

Quality Manual

Subject	01.05 FEE POLICY	Section College Organisation
		Sheet 1 of 4

PURPOSE To set out a framework within which the College will set fees for the forthcoming academic year.

SCOPE LSC Further Education, Workbased Learning, Services to Business (fully costed work for employers) and Higher Education.

RESPONSIBILITY Vice Principal, Business and Student Services

PROCEDURE(S) See attached fee policy

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FEE POLICY 2009/10

1 Summary

This policy sets out the framework within which the College will set fees for the academic year 2009/10. The policy includes LSC further education, Work Based Learning, Services to Business (fully costed work for employers) and Higher Education.

2 LSC Further Education funded course fees

2.1 Fees will be set at a rate of at least 47.5% of the LSC standard funding available for a specific learning aim. Part time course fees have been set in bands (see attached).

2.2 Exceptions to 2.1

Nationally prescribed remissions groups which are:

2.2.1 Fee remission – where the LSC provides funding to cover the cost of providing remission of fees for individuals on an income related benefit.

2.2.2 Government, priorities/targets where specific provisions have been made, for example:

- Skills for Life
- Train to Gain funded programmes

Other exceptions:

2.2.3 Course fees will not be charged to young people who are under 19 years of age on 1 September 2009. Examination fees will not be charged for the course main qualification aims and key skills. Charges for visits, personal equipment necessary for the course and examination re-sits will be charged separately where applicable.

2.2.4 Other provision where the market requires a competitive rate. For example, Access courses leading into the College's degree programme.

3 Further Education

Overseas fee	15 hour + courses	£5,150 per annum
	Less than 15 hours	£11 per course hour

4 Refunds

- 4.1 Refunds will only be given in exceptional circumstances.
- 4.2 For short courses no refunds will be available after commencement of the course.

5 Workbased Learning

Workbased Learning being defined as all training undertaken as part of the LSC's Employer Responsive funding stream.

- 5.1 Course and examination fees will not be charged to young people who are under 19 years of age on 1 September 2009.
- 5.2 Course fees and accreditation fees will be charged to people over the age of 19 or their employers as per core LSC funding guidelines.
- 5.3 Exceptions will apply as with LSC further education funded programmes.
- 5.4 Learners sponsored by private training providers receiving LSC funding will be charged at £7.75 per infill hour. Group rates will be fully costed and provide a minimum net margin of 20%.

6 Services to Business

Services to Business is defined as short courses (less than 12 weeks), consultancy, or other College service provided for employers. This provision is fully costed with the expectation that a minimum of 10% net margin will be achieved on each course or discrete activity.

Individual qualification aims may attract LSC funding although this will not be taken into account when calculating the net margin.

7 Personal and Community Learning

An hourly rate of £4.00 will be charged for all funded personal and Community Learning (formerly non-vocational Adult Education).

8 Higher Education

- 8.1 Full-time home fees 2009/10 only – to be set by University Campus Suffolk (UCS)
- 8.2 Part-time fees 2009/10 only – to be set by UCS
- 8.3 **Overseas (non-EU)**
 - 8.3.1 HE overseas students' full-time fee will be £6,560 per annum.

8.3.2 Any overseas students' remission will be approved by the Deputy Principal.

9 Services outside the scope of the current fee policy

Any contracted College service or course which falls outside the scope of this fee policy will be fully costed and approved by SMT. One example of provision which would be included in this category would be 14-16 school link work.

Programme/subject area	Apprenticeships L2	Apprenticeships L3	Progressed L3	Part time L2	Part time L3
Construction - trowel trades, carpentry, p & d	£850	£850	£850	£850	£850
Plumbing	£1,230	£1,230	£1,230	£1,230	£1,230
Electrical installation	£1,230	£1,230	£1,230	£1,230	£1,230
Engineering	£850	£850	£850	£850	£850
Manufacturing	£630	£850	£850	£850	£850
Management and Professional	£850	£850	£850	£850	£850
Accountancy and Finance	£850	£850	£850	£850	£850
Business Administration	£630	£630	£630	£630	£630
Retailing and Customer Service	£630	£630	£630	£630	£630
Leisure, Sport and Travel	£630	£630	£630	£630	£630
Hospitality	£630	£630	£630	£630	£630
Hair and Beauty	£630	£630	£630	£630	£630
Health Care and Public Services	£630	£630	£630	£630	£730
Oral Health	£630	£630	£630	£630	£730

Notes on Apprenticeship fees

The charge quoted is per year or part of (in the year they complete or withdraw).
 Apprentices taken on between January 2010 to July 2010 will be charged monthly pro-rata.
 The fee is inclusive of examination fees required for completion of the framework.
 All additional qualifications will be charged separately.
 There will be no charge for key skill accreditation.

Notes on Part-time fees

Additional charges may be identified for additional work-based assessment.