



TUITION FEES AND CHARGES POLICY

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1 Background

Tuition fees and charges are an integral part of the funding that York College receives for the education and training it provides.

It is essential that fee income is maximised if the College is to be able to maintain and develop its educational and training provision.

The College's funding bodies provide funding to enable the College to offer free education or training to students considered by Government policy to be in 'priority' groups. The College is required to charge for the education and training it provides to all other students, and must secure payment from the student or their sponsor for the fees it charges. For eligible study programmes, some students may have the option of paying their fees via an Advanced Learner Loan or via an HE Loan.

This policy outlines the factors that influence the level of fees and charges charged by the College for its education and training services.

2 Policy Objectives

The objectives of this policy are as follows:

1. To provide a transparent and objective framework for the setting of tuition fees and charges
2. To ensure that fees and charges are set in accordance with Government education and skills policies
3. To ensure compliance with funding body guidelines when charging fees or making requests for additional contributions towards the cost of resources, services or activities
4. To ensure that fees and charges are set, as far as possible, with full consideration of the College's competitive circumstances
5. To ensure that income from fees and charges is optimised by the College, taking into account the factors which limit its ability to do so
6. To set out the College's policy and procedures for the collection of fees and charges and to ensure that they are fair and reasonable
7. To set out the College's policy on cancellations and refunds and to ensure that this is fair and reasonable
8. To ensure that the College complies with the Consumer Credit Acts 1974 and 2006
9. To minimise the financial and reputational risks arising from the setting of fees and charges.

3 Context of the Policy

3.1 Government Education and Skills Policy

As a publicly funded body York College must abide by the requirements of the Government education and skills policies.

It is a long established practice in the Further and Higher education sectors that adult students or their employers (or other sponsors) should make a financial contribution to the funding of their education or training. These financial contributions may include tuition fees, and other related charges. Financial contributions may be made via direct fee payments to the College by the student or their employer / sponsor, via state sponsored loans for eligible students, via Apprenticeship Levy funds or via a combination of these methods.

The Government recognises that Further Education (FE) can contribute to the achievement of its wider social and economic policy aims. It therefore provides funding to enable some FE programmes to be subsidised or provided free to eligible students.

The Government also recognises that unemployed students should not be denied access to FE by their financial circumstances and therefore fully funds approved qualifications for unemployed students where they meet given criteria.

From time to time, the Government may identify other groups for which it will fully or partially fund education and training.

3.2 Funding Body Roles and Responsibilities

3.2.1 The Education and Skills Funding Agency (ESFA)

The ESFA is accountable for funding education and training for children, young people and adults. The ESFA implements Government policy on the funding of learning through a number of strategies including the following:

- Provision of funding in accordance with specified funding methodologies
- Allocation and provision of funding to cover the cost of fees waived (fee remission) for all 16-18 year old students
- Allocation and provision of Adult Education Budget (AEB) funding to Mayoral Combined Authorities, and to other learning providers (including FE Colleges) that are not in Combined Authority areas
- Provision of funding for Apprenticeships and administration of Apprenticeship Levy funds
- Provision of Advanced Learner Loans to support the payment of fees for eligible student applicants aged 19 and over studying qualifying courses at levels 3 to 6.
- Setting rules on the types and level of fees and charges that can be charged or made to specific groups of students.

3.2.2 The Office for Students (OfS)

The OfS is the government-approved regulatory authority for the Higher Education sector in England.

The OfS is responsible for funding HE and for promoting fair access to HE. It will do this by setting maximum tuition fee levels for full-time and part-time under-graduate HE programmes. Where HE tuition fees are set above the maximum level, a proportion of the tuition fees collected are set aside by the College to assist disadvantaged people to access its HE provision. At York College, this additional income is used to fund a bursary and other widening participation activity.

The OfS does not provide any guidance on the types and level of other charges that can be made to HE students.

Students may apply for HE loan funding when studying OfS recognised programmes.

3.3 Residency rules

Each funding body sets their own residency rules and it is the College's responsibility to assess a student's residency in accordance with the appropriate rules and record the outcome of the assessment.

Adult students who are resident in one of the new Mayoral Combined Authority areas (e.g. in Sheffield or Tees Valley area) will not be able to enrol on funded courses at York College unless they pay the Full Cost Unfunded fee.

3.4 Student Support Funds

The College's Funding Agencies provide extra financial support for eligible FE students to help them meet the additional costs of accessing education, such as travel costs, equipment, materials, Disclosure and Barring Service (DBS) checks, educational visits, and meals.

Financial support may be provided for HE students from the College's HE Bursary Scheme.

The ESFA expects employers to support Apprentices with most of the additional costs of accessing education, so Apprentices are generally not eligible for financial support from learner support funds.

3.5 Partnerships and Subcontracted programmes

Partnership working can enable the College to respond quickly to employer and student demand. It can provide greater choice for students, allow wider coverage, facilitate the delivery of niche provision and support local communities.

The College may seek to develop partnerships with employers to support their workforce development. Tuition fees are negotiated with partner employers prior to the commencement of any training and may include agreements for tuition fee reductions or waivers. Any such agreement shall be reviewed at least annually and require approval by a member of the Strategic Leadership Team (SLT).

In any sub-contracting arrangements, the College will comply with the relevant Funding Agency Funding Rules.

4 Tuition Fees and Charges Policy and the Setting of Fees and Charges

Tuition fees will normally be set at the level recommended by funding bodies, unless sound business reasons can be demonstrated for setting fees above or below the recommended fee amount.

Tuition fees will be set at the beginning of the programme of study. Where the programme of study is longer than one academic year, fees will not be increased for the second and subsequent years. When a student progresses to another level or qualification, this will be considered to be a new programme of study and the latest fee rates will be charged.

4.1 Further Education (FE) students aged over 16 and under 19 on 31st August (Non-Apprentices)

The ESFA attaches conditions to its funding in accordance with guidance from the Secretary of State. One of these conditions is that tuition fees cannot be charged to eligible students in full or part time education who are aged over 16 and under 19 on 31st August in the teaching year in which they commence a study programme.

Eligible students aged over 16 and under 19 on 31st August will not be charged tuition fees.

Eligible students who turn 19 during their study programme will not be charged fees for any subsequent, consecutive year of study as long as they remain on the same study programme, as recorded in their learning agreement.

4.2 Students with learning difficulties or disabilities

Students aged 19 to 24 with an Education Health and Care Plan (EHCP) will not be charged tuition fees for provision funded by the ESFA.

4.3 FE students aged 19 and over (Non-Apprentices)

Tuition fees for courses fundable via the ESFA's AEB are set by the College taking into account the following factors:

- The ESFA's rules on the setting of tuition fees
- The funding provided by the ESFA for each learning aim
- Local education and skills priorities
- The cost to the College of providing the education or training
- The tuition fees and employer contributions charged by other institutions for the same or similar education or training
- Who the target students are and the level of tuition fees or contributions that are likely to be affordable.

The conditions for eligibility for full or co-funding of FE tuition fees are set out in Appendix A of this Policy.

4.4 Students aged 19 and over who are funding their fees with an Advanced Learner Loan from Student Finance England (Non-Apprentices)

The College has an Advanced Learner Loans allocation and is therefore able to offer the option to eligible students of applying for an Advanced Learner Loan to pay for their tuition fees. The College's allocation is limited and loans are allocated on a first come first served basis. Loans are made subject to criteria set by the loan provider, receiving a learning and funding information letter from York College does not guarantee a loan will be approved.

Advanced Learner Loans are available for eligible students aged 19 or over on the first day of their studies, who are studying a designated qualification at Levels 3, 4, 5 or 6, for which they are not legally entitled to receive full ESFA funding.

Students electing to pay for their studies via an Advanced Learner Loan must apply to Student Finance England for their loan.

In setting and charging fees for courses for which Advanced Learner Loan funding is available, the College will comply with relevant sections of the Advanced Learner Loans Funding Rules.

4.5 Apprentices

The College will comply with relevant Funding Agency guidelines in setting course fees for Apprenticeship programmes.

The College will agree a price for the total cost of each apprenticeship. The agreed price shall include all training costs. For Apprenticeship Standards the price shall also include the cost of the end-point assessment and for Apprenticeship Frameworks shall include the price of on-programme assessment.

The level of fee chargeable to the employer / sponsor will depend upon various factors including:

- The Apprenticeship framework or standard being delivered
- The maximum fee limit for the funding band of the qualification

- Whether the employer is an Apprenticeship Levy payer
- The number of employees normally employed by the employer
- The age of the student
- The student's prior learning
- The student's place of work
- The cost to the College of providing the training and assessment.

Most non-Levy paying employer / sponsors will pay 5% of the agreed fee themselves with the balance of the fee being funded by the ESFA.

16-18 year old Apprentices working for a company with less than 50 employees may be eligible for full funding for their Apprenticeship.

Once the price has been negotiated and agreed (by means of a signed contract) the total price of the Apprenticeship will not increase unless:

- There is a change of circumstances as outlined in the Apprenticeship funding and performance-management rules for training providers
- The end-point assessment cost was not known at the start of the Apprenticeship.

Students on a York College Apprenticeship may only be enrolled onto additional courses subject to agreement by the employer, the Head of Apprenticeships and the relevant Head of Curriculum. Additional charges may apply.

Students on an Apprenticeship with a training provider other than York College can only be enrolled to an additional York College course if they pay the full, unfunded fee, even if they would otherwise qualify for full or co-funding.

4.6 Higher Education (HE) programmes

Fees are always charged for HE programmes.

Tuition fees for study programmes recognised by the Office for Students (OfS) will be set within the funding council and Government guidelines and authorised by the College SLT.

Where HE fees are set above the level recommended by the OfS, the College shall comply with funding body requirements to submit an Access Agreement within the prescribed timescales.

The College may agree that, in some cases, where an FE course is part of an HE programme of study, the tuition fees for the FE course may be waived. Students will however be required to pay membership, registration, exam, assessment and material costs.

4.7 Commercial and Adult unfunded programmes

Non-publicly funded programmes are all courses which are neither fully or partly funded by the ESFA, nor eligible to be paid for via an Advanced Learner or HE Student Loan.

All fees for unfunded, commercial programmes shall be set in consultation with the Head of Apprenticeships and / or the Finance Manager, using systems approved by the College SLT.

Fees are always charged for non-publically funded programmes and no fee concessions or fee waivers shall apply.

4.8 International programmes

Fees for International students take into account the additional costs associated with admitting and supporting these students, particularly with regard to visa sponsorship. Fees for International Programmes are set at a commercial rate that will provide an economic return on the resources invested in the College's International activities, taking into account what the market will bear and the fees charged by competitors. Due to the link with student visa sponsorship, the International fee rate applies only to programmes at Level 3 or above; there is no distinction between the full, unfunded fee and International fees at Level 2 or below.

International fees are inclusive of examination and assessment fees.

International students are not eligible to receive student support funds, unless support arrangements are specified in particular agreements established between the College and its international partners.

International applications will incur a non-refundable application fee of £300 and then a further deposit payment of £1,000, both will be off-set against the tuition fees for the course(s) selected if application is successful with the £1,000 refunded should the application be rejected.

4.9 14-16 Students

Fees will be negotiated and set at a level that schools and the Local Authority (LA) can afford to meet, whilst ensuring sufficient resources to run high quality programmes for this group of students. The costs and financial arrangements will be agreed and contracted with the School or LA in advance of programmes commencing.

The fees charged should reflect the cost of providing such programmes and the level of funding received by the school for a Year 10 or Year 11 pupil.

The cost of meeting any additional specific learning support needs for 14-16 students will also be charged to the school or LA.

When the LA is unwilling or unable to pay such fees, the student's sponsor will be required to sign an agreement and pay the fees.

The LA does not have responsibility for funding students who are home-educated. The LA has discretionary authority to pay tuition fees for such students. The College must have written agreement from the LA to pay such tuition fees before the student enrolls, or 14 to 16 year old students can be taken onto ESFA-funded provision if this is sanctioned by the Chief Executive and Principal or member of the SLT.

Further education colleges are able to enrol and receive funding from the Education and Skills Funding Agency (ESFA) for students aged 14 to 16 years old. These students can complete full-time study programmes that include technical qualifications alongside general qualifications, including English and mathematics.

York College offers provision to Under-16 year old students, who can in-fill into Programmes of Study (PoS) aimed at 16-18 year old students, and funded by the ESFA as such.

4.10 York College employees

For provision delivered by the college, employees may be able to access courses free of charge or be eligible for discounted tuition fees when enrolling on courses that support their professional development within their role. There is no time allocation for attendance at courses but employees may be able to agree variations to working patterns to support

attendance. Applications for free or discounted places for work-related courses must be submitted via a Training Request Form. Where approval is authorised written confirmation will be provided by the Head of CPD prior to enrolment. College employees may have to pay certain costs (e.g. books, equipment). Failure to gain formal approval prior to the start of the course could result in the member of staff being liable to pay the full fee. Employees should obtain further guidance from the Head of CPD or HR. Specific provisions include:

Teaching qualifications:

Employees in teaching roles, including those on PTVH contracts, will have access to teaching qualifications free of charge, subject to certain terms and conditions.

Other non-work related courses and qualifications:

Employees may be able to access other courses that don't relate to their current job role free of charge or at a discounted rate subject to certain conditions, including the viability of the course and availability of places. Course fees may be repayable in certain circumstances.

Recreational courses:

Employees may be able to 'in-fill' onto non-job related courses free of charge or at a discounted rate subject to certain conditions, including the viability of the course and availability of places. Employees will not be able to take a 'free' place where there is a waiting list of fee-paying students.

4.11 Partnership / subcontracting agreements

The College is required by the ESFA to publish a document explaining any fees and charges associated with sub-contractor or partner provision. The College sets out its standard management fees for sub-contracting partners are in its *Sub-contracting / Partnership Arrangements Fees and Charges* document. This document is updated and approved annually prior to undertaking any sub-contracted or partner activity.

The standard College management fee for subcontracted partnership arrangements is between 15% and 20% of the income. The management fee is intended to cover the expenditure that the College incurs in managing and monitoring the contract.

Further charges to cover additional costs may be added to cover the cost to the College of any additional support that the College considers necessary to ensure the quality of teaching, learning and assessment and to secure high achievement rates of any partner provision.

The College will agree the management and tuition fees with Partners, before the start of the contract. Management fees will be re-negotiated and agreed annually at a contract renewal meeting with the partner. Partnership agreements will be reviewed and approved annually by the SLT.

Tuition fees cannot be charged to students whose learning programme is fully funded by the ESFA. Where the students enrolled are not eligible for full funding from the Funding Agency then there will be an expectation that the student or their employer / sponsor will pay a financial contribution.

4.12 Programmes subsidised by third parties

When the cost of a programme of learning is subsidised by a third party and tuition fees are reduced as a result, the withdrawal of such subsidies will result in the College requiring the full fee to be paid by the student or their employer / sponsor.

4.13 Awarding body registration, examination and assessment fees

ESFA funding rules stipulate that awarding body registration and examination fees cannot generally be charged to students who are fully funded by them, however the College is entitled to apply reasonable conditions of attendance for students to qualify for free examination entry.

The College reserves the right to charge students for awarding body examination and resit costs in the following circumstances:

- Where the College requirements on attendance or completion of work have not been met. NB: Absences or non-completion of coursework due to illness or other acceptable reasons will not be grounds for charging. Documentary evidence for such reasons will normally be required
- Where the student fails without good reason to sit an examination or undertake an assessment for which the College has paid
- Where a student re-sits an examination resulting from initial examination failure
- Where a student re-sits an examination with the aim of achieving marginal improvements in grades.

Qualifications leading to a GCSE grade 4 to 9 or A* to C in English or maths, where the student has not yet achieved a grade 4 to 9 or A* to C in these subjects are not treated as retakes for this purpose.

Any costs associated with examinations, such as remarks or the return of papers, will be charged to the student.

Awarding body fees for exam registration are charged by the College as part of the overall programme fee. In certain circumstances where the tuition fee is waived by the College, awarding body charges may still have to be paid for.

4.14 Other additional study programme charges

The College will charge for other elements of a student's study programme only in accordance with the relevant Funding Agency's rules. Students or their sponsors may be requested to pay either in full, or to make a financial contribution towards, the cost of any such additional elements of the study programme.

4.14.1 Types of other additional charges

Additional charges may be made for, but not limited to, items such as:

- Educational trips and visits
- Clothing required for health and safety reasons (PPE)
- Specific equipment or materials
- Recommended or essential textbooks
- Uniforms
- DBS checks
- Membership of professional bodies
- Photocopying and printing
- Music lessons.

4.14.2 Students aged 16 and over, but under 19 on 31st August (Non-Apprentice)

Subject to the ESFA's rules, students aged 16 and over, but under 19, on 31st August of the academic year in which they commence their studies, will normally be required to pay in full for, or to make a financial contribution towards, the cost of any additional charges associated with their course.

Where clothing or equipment is necessary for the student's health and safety the College may charge for clothing or equipment that the student will retain. In such cases students will have the option of borrowing the clothing or equipment free of charge should they choose not to purchase it themselves. The College reserves the right to charge for any equipment that is lost or damaged.

Students are provided with a nominal printing allowance when their College network account is created. As part of a student's course documents and papers will be provided either electronically or in hard format to students. Students can decide whether or not to print out documents that are provided electronically by using their printing allowance.

The College will seek payment for the additional costs associated with trips and visits whether or not they form part of the agreed study programme.

The College will charge students aged 16 to 18 for instrumental tuition, where it is not required to allow them to successfully complete their funded learning aim.

It is College Policy to charge students aged 16 to 18 for DBS checks, with the exception being students on T Level courses.

4.14.3 Students aged 19 and over on 31st August whose learning is fully funded by the Funding Agency (Non-Apprentice)

The College will not make compulsory charges for the direct costs of delivering their learning aim to students who are aged 19 or over on 31st August of the relevant academic year and whose study programme is fully funded by the ESFA. Direct costs include any essential activities or materials without which the student could not complete and achieve their learning:

4.14.4 Students aged 19 and over on 31st August whose learning is co-funded by the Funding Agency (Non-Apprentice)

Students who are co-funded (i.e. who are partially funded) for their studies will normally be charged for the additional costs associated with their course.

4.14.5 Students aged 19 and over who are funding their fees with an Advanced Learner Loan (Non-Apprentice)

For students funding their studies with an Advanced Learner Loan, their tuition fees include all costs and charges for items without which they cannot complete their qualification.

Students may be charged for any professional body membership fees needed to achieve their qualification.

Students can be requested to pay for any extra activities that are not essential to their learning, such as trips and visits.

4.14.6 Apprenticeships

Apprentices cannot be made to contribute financially to the direct cost of learning.

The fees charged for Apprenticeships to the employer will include the cost of all activity and materials that are directly related to the Apprenticeship and that are essential to the student's completion of the learning aim. This will include:

- All costs of training and learning delivery
- Registration, examination and certification costs
- On programme assessment costs and progress reviews
- Formal end-point assessment costs
- All materials used specifically in the delivery of the Apprenticeship.

The College will require the employer to pay separately for the following additional costs:

- Re-sit fees for examination or end point assessment costs.

The College may require the employer or the student pay separately for any training on optional modules or any educational trips or visits to professional events, where these are not required to achieve the Apprenticeship Framework or Standard.

4.14.7 Higher Education students

Students who are enrolled onto an HE course will not normally be charged for the additional costs associated with their course.

In cases where SLT approval has been granted for an FE qualification to be undertaken as part of an HE programme of study and for the tuition fees for the FE course to be waived, such students will be required to pay membership, registration, exam, assessment and material costs.

4.14.8 International students

Additional charges may be made to international students for optional extra-curricular or social events which are not an integral part of their course.

These costs will generally be charged and collected separately from the main fee for the course. The College may on occasion, elect to incorporate additional charges into the course fee. Where this is the case the details will be included in a written agreement or contract with the international customer.

4.14.9 Charges for optional activities

Students on some courses may have the opportunity to enhance their learning experience through participation in optional activities. The additional costs of such activities are not funded by the Funding Agencies nor are they included within the tuition fees charged by the College. Costs for such activities will therefore be charged and collected separately from either the student or their sponsor.

Where there is a shortfall in student or sponsor contributions the College reserves the right to withdraw or limit the provision of optional activities so that overall costs are consistent with the total funding received for the course concerned.

4.4.10 Clothing and Personal Protective Equipment

Students may need to purchase clothing or equipment for their own personal use to enable them to undertake their course. Where clothing or equipment is purchased by a student, it remains their property throughout and after their course of study.

Where permitted under funding guidelines, if clothing or equipment that the student will retain for their own purposes outside College is required for the student to complete the course, the College may arrange to purchase these items on behalf of the students and charge the student for them. The charge will be based on the cost of the items to the College. The College may also develop relationships with trusted third parties to supply goods to its students.

Students will always have the option of borrowing the clothing or equipment free of charge should they choose not to purchase it themselves. The College reserves the right to charge for any equipment lost or damaged.

4.15 Financial hardship

In cases of financial hardship students on eligible courses may be entitled to support from learner support funds provided by the College's Funding Agencies.

Sources of learner support funding include the 16-19 Bursary Fund, the Advanced Learner Loans Bursary Fund, the College's Adult Discretionary Learner Support Budget and HE bursary scheme.

The 16 to 19 Bursary Fund is to support 16 to 19 year olds who are the most financially disadvantaged and those who most need help with the costs of staying in education.

There are two types of 16 to 19 bursaries:

- Discretionary bursaries are awards made by the College to meet the needs of individual students. Funds will be targeted to students who cannot participate in education without financial help for things such as: transport, meals, essential clothing, books and equipment. Students' needs will be assessed on an individual basis
- Enhanced bursaries of up to £1,200 a year for young people in one of the defined vulnerable groups; the eligible groups are students who are:
 - In care
 - Care leavers
 - Receiving Income Support (IS) or Universal Credit (UC) in place of Income Support, in their own right
 - Receiving Employment Support Allowance (ESA) or Universal Credit and Disability Living Allowance (DLA) or Personal Independence Payments, in their own right.

Disadvantaged 16 to 18 year old students on FE courses funded by the ESFA may be eligible to apply to receive a free meal on each day that they attend their study programme.

Students aged 19 or over can apply for the Discretionary bursary or Free meals if they have an Education, Health and Care Plan (EHCP) or are continuing on a course they started aged 18 (a '19+ continuer').

Students on Apprenticeship programmes are classed as employed rather than in education and are not eligible for help from the 16 to 19 Bursary Fund.

The College is able to use some of its Adult Education Budget allocation to award support to eligible students who have financial needs within the following categories:

- Hardship (for those aged 19 or older)
- Childcare (for those aged 20 or older).

Students funding their studies with an Advanced Learner Loan may be eligible to receive support from the Advanced Learner Loans Bursary fund. The bursary can help pay for costs such as travel, childcare, course materials and equipment, and travel to university open days and interviews.

York College has committed to providing a Bursary Scheme which all eligible HE students can apply to. Successful applicants to the HE Bursary Scheme will receive a one off payment to help with initial costs.

The College's Bursary policy can be accessed from its website.

5 Payment of fees and charges

Tuition fees are payable by all students or their employer / sponsors, other than where the student has provided evidence of their eligibility for full funding, in accordance with government policy. Evidence of eligibility for full funding of tuition fees must be provided at the point of enrolment.

Enrolment for individual students is only considered to be complete when:

- Evidence of eligibility for full funding has been provided
- The appropriate tuition fee has been invoiced and paid in full
- The appropriate tuition fee has been invoiced, payment plan has been confirmed, and instruction given on how to make instalment payments via the Touch Tone (TT) telephone payment system.
- Evidence is provided that an HE or Advanced Learner loan has been applied for

- Evidence is provided that it is the student employer / sponsor's intention to pay the fees on the student's behalf.

The College will accept fee payments from employers, local authorities or other individuals or bodies who agree to pay for a student's tuition fees. Evidence of an organisation's agreement to sponsor a student's fees must be provided at the point of enrolment, ideally in the form of a valid purchase order.

See sections below for further detail.

5.1 Payment methods

Where a tuition fee is payable, students must do one of the following to secure their place on the course:

- Pay the course fees in full by one of the following methods:
 - Card payment via Online enrolment
 - Bank transfer for Individual Non-EU students making payments from abroad
- Pay the course fees via instalment payments by the following method:
 - Touch Tone (TT) telephone payment system
- Apply for an Advanced Learner Loan and provide proof of their application to the College (See section 5.1.2 below)
- Apply for a HE Loan and provide proof of their application to the College (See section 5.1.3 below)
- Provide proof of sponsorship and the sponsor's commitment to pay for the fees (for example a valid purchase order, letter, or email from the student's employer or an authorised representative, or in the case of an Apprenticeship, the Apprenticeship Training Services Agreement must be signed by the student's employer).

The College reserves the right to require payment to be made prior to the course commencing if a sponsoring organisation or individual is considered to be a credit risk.

5.1.1 Payment by Touch Tone (TT) telephone payment system

Instalment payments can be made throughout the duration of the course via our Touch Tone (TT) telephone payment system, full instructions are given and payment plan confirmed at enrolment.

5.1.2 Payment by Advanced Learner Loan

Students aged 19 or over, who are studying eligible FE qualifications at Level 3 and above may have the option of applying for an Advanced Learner Loan to fund their tuition fees.

The College will monitor the progress of Advanced Learner Loan applications via the Student Finance England website pending their approval. The College reserves the right to request a student to make arrangements pay for their fees by another method if their Advanced Learner Loan application is cancelled or if significant delays in the approval process occur.

It is the responsibility of the student to provide all the required evidence to support their Advanced Learner Loan application and to respond, on a timely basis, to any communication from Student Finance England about their loan or any request for additional information.

Once an Advanced Learner Loan has been approved, payments will be made directly by Student Finance England to the College to pay for the student's tuition fees.

In cases where the course fee is higher than the maximum amount of Advanced Learner Loan available, the difference will either be payable in full at the point of enrolment by the student or their sponsor, or by instalment payments as per agreed payment plan.

The College will expect any student whose Advanced Learner Loan is not approved to make arrangements to pay by another method. Should the student withdraw from the loan arrangement, and remain on the course, the remaining sum owed will become the liability of the student.

5.1.3 Payment by HE Loan

Students who are studying eligible HE qualifications have the option of applying for an HE loan from the Student Loans Company (SLC) to fund their tuition fees. Loans are also available to help with maintenance costs.

When loans are approved, payments from the SLC will be made directly to the College to clear the student's tuition fee debt.

The College will expect any student whose HE loan is not approved to make arrangements to pay by another method.

Should the student withdraw from the loan arrangement but remain on the course, the remaining sum owed will become the liability of the student.

5.1.4 International students

Individual international students are required to pay a non-refundable application fee of £300 and a tuition fee deposit of £1,000 before a Confirmation of Acceptance for Study letter will be issued in support of their visa application.

Payments by international funds transfer for international student fees are expected to be sufficient to cover all bank charges associated with the payment. In cases where the payment does not cover all associated bank charges the College reserves the right to charge the student separately for these fees.

The College may on occasion, with the authorisation of a member of the SLT, relax this requirement. This will only be in exceptional circumstances, or when payment is to be made by a third party with whom the College has an existing relationship.

Payment terms consistent with current commercial practice may be allowed for partners sending international students to the College.

5.1.5 Tuition fees paid by third parties on behalf of students

5.1.5.1 Non-apprenticeship courses

Where an employer, other individual or body agrees to pay fees for a student on non-Apprenticeship course, the student must provide written confirmation of their sponsor's commitment to do so at the point of enrolment. Ideally this will be in the form of an official purchase order, but a signed letter or email confirmation from an authorised individual may be acceptable.

The confirmation must state the sponsor's agreement to pay the fees on behalf of the student and must clearly state the name and address of the organisation to be invoiced and the name and position of the authorising officer.

The College will invoice the sponsor for the fees owed. Should the sponsor withdraw their commitment to pay the fees, any remaining sum owed will become the liability of the student.

5.1.5.2 Apprenticeship courses

For Apprenticeship courses, a contract between the College and the Employer will be signed at the point of enrolment. The contract will set out the charges payable for the course.

Employer / sponsors of Apprentices will be invoiced for the charges payable for the whole of the Apprenticeship programme.

Where the employer / sponsor of an Apprentice is an Apprenticeship Levy payer the employer may use their Levy funds to pay the fees to the College via the Digital Apprenticeship Service.

5.2 Payment for Additional charges

Payments for additional charges will generally be collected separately from course tuition fees. The full amount owed must be paid by the deadline stipulated by the College.

5.3 Monitoring of fee payments and action to recover outstanding debts

The total amount of tuition fees payable by the student or their employer / sponsor are agreed and recorded at the time of enrolment.

Students or the sponsoring employer will be invoiced for the fees payable at the start of the student's study programme.

By the start date of the course it is expected that either:

- The tuition fee will have been paid in full, or a payment plan has been confirmed and instruction given on how to make instalment payments throughout duration of the course using the Touch Tone telephone payment system.
- HE or Advanced Learner loan for the payment of the fees has been applied for, and evidence of this has been provided to the College.

Fee payments received by the College are recorded against the amount of the relevant outstanding debt.

The College will follow its standard credit control procedures to ensure that all fees are paid promptly and in full.

The College reserves the right to use all reasonable methods to collect outstanding fees which may include taking court action. Where this is necessary the costs of undertaking the legal action will be added to the existing debt. The College will follow prescribed pre-action protocols and will always make every effort to communicate effectively with its debtors to resolve issues of overdue outstanding debt, without the need to start court proceedings.

5.4 The link between this Policy and the Student Behaviour and Disciplinary Procedure

Failure to pay fees is considered to be a 'Gross Misconduct' under the College's Student Behaviour Support and Disciplinary Policy and appropriate disciplinary action will be taken to ensure that all students pay the fees owed. Students who do not pay their fees will not have work marked and will not be allowed to complete their qualification.

The need to ensure that there is a clear link between the Fees Policy and Disciplinary procedures has led to the development of the table below. This shows how the actions taken by Finance to chase debts will lead to Disciplinary Action being taken against the student, such that they will be excluded from College at the point at which legal action is taken. The table below relates to invoices that have a specific due date and includes those students making instalment payments via the Touch Tone telephone payment system.

The process will be overseen by the following members of the Strategic Leadership Team (SLT) and College Leadership Team (CLT)

- FE courses - Director of Curriculum: Creativity (Adult Lead)
- HE courses - Director of Curriculum: Professional & Commercial Industries (HE Lead)
- International courses – Head of Humanities, Languages and Social Science.

Actions in Finance	Student Behaviour and Disciplinary Actions
1 day after the invoice due date a first overdue letter is sent to the student or sponsor reminding them that payment is now overdue.	
8 days after the invoice due date a second overdue letter will be sent to the student or sponsor. Finance will issue a Level 1 Disciplinary at this stage.	The relevant tutor will be instructed to review the Level 1 disciplinary within 1 week. If, within this time, adequate action has not been taken by the student towards settling their outstanding debt, the tutor will arrange a Level 2 Disciplinary with the Head of Curriculum.
15 days after the invoice due date a third letter will be sent to the student or sponsor chasing payment for the outstanding debt and warning that Court action may be taken if they do not respond within 30 days. Finance update ProMonitor to show no student response.	Head of Curriculum holds a L2 Disciplinary meeting with the student. If adequate action has not been taken by the student to respond to the 15 day letter within the 30 day limit then the appropriate Head (see above) will issue a Final Written Warning and work will no longer be marked
45 days after the invoice due date, where no response has been received to the 15 day letter Court Action is commenced by the Finance Department.	The appropriate Head (see above) will take action to exclude the student.

6 Cancellation and Refunds Policy

The College's Cancellation and refunds policy is required to comply with relevant legislation such as the Consumer Credit Acts 1974 and 2006 as well as with relevant funding body guidelines, such as the rules of the Office for Students and the Apprenticeship Funding and Performance Management rules for training providers.

The College's Cancellation and Refunds Policy applies to all students irrespective of the method by which the student is paying for their fees.

6.1 Cancellation by the College

The College reserves the right to cancel the enrolment contract due to the closure of a course. Where a course is closed by the College (for example due to insufficient number of enrolled students) The College will endeavour to notify the student / employer / sponsor in writing at least 7 days before the course start date and a full refund will automatically be made by the College.

Where, after enrolment an individual proves unsuitable for the course (for example, due to a failed DBS check) the student will be informed as soon as possible, their enrolment will be cancelled and a full refund will be made.

Where a course is rescheduled by the College and the student is unable to attend because of this, a full refund will be given at the student's request.

Where a student is permanently excluded by the College for any reason other than non-payment of tuition fees, the payment of any outstanding fees or charges will not be sought nor will any fees or charges be refunded unless a specific request is made. Where a request is made the decision to make any refund will require the approval of a member of the SLT.

6.2 Cancellation due to course quality issues

Any claim for a fee refund due to a quality issue will be referred to the College's Quality Improvement Manager and dealt with in accordance with the College's complaints procedures.

Complaints about a College course should be raised via the College's Complaints and Compliments Procedure which can be found on the College website at:

<https://www.yorkcollege.ac.uk/about-us/policies-and-procedures.html>

A refund may be made to a student or their sponsor where it is evidenced that the course content or the standard of teaching was not satisfactory.

6.3 Cancellation at the request of the customer

Any customer who wishes to cancel their enrolment contract with the College is required to do so in writing. This can be done by completing and submitting a copy of the College's Contract Cancellation Form.

For all courses other than Business Partnerships full cost courses, instructions on how to cancel a contract along with a copy of the College's cancellation form are set out at Appendix C1 of this policy. A copy of the Contract Cancellation form is available on the College website at: <https://www.yorkcollege.ac.uk/student-life/funding-information.html>

Completed Cancellation forms, along with any relevant supporting evidence can be submitted via email to: cancel@yorkcollege.ac.uk.

For Business Partnerships full cost courses, instructions on how to cancel a contract along with a copy of the Business Partnerships Course Cancellation Form are set out at Appendix C2 of this policy.

6.3.1 Cancellation by the customer within 14 days

Customers have the statutory right to cancel their contract with the College within 14 days of the stage start date without giving any reason. Where written notification of contract cancellation is received by the College within 14 days, a refund of fees paid will be made and any remaining fees outstanding will be cancelled.

For full time Higher Education courses the statutory right to cancel the contract expires 14 days from the date of acceptance of the offer of a place at the College through UCAS.

For Business Partnerships Full Cost Courses the statutory right to cancel the contract expires 14 days from the date of the booking being confirmed.

For all other courses the statutory right to cancel expires 14 days from the date of the first expected attendance.

Where written notification of cancellation is received from a student or sponsor within 14 days, then provided no teaching has taken place and no other costs have been incurred specifically on the student's behalf, the College will arrange for a full refund of any amounts paid. Wherever possible, the refund will be made within 14 days of receipt of the notification of cancellation.

If, when a student or sponsor cancels their contract within 14 days, the course has started and some teaching has taken place, the College will retain payment for the value of the teaching hours delivered in proportion to the full length of the course. If any other costs have been specifically incurred on behalf of the student in respect of their course, then the College will also retain payment for these costs. The College will refund the remaining amount due back to the student or sponsor within 14 days of receipt of the notification of cancellation.

6.3.2 Cancellation by the customer after 14 days

6.3.2.1 Cancellation after 14 days – FE and HE courses (Non-Apprenticeship)

After the statutory 14 day cancellation period has elapsed, all fees are payable in full and no refund of fees will normally be made, even where the student is unable to continue their studies. This applies to students who are paying their fees via an HE or Advanced Learner Loan.

In exceptional circumstances, which could not have been anticipated at the time the student enrolled, the College may, at its discretion, refund and / or, waive / credit, all or part of, a student's tuition fees. Examples of the types of circumstances in which the College may authorise fees to be refunded or waived / credited could include significant health problems that have developed after enrolment, family bereavement or redundancy. Applications to cancel a contract with the College after the statutory 14-day period must therefore clearly state the reason for the request and should be supported by appropriate evidence.

Applications after the statutory 14-day period will require consideration and recommendation by the relevant Head of Curriculum and can only be authorised in accordance with College procedures: either by the Finance Manager or by a member of the College's SLT. This should be done by completing a copy of the College's Contract Cancellation Form.

Any refund or fee waiver / credit will be determined in consideration of the teaching hours delivered, in proportion to the full length of the course. If any other costs have been incurred specifically on behalf of the student, then the College will also retain payment for these.

6.3.2.2 Cancellation after 14 days – Apprenticeship courses

Refund and / or waiver / credit of fees resulting from the cancellation of an Apprenticeship Training Services Agreement after the statutory 14-day period will be dealt with in accordance with the ESFA funding rules for Apprenticeship Funding.

Where a change of circumstance means that training and / or assessment is no longer being delivered, no further funds will be payable from the employer or from their digital account. In such circumstances, the College will agree the cost of training and assessment delivered to date with the employer. The employer will be expected to pay any amounts due to the College. Any overpayment will be refunded to the employer or to their digital account as appropriate.

Even where an Apprentice leaves their programme of study early they cannot be asked to pay for training or assessment costs.

6.3.1.1 Cancellation and refunds – International courses

Where a student has followed the advice given by the College and made every reasonable effort to obtain a visa to study in the UK, but is ultimately unsuccessful in their visa application, £100 of the deposit paid by the student will be retained by the College but the remainder of any fees paid will be refunded.

Once an international student has commenced their studies fee refunds will not normally be made. A fee refund would only be made in exceptional circumstances and with the authorisation of SLT.

6.4 Refunds of additional charges

Non-tuition fee charges will only be refunded at the discretion of the Head of Curriculum. It will not be possible to refund payments for other charges where expenditure has already been committed.

6.5 Course transfers

On occasion a student may, with the approval of the relevant Head of Curriculum or Director of Young People's Learning, transfer to a different course within the first four weeks of delivery. If the new course has a higher fee the student will be required to pay the difference, before attending. If the new course has a lower fee, the student will usually be automatically refunded with the difference.

Where a transfer or a course change takes place after the first four weeks of a course or without the approval of a Head of Curriculum or the Director of Young People's Learning, then the College reserves the right not to make any refund of fees.

Where a student enrolled on a Business Partnerships Full Cost Courses is subsequently unable to attend the scheduled course for any reason the College will normally accept a substitute delegate on the course.

For non-apprenticeship courses, where a student transfers from one employer / sponsor to another, no refund shall be payable to the original employer of fees paid and the student themselves will be liable for any outstanding fees payable if their new employer does not agree to pay for them.

6.6 Transfers of HE students

The following rules apply to HE student transfers:

- Where a student transfers from a course the College has closed to an alternative HE course, any difference will be waived by the College
- Where a student transfers to an HE course with the same tuition fee, no additional charge will be made
- Where a student decides to transfer from one York College HE course to another York College HE course with a higher tuition fee, the student will be required to pay the additional amount.

Where it is necessary, as a result of action by the College (such as course closure), for students to transfer to an alternative provider, the College will consider appropriate compensation for additional travel or other costs directly attributable to the non-preservation of continuation of study.

The College's priority will always be to ensure that students receive the education experience outlined in College's course information and their learning agreement. Where, as a result of an investigation through the College's Complaints and Complements

Procedure, it is concluded that this has not been the case, appropriate financial or other compensation may be offered. (See Section 6.2 of this Policy)

The College will be guided by the Office of the Independent Adjudicator for Higher Education's (OIA's) guidance on considering whether it is appropriate to recommend compensation payments to higher education students for distress and inconvenience. Any payments over £3,000 will only be considered in exceptional circumstances.

Appendix A: ESFA financial contributions from the Adult Education Budget (AEB) for adult skills study programmes

For students aged 19 or older on 31st August 2023 the level of contribution the government will fund for eligible adult skills study programmes is set out in the table below.

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

Provision	24+	Notes
English and maths, up to and including level 2	Fully funded	Must be delivered as part of the legal entitlement qualifications list
Essential Digital Skills Qualifications up to and including level 1	Fully funded	Must be delivered as part of the legal entitlement qualifications list
Level 2 (excluding English and maths)	Fully funded	For those eligible through unemployed or on a low wage
	Co-funded	For those who do not meet the definition of unemployed (paras 120 to 121) or do not meet the eligibility criteria for low wage (paras 122 to 124)
Learning to progress to level 2	Fully funded	For those eligible for their first full level 2 through unemployed or low wage
	Co-funded	For those who do not meet the definition of unemployed or do not meet the eligibility criteria for low wage
Level 3 free courses for jobs offer	Fully funded	Learners without a full level 3 or above accessing a qualification on the level 3 adult offer qualifications list. Learners who already hold a level 3 or higher and meet the definition of unemployed or who are in receipt of a low wage. Learners are only entitled to this funding once and are not entitled to this funding if they have already used it before
Level 3 free courses for jobs	Loan funded	All 24+ learners who are not eligible for the level 3 adult offer must refer to (Advanced learner loans funding rules)
English for speakers of other languages (ESOL) learning up to and including level 2	Fully funded	For those eligible through unemployed or on a low wage
	Co-funded	For those who do not meet the definition of unemployed or do not meet the eligibility criteria for low wage
Learning aims up to and including level 2, where the learner has already achieved a first full level 2, or above	Fully funded	For those eligible through unemployed or on a low wage
	Co-funded	For those who do not meet the definition of unemployed or do not meet the eligibility criteria for low wage
Learning aims up to and including level 2, where the learner has not achieved a first full level 2, or above	Fully funded	For those eligible through unemployed or on a low wage
	Co-funded	For those who do not meet the definition of unemployed or do not meet the eligibility criteria for low wage

York College Contract Cancellation Instructions and Form

Please forward the completed form overleaf, along with any supporting evidence by email to: cancel@yorkcollege.ac.uk. If you require assistance with completing this form, our College InfoZone can help. They can be contacted by calling 01904 770770 or by emailing info@yorkcollege.ac.uk.

Cancelling your contract within 14 days

For cancellations within 14 days please complete sections 1 and 3 of the form overleaf.

Customers have the statutory right to cancel their contract with the College within 14 days without giving any reason. Where written notification of contract cancellation is received by the College within 14 days, a refund of fees paid will be made and any remaining fees outstanding will be cancelled.

- For full time Higher Education courses the statutory right to cancel the contract expires 14 days from the date of acceptance of the offer of a place at the College through UCAS.
- For Business Partnerships Full Cost Courses the statutory right to cancel the contract expires 14 days from the date of the booking being confirmed.
- For all other courses the statutory right to cancel expires 14 days from the date of the first expected attendance.

Where a contract cancellation is received within 14 days but some teaching has already taken place, the College will retain payment for the value of the teaching hours delivered in proportion to the full length of the course. If any other costs have been incurred specifically on behalf of the student, then the College will also retain payment for these costs.

Cancelling your contract after 14 days

For cancellations after 14 days please complete sections 1, 2 and 3 of the form overleaf and attach any appropriate supporting evidence.

After the statutory 14 day cancellation period has elapsed, all fees (for non-Apprenticeship courses) are payable in full and no refund of fees will normally be made, even where the student is unable to continue their studies. Requests for refunds / waiver of outstanding fees after the 14 days period will be considered by the College but will generally only be granted in exceptional circumstances. A claim for a refund outside the 14 day period must clearly state the reason for the request and should be supported by appropriate evidence.

Requests for a refund and / or waiver / credit of fees resulting from the cancellation of an Apprenticeship Training Services Agreement after the statutory 14 day period will be dealt with in accordance with the ESFA funding rules for Apprenticeship Funding.

Method of refund payments

All refunds will be made either by refunding back onto the original debit or credit card used, or by a BACS transfer.

Wherever possible, any refund due will be made within 14 days of receipt of the notification of cancellation.

York College Contract Cancellation Form

I hereby give notice that I wish to cancel my contract of sale with York College for the supply of the following course:



Section 1: To be completed by all customers requesting cancellation of their contract.			
Title of course:			
Student name:			
Student reference number:			
Student email address:			
Student postal address:			
Amount paid / amount of refund requested	£	Amount of fees still outstanding (if any)	£
Payee name and address: (If different from student name and address above)			

Section 2: To be completed by customers requesting cancellation of their contract after the statutory 14 days period has elapsed.
<p>Requests for refunds and / or waiver of outstanding fees after the statutory 14 days period will be considered by the College but will generally only be granted in exceptional circumstances. Please, therefore, briefly state your reasons for requesting cancellation of your contract below and attach any appropriate evidence to support your request for a fee refund and / or waiver. Continue on a separate sheet if necessary.</p>

Section 3: Bank account details for payment of refunds:							
Name of Account holder:							
Sort Code:			-			-	
Account Number:							
Is this the student's account? <input type="checkbox"/> Yes <input type="checkbox"/> No (Delete as appropriate)	If no – What is your relationship to this student?						
Student Signature (If submitting this form via the College website you can type your name here)							
Date:							

Right to Cancel

You have the statutory right to cancel your contract with the College within 14 days without giving any reason. Your right to cancel your contract without giving a reason expires 14 days from the day you book the course.

To exercise your right to cancel, you must send us a clear statement, in writing, of your decision to cancel your contract. You can use the Cancellation Form on page 2 of these instructions or alternatively write to us. You can either post your statement to Business Partnerships, York College, Sim Balk Lane, York YO23 2BB or email it to BusinessPartnerships@yorkcollege.ac.uk. If you require any support with completing the form, please telephone 01904 770368.

To meet the statutory deadline for cancellation, you must ensure that your written decision to cancel is sent to us within 14 days of your course booking date.

Effects of Cancellation

If you exercise your right to cancel your contract within 14 days, and no teaching has taken place or no other costs have been incurred specifically on your behalf, we will make a full reimbursement within 14 days of receipt of your written decision to cancel your contract.

If, when you send your cancellation, you have started your course and some teaching has taken place, the College will retain payment for the amount for the teaching hours delivered, in proportion to the full length of the course. If any other costs have been incurred on your behalf in respect of your course, then the College will also retain payment for these costs. We will make reimbursement of the amount due back to you without undue delay.

Reimbursement will be made in one of the following ways:

- By crediting the Debit or Credit card that you used to pay your fees
- By BACS transfer to your bank account.

You can indicate your preferred method of payment on the Cancellation Form.

You will not incur any fees as a result of the reimbursement.

York College Business Partnerships Course Cancellation Form

To: Business Partnerships, York College, Sim Balk Lane, York YO23 2BB

I hereby give notice that I cancel my contract of sale for the supply of the following course:

Name of course	
Date of Course booking	
Date of first expected attendance	
Name of delegate	
Address of delegate	
Name of employer / organisation (if applicable)	

Please indicate below your preferred method for reimbursement of amounts paid:

☐ Credit onto the Debit or Credit card you used to pay your fees

☐ BACS by payment to:

Name of account holder:								
Sort Code:			-			-		
Account Number:								

Signature of delegate / employer / person responsible for payment	
Date	

Appendix C: Glossary of Terms

AEB	Adult Education Budget
ALL	Advanced Learner Loan
BDU	Business Development Unit
EEA	European Economic Area
ESFA	Education and Skills Funding Agency
DBS	Disclosure and Barring Service
TT	Touch Tone Telephone Payment System
FE	Further Education
HE	Higher Education
HR	Human Resources
LA	Local Authority
OfS	The Office for Students
OIA	Office of the Independent Adjudicator for Higher Education
PPE	Personal Protective Equipment
SFE	Student Finance England
SLC	Student Loan Company
SLT	Strategic Leadership Team
UK	United Kingdom

Impact Assessment

Name of policy/function being impact assessed:	Name of manager/group carrying out the impact assessment:
Tuition Fee Policy	David Hawkins, Vice Principal (Finance & Professional Services)
Is this a new or existing policy/function? (please circle)	New Existing
1. In what areas are there concerns that the policy/function could have a differential impact (please circle).	Gender Race Disability None Sexuality Age (younger or older people) Religion/Belief Transgender Socio Economic Marriage/Civil Partnership Pregnancy/maternity
2. What sort of concerns are there that the policy/function could have a differential impact on other groups? Please give details if any. (continue overleaf if necessary).	Whether, in applying the guidance and expectation of its funding bodies on this issue, the College's policy on the determination and levying of fees and charges is equitable for all current and prospective students.
3. What are the expected benefits of the policy/function?	The confirmation, to managers, staff and other College stake holders of the rationale, principles and processes by which the College determines its tuition fees and charges to students.
4. Which relevant experts or equalities groups have you approached to explore these issues? Please give details of their views and note how you obtained them e.g. letter/meeting/emails.	None
5. Taking into account these views and available evidence please outline the risk associated with the policy/function weighed against the benefits	Not applicable
6. What changes/modifications will now be made to the policy/function in light of this Impact Assessment	Not applicable
7. How will these changes/modifications be communicated to interested parties (i.e. the groups which were adversely affected) and those consulted?	Not applicable
Signed: David Hawkins	
Job title: Vice Principal (Finance & Professional Services)	
Date of completion of Impact Assessment:	