

## General Principles

Hull Training and Adult Education provides many learning opportunities funded by the Education and Skills Funding Agency (ESFA). All courses are funded by the ESFA and may be used as matched-funding for the European Social Fund (ESF).

Tuition fees are payable for the course duration. For example, the fee for a two year course will be payable in year one.

Classroom based learners are ultimately responsible for ensuring that their fees are paid, even where a third party (e.g. an employer) intends to pay on their behalf.

## Fees and Instalments

All fees become payable on the completion of an enrolment form either by the learner or sponsor unless the learner is entitled to full fee remission.

Payment of fees may be made by credit or debit card, or cheque and in the case of instalments, by standing order.

Where the total fee is more than £150, and the course is more than 12 weeks in duration, learners can pay a deposit followed by a maximum of three equal instalments. Other arrangements are available for courses with a course fee in excess of £400 and longer than 21 weeks.

Payments by sponsors will not attract a discount.

## Advanced Learner Loans

Where a learner elects to pay fees via an Advanced Learner Loan, the Student Loans Company (SLC) will make payments to Hull Training and Adult Education each month. If a loan is not applied for, or the learner withdraws from the course, paying the outstanding fee will be the responsibility of the learner.

## Fee Refunds

The full fee for a course is payable even if the learner decides not to complete the course. Fee refunds or waivers will only be approved where Hull Training and Adult Education has cancelled the course, where there is a justified complaint, or in exceptional personal circumstances.

If a learner wishes to withdraw from a course prior to its commencement, and informs Hull Training and Adult Education in writing or by email at least 14-days before the start date, a refund less an administration fee of £10.00 will be given.

If a learner wishes to withdraw from a course prior to its commencement, and fails to inform Hull Training and Adult Education in writing or by email at least 14-days before the start date, a refund will be given only at the discretion of the Head of Service after the course's continuing viability has been confirmed. Refunds will be subject to the deduction of the administration fee.

## **Tuition Fees Policy**

The tuition fees policy is also available on request and on the Hull Training and Adult Education website.

Please note that this policy has been compiled from guidance available as at 31 July 2021. A revision of this policy may result from further guidance received from the ESFA.

## **Tuition Fees Policy**

**Review Cycle:** Annually

**Next Review Date:** July 2022

**Person Responsible:** Head of Service

**Approving Body:** **Senior Management Team**

### **1. Introduction**

- 1.1 Hull Training and Adult Education's approach to setting and collecting tuition fees and associated charges (such as materials and equipment) is reviewed on an annual basis.
- 1.2 The approach of Hull Training and Adult Education to recovering fees is largely dictated by its principal funding body.

### **2. Objectives:**

- 2.1 This policy seeks to ensure that:
  - Hull Training and Adult Education has a fees policy that is fair, equitable and clear;
  - tuition fees and associated charges are calculated and applied consistently across the entire curriculum offer of Hull Training and Adult Education.

- any barriers to participation presented by tuition fees and associated charges are mitigated by providing flexible payment options and/or assisting learners to access appropriate financial support to meet the cost of these;
- Hull Training and Adult Education can respond flexibly to market forces and government policy, including fee guidance issued by its funding body, the ESFA;
- Hull Training and Adult Education generates a proportion of overall income from non-publicly funded sources;
- Hull Training and Adult Education develops appropriate and effective targets relating to fee income generation, and reviews performance against these regularly, and in relation to sector benchmarks.

### **3. Responsibility for paying course fees**

- 3.1 Hull Training and Adult Education has an Equality, Diversity and Inclusion Policy and seeks to ensure that arrangement for fees and charges are consistent with this
- 3.2 Learners or their sponsors, unless they qualify for exemptions/waivers, are to be charged:
- a tuition fee;
  - a materials charge (specific to individual courses);
  - external fees (awarding body, examination, registration)
- 3.3 Classroom based learners are ultimately responsible for ensuring that their fees are paid, even where a third party (e.g. an employer) intends to pay on their behalf.
- 3.4 All fees are due at enrolment and continuing attendance on a course or programme of study and sitting examinations is dependent on the payment of all fees due. Appendix 1 sets out the fees payable for subsidised courses. Instalment arrangements are available provided that certain criteria are met.
- 3.5 No tuition fees are payable by adult learners who meet the specified criteria in Appendix 1.
- 3.6 Learners seeking a reduction or waiver of fees under these policies may be asked to provide documentary evidence of their entitlement to receive benefit, or proof of their membership of the relevant group.
- 3.7 In order for a learner to be eligible for Government funding for their learning programme the learner must have the legal right to be resident in the UK at the start of the programme. There should also be a reasonable likelihood that the learner will be able to complete their programme of study. Other residency rules apply.

- 3.8 A learner's status at enrolment (e.g employed, in receipt of eligible benefit) applies throughout the year on that learning aim.
- 3.9 Where a learner did not successfully complete their examination and the learner resits the examination within further learning a resit charge will apply
- 3.10 Other charges imposed by awarding organisations (re-marking, requests for scripts) will be passed on to all learners.

#### **4. ESFA funded provision**

- 4.1 Tuition fees are payable for the course duration. For example the fee for a two year course will be payable in year one.
- 4.2 In addition to the ESFA fee remissions (as detailed in Appendix 1) Hull Training and Adult Education may offer discretionary fee remission to learners:
- Those in receipt of the following benefits:
    - Jobseeker's Allowance (JSA), including those receiving National Insurance credits only
    - Employment and Support Allowance (ESA).
    - Universal Credit, and their take-home pay as recorded on their Universal Credit statement (disregarding Universal Credit payments and other benefits) is less than £345 a month (learner is sole adult in their benefit claim) or £552 a month (learner has a joint benefit claim with their partner)
  - Unwaged dependants of those listed above.
- 4.3 Hull Training and Adult Education has a discretionary Learner Support Fund for courses leading to a qualification. Learners are considered on an individual basis by the Performance and Funding Manager.
- 4.4 The requirement to pay the cost of awarding body registration and examination is set out in Appendix 1.

#### **5. Bespoke Employer Courses**

- 5.1 Payment for such courses is due upon receipt of invoice.
- 5.2 Cancellations giving notice of more than 14 days will incur a £10 administration fee. Notice of less than seven days will incur all fees.

#### **6. Payment of Fees and Instalments**

- 6.1 All fees become payable on the completion of an enrolment form either by the learner or sponsor unless the learner is entitled to full fee remission. Payment of fees may be made by credit or debit card, or cheque and in the case of instalments, learners will be invoiced.

- 6.2 Where the total is £150 or more, and the course is more than 12 weeks in duration, three instalments. Instalments may span academic years, depending on the start date of the course. Other arrangements are available for courses with a course fee in excess of £500 and longer than 21 weeks.

## **7. Unpaid Fees**

- 7.1 Hull Training and Adult Education will use appropriate debt recovery procedures where learners breach the terms of their instalment agreement, and may exclude such learners from Hull Training and Adult Education.

## **8. Fee Refunds (General)**

- 8.1 Fee refunds or waivers will be approved where Hull Training and Adult Education has cancelled a course, where there is a justified complaint, or in exceptional personal circumstances, at the discretion of the Head of Service.
- 8.2 If a learner wishes to withdraw from a course prior to its commencement, and informs Hull Training and Adult Education in writing or by email at least 14 days before the start date, a refund will normally be given, less an administration fee of £10.00
- 8.3 If a learner wishes to withdraw from a course prior to its commencement, and fails to inform Hull Training and Adult Education in writing or by email before the start date (see 8.2), a refund will be given only at the discretion of the Head of Operations after the course's continuing viability has been confirmed. Refunds will be subject to the deduction of the administration fee.

## **9. Subcontracting**

- 9.1 Hull Training and Adult Education enters into subcontracting arrangements to meet the needs of learners and employers where provision cannot be offered as direct provision. Subcontracting should meet the needs of the community and focus on priority groups, the unemployed, those wishing to further their careers and find more sustainable employment and Apprenticeships. Subcontractors will be supported to follow Hull Training and Adult Education's Quality Assurance processes set out in individual contracts, including Teaching, Learning and Assessment and implementation of the Quality Framework. In addition to meeting Quality Assurance requirements, Hull Training and Adult Education will also support (where required) with Curriculum Management, Accreditation, Tutor Management, Course Planning, MIS management and submission data returns,

marketing, learner support, innovation, provision of CPD activities and health and safety. Further details on the support arrangements are detailed in individual contracts.

- 9.2 Hull Training and Adult Education have determined the costs of services provided and require a minimum 15% management fee for services provided.
- 9.3 This management fee includes processing of enrolments, withdrawals, suspensions, completions and achievements, and ILR funding returns to the ESFA.
- 9.4 Full payment terms are confirmed with individual subcontractors and are listed in individual contracts but will be based on actual funding drawn down from the ESFA. Payments to subcontractors are capped at the rate of Maximum Contract Value listed in individual contracts. Subcontractors are informed of the amounts to invoice, and payments will be made within 30 days of receipt of invoice.
- 9.5 Following the submission of the Final Funding Claim in October 2021, Hull Training and Adult Education will publish a list of all subcontracts, detailing the funding received, retained by Hull Training and Adult Education, and paid to each subcontractor

## **10 Interpretation of the Policy**

- 10.1 Hull Training and Adult Education recognises that there may be exceptional circumstances in which a certain level of discretion may need to be exercised.
- 10.2 The Head of Service has discretion to waive or reduce deposits payable under instalment arrangements having regard to the personal circumstances of individual learners. However, waivers and reductions will not be given to learners with previous poor payment history.

## Appendix 1

### Fees payable for home learners

Type/Age	Course Fees	Assessment or Examination Fee
Learners aged 19+, as at 31 August 2021, who <ul style="list-style-type: none"> <li>• Are unemployed and in receipt of Jobseeker's Allowance, Employment and Support Allowance (and in Work-Related Activity Group) or Universal Credit and mandated (required) to undertake skills training <b>and</b></li> <li>• Unemployed, or earning less than 16 times the minimum wage per week, in receipt of a state benefit, who want to enter employment and need skills training to do so.</li> <li>• On a low wage and earning less than £17,374.50 gross annual salary</li> </ul>	Free	Paid by HTAE
Learners aged 19+, as at 31 August 2021, studying basic English and Maths leading to a qualification , and those studying GCSE English or Maths who do not already hold a grade C or higher in the subject they are studying.	Free	Paid by HTAE
Learners aged 19-23, on the day the course starts, who are enrolling on an Entry Level or Level 1 course and do not already have a full Level 2 qualification	Free	Paid by HTAE
Learners aged 19-23 on the day the course starts, who are enrolling on Essential Digital Skills Qualifications up to and including level 1	Free	Paid by HTAE
Learners aged 19-23, on the day the course starts, who are studying their first full Level 2 qualification if the qualification is part of the Legal Entitlement.	Free	Paid by HTAE
Learners aged 19-23, on the day the course starts, who are studying their first full Level 3 qualification if the qualification is part of the Legal Entitlement.	Free	Paid by HTAE
<b>If you do not qualify for free provision under one of the above categories, then you will pay the published fee – concessions may apply.</b>		

**Authorised to sign for and on behalf of The Council**

**Assistant Director**

Name: Tracy Harsley

Signature:

Date: 18.06.21

**Head of Service**

Name: Sharon Gamble

Signature:

Date: 18.06.21



## **Pound Plus**

### **What is Pound Plus?**

Pound Plus refers to additional income generated over and above core income from the (ESFA's) Adult Education Budget. It is a term used to describe how we evidence how we are maximising the value of public investment.

This is important because generating additional income and revenue is central to the objective of driving up participation within a very constrained public funding environment.

Pound Plus includes income generated or savings made through course fees, financial sponsorship, access to new learning spaces made available at no or reduced costs; use of volunteer workers; donations of equipment or consumable items; access to other funding sources or grants.

### **Introduction**

We undertake a volume of activity that contributes to the wider delivery of community learning and the generation of additional income is central to the objective of driving up participation in the community.

The term 'Pound Plus' describes how we can demonstrate that we are maximising the value of public investment. It is used by the ESFA to describe the added value required to supplement the existing community learning income streams to benefit learners, particularly those who are disadvantaged and cannot afford to pay fees.

### **Hull Training and Adult Education generation of Pound Plus**

Hull Training and Adult Education is committed to offering all learners the opportunity to enrol on a variety of programmes which are informal, practical and friendly.

Hull Training and Adult Education offer a range of courses in community venues and schools which are free to all learners. We are able to offer these courses for free by using fee income generated from room hire and the provision of full cost courses.

A differentiated fees policy involving a mix of fee bearing public courses and free targeted provision is fully consistent with the Hull Training and Adult Education's mission of ensuring that all adults have the opportunity to access learning including the most affluent and the most disadvantaged.

The ESFA contributes to the overall costs of delivering the programmes, but there is an expectation that we will add value to this funding by attracting extra

income, cutting costs and reinvesting to widen the offer to disadvantaged learners.

To meet this expectation, Hull Training and Adult Education works collaboratively with partners and other Council departments to ascertain local priorities and consider ways of securing added value.

Hull Training and Adult Education generates additional income and savings over that of which we receive from the ESFA by:

- Fee income from learners
- Income from room hire to local community groups and businesses
- Use of volunteers to support learning
- Curriculum efficiency – avoiding duplicate provision
- Curriculum planning – to ensure the course offer meets both the government priorities and the needs of the local communities.
- Use of external venues at no charge
- Income from room hire at our venues