disability, the College provides access to additional learning support. For 19+ students on Level 3/4 courses and ineligible for grants, the cost of any additional support would need to be met by the learner or, for those in receipt of a 19+ Advanced Learning Loan, by applying for a 19+ Advanced Learner Bursary – subject to meeting the criteria and to available funds (see Bursary Policy on College website)

Non EU students who may require additional learning support cannot be enrolled as the College does not have a Tier 4 License.

3.9 Financial Support/Bursaries

Details of financial support and bursaries available to students of all ages on courses up to Level 4 can be found in the Bursary Information and Policy on the College website.

3.10 Disability Support – Reduced Fees

Reduced fees will be available if the learner meets the ESFA criteria for fee remission. Additionally the College will provide similar concessions to those who receive:-

- a) Disability living allowance and unwaged dependents thereof.
- b) Incapacity benefit.

4.11 Apprenticeships - Work-based Learning – Level 3 & Level 4

Cirencester College Apprenticeship delivery of frameworks and standards require variable fee charges to employers depending on course content, level, whether levy paying or not, market conditions and ESFA funding allocated to each apprenticeship. Government rules state that the cost of apprenticeship training should be fully or partly met by the employer and not the learner (apprentice). The Government expects an employer levy full payment or part payment with Government co-funding to cover the cost of apprenticeship training. There are incentives for small employers and increased funding if the apprentice is under 19.

The fees for these are dealt with on a course by course basis. Please see College website or contact apprenticeships@cirencester.co.uk for further details.

There is evidence of competitors applying a “loss leader” approach to win business. In order to overcome such activity, and protect employer relationships or win new business, the College will in some proven cases allow a degree of flexibility to “match-price” if believed to be worthwhile. At the same time, it is important that full cost programmes where no funding is available from the ESFA may see prices suited to match the complexity and market viability of the programme being delivered.

4. Higher Education Courses

4.1 Foundation Degrees - The College does not offer Foundation degrees at this time.

4.2 Teaching in the Lifelong Learning Sector

The fees shown below include the cost of essential course texts and one exam sitting. Other costs have to be paid for by the student. Please refer to the College website for further detail.

Courses	Full time/full course Fee ¹
1 year BTEC Level 3 Award in Education and Training	£450

2 year part time BTEC Level 5 Diploma ² in Education and Training – (commenced 8 th March 2021)	£3,200 (£1,600 per year x 2)
Further Award and Diploma courses – in response to local demand.	Fees to be confirmed.

¹Annual fees for part time students are half of those for full time.

² To meet an increasing local demand for a good teaching qualification, we have recommenced the 2 year part-time BTEC L5 DipEd in 2021. The College is not registered with Office for Students. Students studying the Diploma for Education and Training are not eligible to access student loans through Student Finance England

4.3 Teaching Support

These courses are currently under review and the format may change. This may result in a change to the fees set out below which are based on the current qualification.

The illustrative AY 2024-25 fees shown below include the cost of one exam sitting. Other costs have to be paid for by the student.

Course	Fee – AY 2024-25 illustrative fees
BTEC Level 2 Certificate in Support Teaching and Learning in Schools	£550
BTEC Level 3 Diploma in Specialist Support for Teaching and Learning	£900

4.4. Professional Qualifications

The College offers AAT. The fees for these are dealt with on a course by course basis and will be funded by the student. Please see College website for details.

4.5 EU (EEA), Non- EU Students or College staff

The College does not have a Tier 4-License.

Foundation degree (see 5.1) fee charges will be on Partner organization websites.

Foundation Degree fees for non- EU students can be found on the institution's website.

EU, other EEA and Swiss nationals will no longer be eligible for UK government funded 19+ Adult education budget funding, or apprenticeships, in England for courses or apprenticeships starting in academic year 2024-25. The prohibition also applies to Student loan and Additional learning support costs.

The rule change will not affect EU and other EEA and Swiss nationals benefitting from Citizens' Rights under the EU Withdrawal Agreement, EEA EFTA Separation Agreement or Swiss Citizen' Rights Agreements respectively.

The rule changes will not apply to Irish nationals living in the UK or Ireland whose right to study and to access benefits and services is preserved on a reciprocal basis under the Common Travel Area arrangement.

5 Cirencester College Staff attending College Courses

Internally delivered courses

5.1 Full fee remission for college staff on internal college courses will only be given if a case is made by the student, supported by their line manager and approved by the Vice Principal Curriculum.

5.2 Fee remissions may be provided on application to the College course provider if a member of college staff wishes to attend a course through personal choice.

5.3 External (paid for) courses - The high cost of these courses gives rise to claw-back arrangements as follows:

In circumstances where the individual hands in their notice during or within 2 years of completing the training then the College reserves the right to recover all or part of the investment made by the College. In case of recovery through clawback, the following rules apply:

- An employee leaves during the current course of study – 100%
- An employee leaves up to 1 year of the end of the course of study – 100%
- An employee leaves after 1 year but before 2 years of the end of study - 50%
- An employee leaves after 2 years of the end of the course – no clawback applies.

6 Fee Payments

6.1 Single Payments

Payments should be made to the college before the start of the course

6.2 Payment by Instalments

a) **Foundation Degree Students** – not applicable. Not offered by the College.

Teaching in the Lifelong Learning sector

The payment deadlines for these courses are in line with the Student Loan Company payment dates or up front subject to c) below. The £425 for the BTEC Level 3 Award in Education and Training would be expected to be paid up front.

b) **All Other Courses**

An additional charge of £10 for each instalment may be made, up to a maximum of three instalments. Payment by instalment will only be applicable to courses over £500 in value and all instalments must be paid before the start of the course. Instalments are generally not offered to employers.

For courses over £500 in value, and if agreed between the Faculty Head and the Finance Director, it will be possible to allow some payment by the student after the course has started, providing that full payment is received within 2 months of course completion.

Please note in certain cases if it is advised by the Faculty Head in agreement with the Finance Director the £10 charge may be waived.

6.3 Fee Remission – any requests will be considered individually. No fee remissions are generally offered on College courses.

6.4 Refunds

a) **Foundation Degree Students** - not applicable. Not offered by the College.

b) **Teaching in the Lifelong Learning Sector**

The College follows similar rules set by other Colleges regarding students withdrawing from courses and, as an HE provider, we are obliged to comply with Competition and Markets Authority Legislation.

Date of student withdrawal	Fee liability to the College
During 14 day cooling off period	0%

After 14 day cooling off period and before start of term 2	35% of annual tuition fees
From 1 st day term 2 and before start of term 3	50% of annual tuition fees
From 1 st day term 3	100% of annual tuition fees

c) All Other Courses

Refunds will not be provided if the student has attended more than one session or, if the student does not attend the first session and more than two sessions of the course have been held except in exceptional circumstances and at the discretion of the Finance Director.

6.4 Bad Debts

Generally, learners will need to pay for their tuition by the time their course commences. The lecturer, or other person responsible for delivering the course, will be notified if payment has not been received by the due date and they will politely notify the learner that it is College policy that tuition should not continue, and if payment is not made by commencement of the next lesson/session then provision will be discontinued. Once the due payment has been made the learner can re-join the class.

The College will seek recovery of any tuition fees outstanding. Non-payment could affect the creditworthiness and good financial standing of debtor students.

7 Adult Leisure Courses

The College offers competitively priced Adult leisure courses in response to community demand as part of its Charitable “education for public benefit” purpose.

Courses may or may not run depending on the financial contribution secured which is in turn dependent on learner number or costs.

For further information contact adult.education@cirencester.ac.uk or refer to [https://www.cirencester.ac.uk/courses/Adult Leisure courses](https://www.cirencester.ac.uk/courses/Adult%20Leisure%20courses) for the latest programme on offer.

8 College Theatre and Facilities

8.1 Hire of Facilities

- Contact facilities@cirencester.ac.uk
- Prices quoted are net of vat at 20%
- Facilities include Car Parks, Playing fields, Spotlight servery, selected classrooms & catering arrangements.
- Availability of College facilities is subject to their primary use of supporting 16-19 and adult education.
- Discretionary fee arrangements may be approved subject to the overriding requirement to make a net marginal cash contribution to the College income and expenditure account.

8.2 Theatre Hire or bookings for performances

- Contact box.office@cirencester.ac.uk
- Prices quoted are net of vat at 20%
- Facilities Spotlight bar, selected classrooms & catering arrangements if required.
- Availability of College facilities is subject to their primary use of supporting 16-19 and adult education.
- Discretionary fee arrangements may be approved subject to the overriding requirement to make a net marginal cash contribution to the College income and expenditure account.

8.3 Car Parking

The College wishes to support student and parental environmental, health and safety concerns by encouraging bus travel using the College's subsidised Stagecoach's annual mega-rider passes which allow travel throughout the sub-regional area for a heavily discounted price see [Travelling To College – Cirencester College](#).

Many colleges are unable to provide parking facilities for students. Some have a "pay and display" facility, at which it is not uncommon to pay £3+ per day or more to park. The charges below equate to less than £1.14 pence per day for annual passes, £1.69 to £1.78 for more expensive, shorter term, termly passes. The annual pass represents substantial value. For note, parking in Cirencester for a whole day is now around £6. Favourable local annual permit parking arrangements are also at well over £2 per day.

Charges for 2024-25 are:

- £199 (same as 2023-24 & 2022-23) per annum or
- £115, £85, and £105 (2023-24 £115, £90, £90) for the shorter autumn & spring, and now longer summer terms respectively – with charges set at termly or half-termly prices only.
- Pro-rating **will only apply** to students enrolling for the first time between September and December and wishing to buy the annual pass.
- The College may for operational reasons, not use the car-park barrier for very limited periods of time. No refunds will be made as the annual price is set for annual maintenance, is heavily discounted and reflects occasional barrier non-use.
- Parking will be free after 6pm and for Sundial Theatre customers.
- Adults attending part-time courses will be charged £10 per term
- For FE and HE students (including those on teacher training courses) it is deemed that this charge has been included within their fees.

Once it is deemed that a car park has reached optimum capacity no further passes will be sold. Those wishing to purchase a pass can ask to be put on a waiting list. In any case, students who are not aged 17 by 1 September 2024 will not be sold a car parking pass but can ask to be put on the waiting list once they reach age 17 and provide proof of having passed the driving tests. If it becomes clear that the car park could take a limited number of additional users these will be for sale to those highest on the waiting list.

Daily tokens at £2 per token are mainly available during the exam period but may also be purchased at an earlier date depending upon availability and compliance. To be compliant, any cars would need to be registered before a daily token is sold and students would need to have passed their driving tests.

A separate car parking policy document exists and is the main authority reference for parking at the College.