



South Gloucestershire and Stroud College
Further Education Fee Policy 2026/27

**If you would like this document in an alternate format
Please contact the Finance Department**

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Job Title/Role:	Director of Finance
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Approved by:	Corporation
Date:	26 March 2026

MANDATORY INITIAL IMPACT SCREENING



I have read the guidance document: Completing a Policy Impact Assessment?	✓
If this policy raises equality, diversity or inclusion concerns, the Inclusion Committee has been consulted?	<input type="checkbox"/>
If this policy raises environmental or sustainability issues, the Estates Team have been consulted?	<input type="checkbox"/>
If this policy has been up-dated, please tick to confirm that the initial impact screening has also been reviewed:	✓

Please list each College Strategic Priority that this policy is designed to address/implement:

EQUALITY, DIVERSITY & INCLUSION IMPACT ASSESSMENT

Characteristic	This policy seeks to:
Age	Remove arbitrary age barriers to educational access and to the realisation of individual potential and success
Disability	No appreciable impact
Faith or Belief	No appreciable impact
Gender	No appreciable impact
Race or Ethnicity	No appreciable impact
Orientation	No appreciable impact
Gender reassignment	No appreciable impact
Economic disadvantage	Use available resources to identify and address any issues of inequality as a result of social and economic factors. Supporting learners and staff, both academically and pastorally in order for all to be successful
Rural isolation	Use available resources to identify and address any issues of inequality as a result of rural isolation. Supporting learners and staff, both academically and pastorally in order to access College services and be successful.
Marriage	No appreciable impact
Pregnancy & maternity	No appreciable impact
Carers & care leavers	Use available resources to identify and address any issues of inequality as a result of being in care or a care leaver. Supporting learners both academically and pastorally in order to be successful.
Vulnerable persons	Use available resources to identify and address any issues of inequality as a result of being a vulnerable person. Supporting learners both academically and pastorally in order to be successful.

Please identify any sections of the policy that specifically seek to maximise opportunities to improve diversity within any of the College's stakeholder groups:

Please identify any sections of the policy that specifically seek to improve equality of opportunity within any of the College's stakeholder groups:


Is there any possibility that this policy could operate in a discriminatory way?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If you have ticked yes (red), which characteristic will be most affected? Choose an item.
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If yes please confirm that the Policy has been sent for a full Equality & Diversity Impact Assessment, and note the date:	<input type="checkbox"/>	Click or tap to enter a date.
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Note: if the policy does not seek to increase diversity or improve equality you should go back and review it before submitting it for approval.

MAPPING OF FUNDAMENTAL RIGHTS

Which United Nations Convention on the Rights of the Child (UNCRC), Right does this policy most protect:	Art. 17 Access to information Art. 28 Right to education Art. 42 Right to know your rights
Which Human Right (HRA) does this policy most protect:	Art. 2 Right o life Choose an item.

DATA PROTECTION & PRIVACY BY DESIGN SCREENING			
Tick to confirm that you have considered any data protection issues as part of the design and implementation of this policy; and, that implementing this policy will <u>not</u> result in the collection, storage or processing of personal data outside of official College systems:			✓
Tick to indicated that this policy has or requires a Data Privacy Impact Assessment:			<input type="checkbox"/>
ENVIRONMENTAL, SOCIAL AND ECONOMIC IMPACT ASSESSMENT			
Does this policy relate directly or indirectly to any legal, regulatory environmental or sustainability standard(s)?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If so, please list them:			
Will any aspects of this policy result in:			
Reduced miles travelled or provide / improve / promote alternatives to car based transport (e.g. public transport, walking and cycling car sharing, the use of low emission vehicles, community transport, environmentally friendly fuels and/or technologies)		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Reduced waste, environmental hazards and/or toxic materials for example by reducing PVC, photocopier and printer use, air pollution, noise pollution, mining or deforestation? Or increase the amount of College waste that is recycled or composted?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Reduced water consumption?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Reduced instances of single use plastic?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Reduced use of natural resources such as raw materials and energy to promote a circular economy?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Improved resource efficiency of new or refurbished buildings (water, energy, density, use of existing buildings, designing for a longer lifespan)?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Will this policy improve green space or access to green space?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Please list the sections of this policy which specifically target an improved environment:			
Will any aspects of this policy result in:			
The promotion of healthy working lives (including health and safety at work, work-life/home-life balance and family friendly practices)?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Greater employment opportunities for local people?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
The promotion of ethical purchasing of goods or services for example by increasing transparency of modern slavery in our supply chain?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Greater support for the local economy through the use of local suppliers, SMEs or engagement with third sector or community groups?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
The promotion of better health, increased community resilience, social cohesion, reduced social isolation or support for sustainable development?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Mitigation of the likely effects of climate change (e.g. identifying proactive and community support for vulnerable groups; contingency planning for flood/snow, heatwaves and other weather extremes)?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
The promotion of better awareness of sustainability, healthy behaviours, mental wellbeing, living independently or self-management?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Please list the sections of this policy which specifically target improved sustainability:			
What is the *estimated* carbon impact of this policy (in terms of tCO2e)	Increased (+tCO2e) <input type="checkbox"/>	Decreased (-tCO2e) <input type="checkbox"/>	Net Zero CO2 
Mandatory initial impact screening completed by:	Matt Grannan		
Date	06/03/2026		
Initial impact screening supported by (Please list each individual)	Jude Saunderson		

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1. General

1.1. Introduction

This policy establishes a framework for maintaining the availability and accessibility of comprehensive guidance and information regarding fees for all courses, except Higher Education courses which are covered within the Higher Education Fee and Bursary Policy.

1.2. Statement

The South Gloucestershire and Stroud College (“the College”) Further Education Fee Policy is that:

- 1.2.1. Fees will be set at a level to ensure that the College remains self-sustaining. This requirement can only be varied with the agreement of the Deputy CEO and Chief Financial Officer or the Deputy Principal, Curriculum and Quality.
- 1.2.2. All printed College marketing material will aim, where possible, to publish the full cost of each course/programme including tuition fees, exam/registration fees, material fees and any additional fees relating to each course or provide this information online (subject to the College’s published disclaimer: <https://www.sgscol.ac.uk/disclaimer>).
- 1.2.3. Fee concessions and fee remission will be agreed and published annually. These will be set in accordance with funding body guidelines and in line with specific College requirements.
- 1.2.4. The College will endeavour to provide prospective students with all relevant information to help inform their decisions. In addition to preserving students’ statutory rights, this policy ensures that all students are treated fairly and equipped to resolve problems if things go wrong (for example via the College’s Complaints Policy).
- 1.2.5. The refund policy will be agreed and published annually (see section 4.9).
- 1.2.6. The College Fee Policy will be reviewed annually and any changes recommended will be referred for approval to the Corporation.

1.3. Objectives

The purpose of this policy is to provide a framework within which the College’s charges, fee setting and fee refunds processes will be designed and implemented. The policy has been written in accordance with the Department for Education (DfE) funding guidance and the West of England Combined Authority (WECA) guidance.

1.4. **Implementation**

All College staff are responsible for raising awareness of this policy with prospective students (prior to their enrolment) and current students.

1.5. **Responsibilities**

The Director of Finance has responsibility for ensuring the policy is reviewed, updated and disseminated on an annual basis.

1.6. **Related Policies, Procedures, Guidelines and Regulations**

1.6.1. Financial Regulations.

1.6.2. Financial Procedures.

1.6.3. Applications, Admissions and Enrolments Policy and Procedure.

1.6.4. Compliments, Suggestions and Complaints Policy and Procedure.

1.6.5. Funding Bodies' Guidelines.

1.6.6. Exams Access Arrangements Policy.

1.6.7. Trips Policy and Procedure.

1.6.8. Further Education Financial Support Policy.

2. Basis of Charge

2.1. The Corporation has set fees on the basis:

2.1.1. Continuing to ensure the College's financial viability.

2.1.2. Terms and conditions of DfE funding.

2.1.3. Terms and conditions of WECA funding.

2.1.4. Guidance from CMA (Competition and Markets; Authority) reflected in all fees. Consumer rights are not affected.

2.1.5. Market conditions.

2.2. All fees should be rounded up to the nearest £1.

2.3. Tuition fees may be reduced proportionately for late enrolment with the agreement of the Deputy CEO and Chief Financial Officer or Deputy Principal, Curriculum and Quality.

- 2.4. A discount of 25% is available for immediate family members of current College staff. The discount is only available to staff who have completed all their required mandatory training in the previous academic year. To apply, please contact the Professional Development team. Please note that this benefit would likely be considered a taxable benefit and would be reported to HMRC.

3. Payment of fees

3.1. Enrolment

- 3.1.1. Full-time fees (including any exam, registration or material fees), if relevant, will be communicated via email and available to pay via the Payment Portal once an enrolment is completed. Payment is due no later than the first day of the course starting at College.
- 3.1.2. Fees will be outlined as part of the enrolment process and the students liability for these fees will consider the following criteria:
- a) They are remitted from paying fees under DfE or WECA policy.
 - b) They agree to pay in instalments (including an administration fee) and complete documentation as appropriate (see 3.2).
 - c) They have evidence of a successful application for Student Support funds to cover the cost of any outstanding fees.
 - d) They have evidence in writing from an approved sponsor that the sponsor will pay their fees in full.
 - f) They agree to apply, or have already applied, for the Advanced Student loan.
- 3.1.3. For under 18s, a parent, guardian or other guarantor is responsible for any relevant fees.

3.2. Instalments

- 3.2.1. Students may apply to pay course fees in monthly instalments. The final instalment must be paid 30 days before the end of their course; this is to ensure the student is still attending College if the debt chasing process becomes required. The College does not create or enter into Consumer Credit Agreements and payment plans are offered to assist students to budget appropriately. The College cannot provide financial advice.
- 3.2.2. Instalments will be paid through the College's 3rd party provider, FlexPay, which includes a monthly administration charge to be paid up front. In exceptional circumstances payments by instalments may be arranged through the Finance department. The student,

parent, guardian or guarantor is responsible for ensuring instalments are set up and paid on time.

3.2.3. The student will enter into an agreement with the College which states that the student, parent, guardian or guarantor understands that, should any instalment be declined or cancelled, the whole amount will become due immediately and may result in legal action to recover the debt.

3.2.4. If a student withdraws or is withdrawn from the course, all applicable fees become payable immediately.

3.3. **Sundry Fees**

3.3.1. Additional fees may be levied for the cost of trips, travel to sports fixtures, or other activities/costs.

3.3.2. Course material fees and exam fees, where chargeable, will be included in the maximum loan cost charged to a student aged 19 and above on an approved Level 3 programme. Trips will be charged as an optional extra.

3.3.3. Once expenditure in relation to a trip has been committed for the student, no refund will be made should they change their mind and decide they no longer wish to participate in the trip. No refund will be made for any other event that prevents attendance on a trip which is outside of the control of the College, e.g. a student falling ill on the day of the trip. This must be communicated to students at the time they are making the decision to participate in the trip.

3.4. **Exam re-sit fees**

3.4.1. Exam fees are set in line with the Exam Fee Policy; if the exam fee for the Academic year is not published by the awarding body within the timescales required by the College, the exam fee will be set as the previous year's awarding body fee plus an inflationary increase agreed by the Deputy CEO and Chief Financial Officer or Deputy Principal, Curriculum and Quality.

3.4.2. Examination fees will not be charged to 16–18-year-olds, except in the following circumstances:

- a) In the absence of extenuating circumstances, assessment work must be up-to-date, and attendance must be at least **87%** in order to qualify for free examination entry;
- b) If a student fails, without good reason, to sit a scheduled examination they will be charged a re-sit fee;
- c) Following a second attempt at an examination, resulting from an initial examination failure, students will be required to pay the full re-sit fee for each subsequent attempt;

- d) If a student chooses to re-sit an examination (with the aim of achieving marginal improvements in their grades) they will be required to pay a re-sit fee;
- e) Qualifications leading to a GSCE grade 4 to 9 in English or mathematics will not be treated as retakes where the student has not yet achieved either a grade 4 to 9 or A* to C in these subjects;

3.4.3. Exams fees are not charged to Apprentices.

3.4.4. Adult students will be charged for exam fees and exam re-sit fees.

3.4.5. Exams re-sit fees are charged to students as advertised and these are payable no later than the first day of a course starting. Exam fees are charged at the awarding organisation's published price per unit plus a 15% processing fee.

3.4.6. Agreed late enrolments may incur a late registration fee and students will be advised if there are any additional fees as a result of the late enrolment.

3.5. **Staff Professional Development**

3.5.1. For training that relates directly to the roles and responsibilities of staff, they can only enrol on a course agreed as part of their staff development with the approval of both their Line Manager and the Director of Digital, Professional Development and Exams. The cost of this training would normally be covered by Professional Development. Any courses that have a value over £300 will be subject to a training agreement.

3.5.2. For courses that sit outside of the roles and responsibilities of staff, they may request an annual £250 staff hobbies and interests voucher, which may be used towards the tuition fees for any course offered by the College. Fees in excess of £250 must be paid by the relevant staff member. Material and exam fees still apply and must be paid by the staff member. The voucher may only be used once in an academic year. The discount is repayable if staff either fail to complete the course or leave the College within the duration of the course. The voucher will only be issued to staff who have completed all their required mandatory training in the previous academic year. Please note that it is possible that this benefit would be a taxable benefit and would be reported to HMRC.

4. Education Programme for Young People (EPYP)

4.1. Full Time Tuition Fees

To ensure consistency of approach in respect of student residence and eligibility for funding support, please refer to the 'Applications, Admissions and Enrolments Policy and Procedure', especially to paras 7.3 and 7.4 and sub-paragraphs therein.

4.1.1. Under 16's

- a) Eligible under 16 years old students may only be enrolled on College programmes following the approval of the Deputy Principal, Curriculum & Quality, responsible for Education Programmes for Young People, at a rate agreed by the Deputy CEO and Chief Financial Officer or Director of Finance.
- b) Where courses have a restriction in number, the College is entitled to refuse entry to an under 16-year-old.
- c) Some courses include a materials fee. Any materials fee will be invoiced and must be paid after enrolment and by the first day of study.
- d) Students who have previously been Home Educated for a period of 6 months prior to enrolment may qualify for funding via the DfE and may therefore not be subject to tuition fees.

4.1.2. 16–18 (Including home educated 14-15 year-olds)

No tuition fees are charged to any home student, aged 16-18 years at 31 August in the year in which the course is undertaken and students in the second year of a two-year programme of study, who were aged 16-18 years at 31 August in the year in which the course was undertaken.

4.1.3. 19+

A tuition fee which is equal to or less than 50% of the unweighted rate for individual qualifications as shown on the '[Find a learning aim](#)' website is charged to all students aged 19 years or above at 31 August in the year in which the course was undertaken at the start of their Year 1 programme unless they fall into one of the categories below, in which case there will be no fees payable. Students continuing onto the second year of a 2-year course will be charged the prior year's rate for their course.

- Students aged 19 to 24 with an Education, Health and Care Plan (EHCP).

- Students aged 19-23 years taking a supported internship.
- Students starting classroom based functional skills and GCSEs in English or maths where they do not currently have these qualifications at either A*-C or grades 4-9.
- Students who already hold a GCSE qualification at A*-C or grade 4 or above in English or maths will not be eligible for DfE funding on any English or maths learning aim and will be charged the full funding rate for the qualification, as stated on the Learning Aims Reference Service (LARS).
- Students aged 19+ who live in a WECA postcode area and are completing a regulated English for Speakers of Other Languages (ESOL) qualification up to and including level 2.
- Students aged 19-23 who do not have a first full qualification at level 2 and/or a first full qualification at level 3 and are completing a qualification from the Legal Entitlement qualifications list.

It should be noted that students must apply for the following entitlements via the Money Management Service (MMS) online application system and sign a college declaration to qualify for these remissions. In some instances, (free courses for jobs, retraining offer and legal entitlements) application will be monitored through the enrolment process where eligibility details will be captured to allow for entitlement review.

- DfE funded students who are aged 19+, employed or self-employed, earn below the earnings threshold and are taking a funded course up to and including level 2.
(DfE defines students who are earning below the threshold as being those who are earning an annual gross salary of less than- £25,750.)
- WECA funded students who are employed or self-employed, earn below the earnings threshold and are either aged 19-23, already hold a full level 2 (or higher) and are completing a course up to and including level 2, aged 19-23 and taking a funded course up to and including level 1 to support their progression to a first full level 2 programmed, or aged 24+ and taking a funded course up to and including level 2.
- (WECA defines students who are earning below the threshold as being those whose residential address is within the WECA area and who are earning an annual gross salary of less than £ £24,570 or if DfE has set a higher threshold, then the threshold set by the DfE.)

- DfE funded students, who are 19+, unemployed and taking a funded course up to and including level 2.
- WECA funded students who are unemployed and are either aged 19-23, already hold a full level 2 (or higher) and are completing a course up to and including level 2, or aged 19-23 and taking a funded course up to and including level 1 to support their progression to a first full level 2 programmed, or aged 24+ and taking a funded course up to and including level 2. For the purposes of funding DfE/WECA define students as 'unemployed' if one or more of the following apply:
 - Student receives Job Seekers Allowance (JSA); including those receiving National Insurance credits only.
 - Student receives Employment Support Allowance (ESA).
 - Student is in receipt of Universal Credit and their take home pay is less than the amount specified by DfE/WECA guidance, which as at March 2026 was £952 a month (if student is sole adult in their benefit claim) or £1,534 a month (if student has a joint benefit claim with their partner).
 - Student is released on a temporary licence, studying outside a prison environment, and not funded by the Ministry of Justice.
 - Student is in receipt of other state benefits (not listed above) and their take home pay (disregarding benefits) is less than the amount specified by DfE/WECA, which as at March 2026 was £952 a month (if student is sole adult in their benefit claim) or £1,534 a month (if student has a joint benefit claim with their partner) and, wants to be employed (or progress into sustainable employment) and the College is satisfied that the learning is directly relevant to the student's employment prospects and the local market needs.
 - Students aged 19+ and living in an DfE postcode area, who are completing a regulated English for Speakers of Other Languages (ESOL) qualification up to and including level 2 who have applied for and are eligible for a Low Income or Benefit Fee Waiver.
- For DfE funded students aged 24 or above (For WECA area students aged 26 to 49, also see (n) below) and DfE funded Students aged 19-23 who have previously achieved level 3 or above, who are undertaking qualifications at level 3 or above, will be charged the full funding rate (as stated on the 'Find A Learning Aim' website) unless they qualify for the Level 3 free courses for jobs initiative, or unless the Head of Faculty has agreed a reduced rate in line with market conditions. Eligible students will be able to access an Advanced Student Loan if

the course is funded by this scheme. However, see below for details of the DfE Level 3 free courses for jobs offer.

- The free courses for jobs offer (FCFJO) (previously known as the Level 3 free courses for jobs) is a targeted level 3 offer, and for students aged 19 to 23 sits alongside the legal entitlement offers. The student must be enrolled on a FCFJO qualification approved for funding. Under WECA this offer is available to students aged 19 and older on 31st August within the funding year, without an existing full level 3 or higher qualification and those with a full level 3 qualification or higher who meet the definition of 'low wage' or 'unemployed', (as outlined in the WECA Funding Guidance). The DfE offer is available to students aged 19 and older on 31st August within the funding year who meet the eligibility of being below the earnings threshold or unemployed and students aged 19 to 23 on 31st August within the funding year who have not achieved a full level 3 and earn above the earnings threshold criteria (as outlined in the DfE Funding Guidance). The offer has now been extended to include a number of Level 2 construction related qualifications. Once a student has been funded by the FCFJO in line with the funding rules they will have exhausted their eligibility for this offer.
- The following flexibilities apply only to students whose residential address is located in the WECA area.
- Retraining (level 2): For WECA resident students aged 50 and above; a single additional full level 2 qualification (or non-full level 2 qualification) for WECA residents who are already qualified at full level 2 but are not already qualified at level 3 or above.
- Retraining (level 3): For WECA resident students aged 19-25 or 50 and above: A single additional full level 3 qualification which is included on either the Level 3 Legal Entitlement list or, the Level 3 Free Courses for Jobs list (or a non-full level 3 qualification which is on the Level 3 Free Courses for Jobs List) for WECA residents) who are already qualified at full level 3 but are not already qualified at level 4 or above.

** Information based on DfE and WECA Guidance available at the time of policy publication.*

4.2. Part-Time Tuition Fees

4.2.1. DfE Funded FE Courses:

- Students will be charged fees based on an agreed course contribution to be agreed by the appropriate Assistant

Principal or Curriculum Director and through the curriculum planning process. To align with the WECA fee charging policy in operation in 2026/27 academic year, DfE co-funded students will be charged the same amount as WECA co-funded students, i.e. a maximum of 50% of the unweighted rate for each individual qualification.

- Fees may be altered to reflect the full market value subject to approval by the Assistant Principal plus Deputy CEO and Chief Financial Officer or Deputy Principal, Curriculum and Quality.
- For dedicated employer provision, fees are charged in line with Full Cost Pricing Matrix, which is subject to change. Prices will differ by course.
- Students may be eligible for remission of fees in respect of the categories of home students studying on full time provision as detailed in 4.1.2.

4.2.2. 14-16 Link/Infill Students:

School funded students may be admitted to the College on a SGS FLEX course, if this is deemed appropriate by their school and if, in the judgement of the College, the student would benefit from the learning opportunity, has the necessary resilience and can meet College requirements. Fees are as advertised on the website and will be agreed prior to starting the course, as per the funding agreement. Fees may be altered with the agreement of the Deputy CEO and Chief Financial Officer or Deputy Principal, Curriculum and Quality.

4.3. **Tailored Learning Programmes**

- 4.3.1. Tailored learning courses are learning that is not subject to awarding body external accreditation, but is designed to develop the skills, confidence, motivation and resilience of adults of different ages and backgrounds in order to:
- a) Progress towards formal learning or employment; and/or
 - b) Improve their health and well-being, including mental health; and/or
 - c) Develop stronger communities.
- 4.3.2. The College's policy on fee charging for these courses is informed by the funding agencies (WECA/DfE) objectives to 'collect fee income from people who can afford to pay and use where possible to extend provision to those who cannot'.

Students eligible for adult skills funding who have a household earned income below £25,000 (DfE and WECA) will be offered the course free of charge, providing the course meets the eligibility criteria and students submit the required evidence. If household income is above these thresholds or required evidence is not provided, the full tuition fee of the course will apply.

4.4. **International Students**

- 4.4.1. Prospective international students who are nationals of EU (or European Economic Area (EEA) countries (other than Irish citizens), are not automatically eligible for funding and must be able to demonstrate that they are legally resident in the UK to be funded.
- 4.4.2. Prospective international students, other than students applying for Higher Education Courses, should contact the College for information regarding eligibility to study and current course fees.
- 4.4.3. Full tuition fee payment is required in advance of the course start to secure a place. If a visa is refused the course fees will be refunded, less a £250 administration charge.

4.5. **College Materials Fee**

- 4.5.1. Materials fees will be set annually with agreement of the appropriate Assistant Principal or Curriculum Director as part of the annual curriculum planning process.
- 4.5.2. The materials fee will include a charge for course materials in line with DfE requirements shown in 4.5.4.
- 4.5.3. The fee charge must cover the full cost to the College of acquiring the materials, including VAT and an allowance for purchasing, processing and delivery costs, etc., estimated at 15% of the total materials cost.
- 4.5.4. The materials fee must not include any costs for trips.
- 4.5.5. Please note that all materials that are purchased by the College are subject to non-recoverable VAT.
- 4.5.6. DfE Funding conditions in respect of charges to students

Institutions may choose to charge students aged 16 to 18 in full time or part-time education, or 19+ students for other elements of their study programme as set out here. There is no requirement to charge for optional extras. The institution funding the activity is free to determine whether any charge should be made for it and, if so, how much should be charged and to whom.

- a) Where clothing or equipment is necessary for the student's health or safety, a charge may be made for clothing and equipment that the student retains, but only if the student also has the option of borrowing the clothing or equipment free of charge.
- b) A charge for the sale of learning materials in bookshops, or similar facilities in institutions, that enables students to secure discounts on books, stationery or similar materials.
- c) Fines for the late return of library books or other disciplinary fines (provided such penalties have been made known in advance); and deposits on lockers, ID cards, keys, library cards or smartcards and equipment that are fully refundable except in cases of damage or theft. Fines and deposits are not fees.
- d) Photocopying and printing, including computer printouts, are not fees as long as they are not course-specific, are optional and there are alternative sources for these services.
- e) A charge for the recreational use of leisure and other non-academic facilities where the activity taking place is not a requirement of a course syllabus or not part of a student union membership free entitlement.
- f) Travel, board and lodging and other additional costs, including any tuition costs, associated with field trips and similar activities that may form part of or be outside the requirement of the course syllabus or agreed study programme.
- g) Optional extra activities where the activity is taking place outside a required part of an agreed study programme, and charging is at the discretion of the institution that would otherwise meet the cost of provision. Examples of optional extra activities include theatre, cinema or museum visits or other day or residential visits that are not a requirement of course syllabuses.
- h) **For DfE and WECA funded AEB provision the following applies:** Students must not be subject to compulsory charges relating to the direct costs of delivering a learning aim to fully funded students, including those with a legal entitlement to full funding for their learning. Direct costs include any essential activities or materials without which the student could not complete and achieve their learning;
- i) Where a fully funded student needs a Disclosure and Barring Service (DBS) check to participate in learning, no charge will be made to them for this. If the learning is associated with the

student's employment, their employer is responsible for carrying out and paying for this check;

- j) For WECA area students the following applies: When charging a fee to co-funded students, the sum of the government contribution and the student's fee must not exceed the fully funded weighted rate for the learning aim, and the student should not have to pay more than 50% of the unweighted rate.

4.6. **Sports Academies Annual Membership Fee**

Fees for annual membership of sports academies are charged in addition to any academic course material fees.

The annual academy membership fee varies between the Elite and Performance programme, however, contributes towards:

- Sports injury clinic
- Strength and conditioning annual Gym membership
- High level coaching, training and competition (including officials)
- Transport costs to away games (excluding additional trips/tours)
- Performance Analysis and Holistic Development workshops
- Access to the SGS WISE campus training facilities
- Replacement and maintenance of equipment and facilities
- College team playing kit & laundry services.

All sports academy fees are payable at the start of the academic year and are non-refundable. Where academies have pre-season training/events, a non-refundable deposit of £150 is payable before initial participation.

The level of fee is set by each individual academy and may include additional special competition event costs, external club memberships and kit fee.

If a sports academy attends a special event or a tour an additional payment by students may be required.

In addition to the annual membership fee, a personal sports kit package will need to be purchased by each individual student directly from our sports kit supplier. This is the student's personal property and responsibility, and **the College will not accept any responsibility for its storage and/or supervision**. All communication regarding delivery and returns must be communicated directly with the supplier. The kit supplier's terms and condition apply and can be found on [Terms of Service | NK Teamwear](#)

4.7. **Bristol Academy of Media Annual Membership Fee**

Fees for annual membership of the Bristol Academy of Media (BAM) will be charged in addition to any academic course material fees, for the recreational use of equipment and other academic and non-academic

facilities where the activity taking place is not a requirement of a course syllabus.

The membership fee contributes towards:

- a) Technical Support.
- b) Professional Studio access.
- c) Replacement and maintenance of equipment and facilities.

Additional charges may be incurred for certain BAM provision. All applicants will be sent a letter from the learning area providing them details of the membership fee for BAM.

All BAM fees are payable at the start of the Academic year and are non-refundable.

4.8. **Withdrawals**

4.8.1. If a student aged under 19 withdraws at any point during the academic year, material fees for any provided or utilised materials are non-refundable.

4.8.2. Students aged 19 and above who enrol onto a course and subsequently withdraw will be **liable for the full fee**.

4.8.3. **In exceptional cases** the Deputy CEO and Chief Financial Officer may agree a partial refund. This would only be considered where there are exceptional circumstances for the withdrawal and the student is on a course lasting a year or more. Approval must be obtained in advance of any agreement with the student and would be subject to a maximum reduction in line with the following:

- a) 50% of the full fee to be charged if exit occurs before the first half term of the academic year (usually in October).
- b) 75% of the full fee to be charged if exit occurs before the second half term of the academic year (usually Christmas), but after the first half term.
- c) 100% of the full fee to be charged if exit occurs before the third half term of the academic year (usually in February), but after the second half term.

4.8.4. In exceptional cases where students withdraw from a course commencing partway through a year and lasting a year or longer, tuition fees may be charged in line with the above scale, adjusting half terms to align with the course start dates.

4.8.5. Part-Time students who withdraw or leave a course of less than a year will be **liable for the full fee**. In **exceptional cases** a request

for a reduction in fee may be agreed. This must be approved by the Deputy CEO and Chief Financial Officer or Deputy Principal, Curriculum and Quality in advance of any agreement with the student.

- 4.8.6. Where a student who is financed by an Advanced Student Loan withdraws, the loan ceases from the point of withdrawal and any outstanding applicable course fees become payable immediately to the College. As stated in the Student Finance England (“SFE”) guidance, the student must advise SFE if they change their course of study, have a change to the start or end dates of the course, don’t begin their course of study, leave the course or suspend their studies.

4.9. **Refunds**

- 4.9.1. In exceptional cases requests for refunds must be approved by the Deputy CEO and Chief Financial Officer or Deputy Principal, Curriculum and Quality. Credit notes can only be processed by a member of the Finance department or those authorised to do so by either the Deputy CEO and Chief Financial Officer, Director of Finance or Head of Operational Finance.
- 4.9.2. Refunds will be considered if the College has closed or materially reduced the content of a student’s learning programme, or if the advice given at the time of enrolment is deemed by the College to be inaccurate. Refunds will not be considered should a learning programme have to be substantially altered due to circumstances beyond the College’s control.
- 4.9.3. If a student requests a refund due to a complaint about the content or teaching of a course, then the student should be advised of the College's complaints procedure and provided with the necessary information in order to make a complaint.
- 4.9.4. If a visa is refused for an international student who has paid the course fees in advance, they will be refunded, less a £250 administration charge.

4.10. **Transfers**

A full-time transfer is defined as the movement of a student from one full time study programme “the old study programme” and associated core qualification(s), to a different full-time study programme or apprenticeship “the new study programme” within the College.

4.10.1. Full-time transfers within the first term of the full-time academic year

Full-time transfers that are authorised during the first term of the academic year (until the Christmas break) will be charged the full

year fee(s) of the new study programme. Any fee payments relating to the old study programme will be transferred to the new study programme. Any relevant fee remission will be transferred to the new study programme.

Students who have been granted bursary payments will have their bursary amended to reflect changes in fees.

4.10.2. Full-time transfers in terms two or three of the full-time academic year

Full time transfers that are authorised after the first term of the academic year will be charged an agreed proportion of the fees from the old study programme plus an agreed proportion of the fees of the new study programme. These fees will be agreed by the Assistant Principals for both relevant study programmes.

4.10.3. Transfers for students who are paying course fees with an Advanced Learner Loan

If a student is paying for their course via an Advanced Learner Loan and they wish to transfer onto a different course with a different learning aim, please refer to the Further Education Financial Support Policy.

4.10.4. Part-time Transfers

Part-time transfers/deferrals will be at the discretion of the Assistant Principal or Curriculum Director. A fee will be charged to cover costs incurred on the original part-time course and similarly a proportionate fee may be charged for the new course. These fees will be determined and agreed by the relevant Assistant Principals. Any registration/exam costs incurred by the College on the original part-time course must be charged.

5. Apprenticeship Students

5.1. Apprenticeships

5.1.1. The College will agree a contract of services with the employer prior to commencement of the apprenticeship, and this will include a price for the total cost of each apprenticeship (including the cost of end-point assessment). This cost will consider any recognised prior learning of the student and only include costs that relate to the delivery of training and on-programme assessment as per the latest Apprenticeship Funding Rules Apprenticeship funding rules and assessment plan guidance, 2025 to 2026 - GOV.UK.

5.1.2. The final agreed price will be confirmed on the enrolment form, signed by the College, student and employer.

- 5.1.3. No material fees are charged to Apprentices.
- 5.1.4. Payment from the employer levy account, or co-investment payments from non-levy employers, will be in accordance with the apprenticeship funding rules in place at the commencement of the apprenticeship program.
- 5.1.5. On request, the College may agree a schedule of instalments with non-levy employers for co-investment payments, which will at least match the DfE payment profile.
- 5.1.6. If an employer fails to administrate the apprenticeship funds through the Digital Service, the College reserve the right to recover the cost of the training up to the band value of the apprenticeship. Training costs will be evidenced in line with the apprenticeship funding rules.

5.2. Refunds

- 5.2.1. Refunds will only be considered if the College has closed or materially reduced the content of a student's learning programme, or if the advice given at the time of enrolment is deemed by the College to be inaccurate.
- 5.2.2. If a student requests a refund due to a complaint about the content or teaching of a course, then the student should be advised of the College's complaints procedure and provided with the necessary information in order to make a complaint.
- 5.2.3. In exceptional cases a request for refund may be approved by the Deputy CEO and Chief Financial Officer or Deputy Principal, Curriculum and Quality. Credit notes can only be processed by a member of the Finance department or those authorised to do so by either the Deputy CEO and Chief Financial Officer or Director of Finance.

6. Full Cost Recovery

- 6.1. The fees for all full cost courses offered by the College must ensure that the income for each course covers the full direct delivery cost, as well as an agreed contribution to College indirect costs and overheads.

6.2 Refunds

- 6.2.1 Refunds will only be considered if the College has closed or materially reduced the content of a student's learning programme, or if the advice given at the time of enrolment is deemed by the College to be inaccurate.

- 6.2.2 If a student requests a refund due to a complaint about the content or teaching of a course, then the student should be advised of the College's complaints procedure and provided with the necessary information in order to make a complaint.
- 6.2.3 In exceptional cases a request for refund may be approved by the Deputy CEO and Chief Financial Officer or Deputy Principal, Curriculum and Quality. Credit notes can only be processed by a member of the Finance department or those authorised to do so by either the Deputy CEO and Chief Financial Officer or Director of Finance.

7 Frequently Asked Questions

7.1 When do I need to pay my fees?

All fees (tuition, exams, and materials) must be paid **by the first day of your course** (p.3). You can pay through the College's online **Payment Portal** once you have completed your enrolment (p.3).

7.2 Can I pay in instalments?

Yes. You can apply to pay in monthly instalments through our provider, **FlexPay** (p.3).

- An upfront administration fee applies.
- Your final payment must be made at least **30 days before your course ends** (p.3).
- *Note: If you miss a payment, the full remaining balance becomes due immediately (p.4).*

7.3 Do I qualify for free tuition (Fee Remission)?

You may not have to pay tuition fees if you meet certain criteria:

- **Aged 16–18:** No tuition fees for "home" students (p.6).
- **Aged 19–24 with an EHCP:** You are funded the same as 16–18 year-olds (p.6).
- **Low Income:** If you earn less than **£25,750** (DfE) or **£24,570** (WECA resident) gross per year (pp.7-8).
- **Unemployed:** If you receive certain benefits like JSA, ESA, or Universal Credit (subject to monthly take-home pay limits) (p.8).
- **English/Maths:** Most adults can study for their first GCSE or Functional Skills in these subjects for free (p.6).

7.4 How do I know if I am DfE or WECA funded?

This is primarily done by identifying a home postcode, the location of the learning provider, and the specific course eligibility rules. If you need any support in this area, please speak to a member of staff.

7.5 Are there extra costs for exams?

- **Aged 16–18:** Exams are free, provided you have at least **87% attendance** and your coursework is up to date (p.4).
- **Re-sits:** You will usually have to pay a fee if you are retaking an exam to improve a grade or if you missed a scheduled exam without a good reason (p.4).
- **Adults:** You are generally charged for all exam and re-sit fees (p.5).

7.6 What happens if I withdraw from my course?

Leaving a course does not always cancel your debt:

- **Aged 19+:** You are generally liable for the **full fee** upon withdrawal (p.14).
- **Material Fees:** These are **non-refundable** once the materials have been provided or used (p.14).
- **Exceptional Cases:** In rare circumstances, charges may be reduced based on how long you attended (e.g. 50% if you leave before October half-term) (p.14).

7.7 Can I get a refund?

Refunds are only granted in **exceptional cases**, such as:

- The College closes the course or significantly changes the content (p.15).
- The advice given to you at enrolment was inaccurate (p.15).
- *Refunds are not given for external circumstances beyond the College's control (e.g., weather or illness) (p.15).*

7.8 Is there a discount for staff families?

Yes. Immediate family members of current College staff are eligible for a **25% discount** on fees (p. 2). Please note that this benefit would likely be considered a taxable benefit and need to be reported to HMRC.