



ENABLE

**The Voluntary and Community Sector
Learning and Skills Consortium**

Fees Policy

2020

Change History

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Introduction

This document outlines the Fees Policy of Enable. There are a range of factors that influence the Fees Policy, Government priorities and funding rules.

CONTEXT

This Fees Policy has been developed to reflect the Education and Skills Funding Agency (ESFA), SLC and other funding strands for 2019 to 2020.

The Funding Rules emphasise priorities in specific areas:

- **Apprenticeships** – significant changes to the way apprenticeship funding works were implemented on the 1st May 2017, including:
 - introduction of the apprenticeship levy introduction of the apprenticeship service - this is an online service that allows employers to choose and pay for apprenticeship training more easily
 - introduction of a new ‘co-investment’ rate to support employers who don’t pay the levy (‘co-investment’ is when employers and government share the cost of training and assessing apprentices)
- **Traineeships** – aimed at young people aged 19 to 24 who have left school and wish to get an apprenticeship or other employment but lack the basic skills and experience that employers are looking for.
- **English and Maths** – learners have a statutory entitlement to fully funded English and maths to enable them to progress to Level 2 and achieve a GCSE in these subjects if they have not already done so.
- **First Full Level 2**– students have a statutory legal entitlement to a first full Level 2 qualification and will not pay fees.
- **First Full Level 3** – students aged 19-23 have a statutory legal entitlement to a first full level 3 qualification and will not pay fees.
 - For the legal entitlement the government will specify the qualification offer available. There will be a defined list of qualifications focussed on high quality technical and professional qualifications.

- Engaging Adults – to provide the skills and learning they need to equip them for work, an apprenticeship or further learning.
- **Advanced Learner Loans** –Loans will be available to those aged 19 and above studying qualifications at levels 3 to 6. **Those aged 19-23 retain a legal entitlement for their first full level 3.**

POLICY OBJECTIVES

The objectives of this policy are:

- a) To provide a framework for setting subcontracting and tuition fees that is fair, transparent and clear.
- b) To ensure that subcontracting and tuition fees are set in accordance with government priorities and that the expectations of the funding bodies are met.
- c) To ensure efficiency and fairness in the fee collection procedures, and provide clarity relating to the refund policy, appeals and financial assistance.
- d) To ensure that the subcontracting and tuition fee income is optimised, whilst remaining competitive and reflecting the quality of the offer.

FEES STRUCTURE

Courses are available to all applicants.

It is the learners responsibility to provide information that is both accurate and complete at enrolment to ensure that correct decisions are made in relation to fees

Learners Age 16 to 18 on July 31st 2020

In accordance with Education and Skills Funding Agency (ESFA) 2019 to 2020 Funding Rules, Enable does not charge tuition, registration or examination fees to students aged 16-18 taking full or part-time courses funded by the ESFA.

Enable may charge learners aged 16-18 for examinations and resits as follows:

- where the required attendance or completion of work has not been achieved.
- where the learner fails without good reason to sit the examination
- where a learner re-sits an examination resulting from an initial examination failure.

Learners Age 19 and over on 31st July 2020

All courses are subject to the Funding Rules issued by the Education and Skills Funding Agency (ESFA) and other funding organisations.

Courses are open to applications from all age groups. However, ESFA funding for tuition fees will only be provided in relation to specific age groups, previous achievement and economic circumstances at the date the course commences. Eligibility for ESFA full and co-funding is given in Appendix 1.

The ESFA will fund 100% of the tuition fee for learners who they fully fund.

The SLC will fund 100% of the course fees applied for by the learners, dependant on the attendance verification throughout the course and the eligibility of the learner.

The ESFA will fully fund Learners who have a legal entitlement to their first full level 2 and students aged 19-23 who have a legal entitlement to their first full level 3. There is a defined list of available qualifications published by the ESFA.

The ESFA will not fund any qualifications at level 3 or above, except for Apprentices and learners aged 19-23 with a legal entitlement to study for a first full level 3 qualification, as detailed in the ESFA Funding Rules. Learners may be eligible for an Advanced Learner Loan from the Students Loans Company (SLC) to pay all or part of their fees. Advanced Learner Loans will be paid directly to Enable by the SLC.

ENGLISH, MATHS AND ESOL

The ESFA will fully fund learners aged 19 or older, who have not previously attained a GCSE grade A* to C or Grade 4 or higher in English and maths, to study English and maths, as part of their legal entitlement. Qualifications available include GCSE English and maths, and Functional Skills English and maths from entry to Level 2.

For ESOL provision learners that are aged 19 and over on the day they start their course will be fully funded if they are unemployed or employed on a low wage.

APPRENTICESHIP

Apprenticeship Learners

- Employers with 49 or less employees and a salary bill of less than £3 million will not make any contribution to the cost of training if the apprentice is aged between 16-18 or 19–24 and is a care leaver or has an Education and Health Care plan. If the apprentice is aged 19 and over, the Government will contribute **95%** of the apprenticeship training costs. For employers with 50 or more employees and a salary bill of less than £3 million the Government will contribute **95%** towards your training costs.
- If the employers pay bill is more than £3million, they will pay an annual apprenticeship levy, which is 0.5% of gross annual payroll, less a £15,000 allowance. Digital accounts are also topped up by 10% each month by the Government. The funds within the account can only be used to fund apprenticeships.
- Nationally, from 1 May 2017, all Apprenticeship Frameworks and Standards are set within a funding band. These bands will allow individual employers to discuss their needs with us and for a negotiated price to be agreed.
- The upper limit of each funding band caps the maximum amount of digital funds an employer who pays the levy can use towards an individual apprenticeship. The upper limit of the funding bands will also cap the maximum price that government will 'co-invest', where an employer does not pay the levy or has insufficient digital funds and is eligible for extra government support.
- Where funds of the Levy payers' digital account are not sufficient to cover the negotiated price, the government-employer co-investment model will apply to the shortfall in Levy funds. The Employer will be required pay a fee as per the government-employer co-investment model in accordance with the Funding Rules.

We will write to employers that this applies to, and they will be invoiced for the co-investment fee.

- Apprenticeship Fees and payment method will be agreed before the start of the apprenticeship. Employers may pay fees by Direct Debit. Enable **will not** ask an apprentice to contribute financially to the cost of their learning.
- The Employer is responsible for the payment of the costs incurred for any resit of examination or assessment including, but not limited to, End Point Assessments.

ELIGIBILITY FOR FUNDING

- Most individuals will be eligible for funding if they are a citizen of a country within the European Economic Area (EEA) or other countries determined within the EEA, or they have the Right of Abode in the UK, or they have been ordinarily resident in the EEA for at least the previous three years on the first day of learning
- Other individuals could be eligible for funding as detailed in the ESFA Funding Rules.
- International learners pay fees equivalent to ESFA funding for specific qualification aims. Also, for international learners, a levy may be charged to reflect any additional support provided. International learners fees must be paid in full before commencement of the course.

FULL COST

The Full Cost fee will cover all direct and indirect costs plus a percentage profit, based on market demand. There are no concessions (including 16 to 18 students) for this provision. A 50% deposit will be required to secure a place on the course. Fees must be paid in full at least three weeks before commencement of the course.

Where Enable offer a qualification that could be ESFA or Loan funded as a commercial 'full cost' course students must be told that other providers may offer alternative funding routes.

Self-funding Advanced Learner Loan Learners can opt for the following payment plan:

- 3 payments: October (25% of the total fee)
- February (25% of the total fee)
- May (50% of the total fee)

Withdrawals

Learners who leave in year will be expected to pay the following tuition fees either self-funded or via the Student Loans Company (SLC):

Withdrawal Date Fee Liability

- Less than 2 weeks after enrolment Nil
- Before the end of the first term 25%
- Before the end of the second term 50%
- After the start of the last term 100%

Any learner who has not paid their tuition fee in full at the end of the academic year will:

- Not have assessed work marked.

- Will not be permitted to progress to the next year of study or enrol on another course at the Enable until the outstanding amount has been settled.
- Will not be allowed to attend any graduation/awards ceremony

REFUND POLICY

- No refund is given for full-time voluntary contribution.
- A full refund will be given to a self-funded learner who withdraws before the start date of a course.

Full Cost Courses

- No refund is given for Full Cost courses after the start date.
- Cancellations 14 days or fewer before the start date will incur a 50% cost.
- Cancellations more than 14 days before the start date will incur a 10% cost (or minimum £25 fee)

Requests for refunds should be made in writing to the Chief Executive Officer at Enable

FINANCIAL ASSISTANCE

Students can enquire at Enable regarding all forms of funding that they are entitled to receive to support their studies.

OUTSTANDING FEES

- Any learner who has not paid their fees, set up a payment plan or applied for a Loan after the first 6 weeks of their course will be withdrawn from their course of study.
- Any Learner, who has fees outstanding from a previous year, will not be allowed to enrol until the outstanding amount has been settled.
- In addition exam certificates may not be applied for, references will not be issued and the college may take legal action if the debt remains outstanding.

EQUALITY ANALYSIS

Enable is required to follow the funding methodology prescribed by the ESFA and other funding bodies. This has age and circumstance related conditions which may negatively impact on the learner.

For anyone excluded from free/reduced fees on the basis of age or circumstance as a result of national guidance, the same provision is available but at an increased fee based on actual cost of providing the service. Advanced Learner Loans may be available for this provision.

2020/21	Legal entitlement qualification	Prior qualifications	Age Group	Unemployed	Low Waged	Employed	Workplace Learning
English and maths, up to and including level 2	Y	Has not achieved GCSE A*-C / 4-9 in relevant subject	19+	Fully Funded	Fully Funded	Fully Funded	Fully Funded
	Y	Has achieved GCSE A*-C / 4-9 in relevant subject		Co Funded	Co Funded	Co Funded	N/A
Entry Level and Level 1	N/A	Has not achieved Full Level 2	19+	Fully Funded	Fully Funded	Fully Funded	N/A
	N/A	Has achieved Full Level 2		Fully funded	Fully funded	Co funded	N/A
Level 2 (not a Full Level 2 Legal Entitlement)	N	Has not achieved Full Level 2	19+	Fully funded	Fully funded	Fully funded	N/A
	N	Has achieved Full Level 2		Fully funded	Fully funded	Co Funded	N/A
Full Level 2 (Legal entitlement)	Y	Has not achieved Full Level 2	19+	Fully Funded	Fully Funded	Fully Funded	Fully Funded

qualifications only)	Y	Has achieved Full Level 2		Fully funded	Fully funded^	Co Funded	N/A
First full Level 3 (Legal entitlement qualifications only)	Y	Has not achieved Full Level 3	19-23	Fully Funded	Fully Funded	Fully Funded	Fully Funded
	Y	Has achieved Full Level 3	19-23	No Funding – Loan or Pay in Full	No Funding – Loan or Pay in Full	No Funding – Loan or Pay in Full	No Funding – Loan or Pay in Full
	Y	N/A	24+	No Funding – Loan or Pay in Full	No Funding – Loan or Pay in Full	No Funding – Loan or Pay in Full	No Funding – Loan or Pay in Full
Level 3 (not a Legal Entitlement qualification)	N	n/a	19+	No Funding – Loan or Pay in Full	No Funding – Loan or Pay in Full	No Funding – Loan or Pay in Full	No Funding – Loan or Pay in Full
English for Speakers of Other Languages (ESOL) learning up to and including level 2	n/a	n/a	19+	Fully Funded	Fully Funded	Co-Funded	Not Funded