

Tuition Fee Policy 2019/20

(HE Extract Only)

Contents

1.0	Tuition Fee Policy - General	3
2.0	Further Education.....	6
3.0	Full Cost Recovery	6
4.0	International	6
5.0	Higher Education (HE).....	7

1.0 Tuition Fee Policy - General

1.1 General

This policy applies to all of The Manchester College and UCEN Manchester learners. The Manchester College and UCEN Manchester are trading divisions of LTE Group.

All fees will be waived for Further Education (FE) learners aged 16-18 (full and part time) where they are UK or EU citizens, subject to the definition within the EFSA Funding Guidance for Young People 2019/20 regarding eligibility and residency. All other aged 16-18 learners, primarily those outside the EU and EEA, will be subject to tuition fee charges, as set out in section 4.0.

The College will charge a tuition fee for Further Education learners aged 19+ who do not qualify for tuition fee remission from the Education and Skills Funding Agency (ESFA). Examination / registration fees and material fees will be chargeable, where applicable. Further Education Tuition Fees are reviewed annually in line with the ESFA funding assumptions and guidance from other government departments.

Higher Education Tuition Fees are reviewed annually in line with Office for Students (OfS) guidelines, the Access Agreement, the Teaching Excellence Framework and with due regard for financial viability and market forces.

1.2 Employer to pay / Sponsor to Pay

Where the employer is to pay the fees they will be invoiced for 100% of all fees no later than 30 days following the date of enrolment (30 day payment terms).

Learners must provide a signed letter on headed paper or a purchase order from their employer confirming support is available at enrolment before they are permitted to enrol via this method.

1.3 Unpaid fees

If outstanding fees are not paid by the due date(s), the College reserves the right to prevent learners from attending their programme(s) of study and / or preclude them from participating in relevant examinations / assessments and / or withhold certificates and / or barring from graduation ceremonies. Where continuing learners haven't settled outstanding fees by the end of the academic year in question, they will be prevented from re-enrolling onto the subsequent year of study via a finance block placed on the learner record in the student record system. This will be placed on instruction from the Finance Department. The finance block can only be subsequently removed on confirmation from the Finance Department.

Learners that have taken a place on a course will be liable for their fees even if they choose to leave the course early. The College will pursue the outstanding debt and the services of an

external Debt Recovery Agent will also be utilised and they in turn will use all due legal processes to recover the debt for the College. In such cases it is usual for interest and court costs to be added to the debt by the County Court.

1.4 Financial support

In cases of hardship, financial support may be available from the Discretionary Learner Support Funds for age 19+ ESFA funded learners, the bursary fund for EFA funded learners and the Advanced Learning Loan bursary for learners taking an Advanced Learner Loan. This is subject to assessment as outlined in the Learner Support Fund Policy and in line with the relevant funding guidance. Higher Education learners have access to financial support as detailed in the UCEN Manchester Financial Support Package.

1.5 Workforce development

Staff may be supported financially regarding course fees at the discretion of the Principalship. The application process will be publicised annually and staff will be notified if their application has been approved, the notification will state the level of financial support approved for their College or UCEN Manchester programme. For approved applications, the member of staff will be required to complete and sign a Training Agreement prior to the start of their programme.

Student records, HRSS and Finance will be notified of all staff commencing College or UCEN Manchester programmes. Staff must take a copy of the notification approving the funding support to enrol.

Where staff have to contribute towards fees, (i.e. tuition and/or other fees) they shall be required to follow the principles outlined within this policy document.

1.6 Learner Agreement

All learners are required to pay the full fees due at enrolment (where assessed as a fee payer), unless electing payment by instalment as detailed in 5.3.1. All learners must complete and sign the Learner Agreement stating that they accept liability for the full amount of fees due. In addition, the Learner Agreement limits the College's liability in terms of losses suffered by learners in the event of the College breaking its agreement with the learner.

All Advanced Learner Loan and Higher Education Loan students are required to complete a direct debit mandate at enrolment. Should the learner's application for a loan not be approved by Student Finance England by 31 October, for a standard academic year course, the direct debit will be activated and collections will commence from December.

1.7 Waived fees

Where the College has waived tuition fees / examination fees / registration fees or any reason, learners will become liable for these fees if they fail to participate in the relevant examinations /

assessments without just cause or do not maintain satisfactory attendance. The College reserves the right to recharge learners for the cost.

1.8 Variations of policy / fees

Once established, tuition fees (on the course file) can only be amended on the authority of the Principal or Vice Principal (Planning and Performance).

1.9 Equality Impact Assessment

Having varied means and methods of payment, this policy will have no impact on the College's commitment to equality and diversity.

The following sections will be submitted to TMC Board for review and recommendation for approval in June 2018

- 2.0 Further Education**
- 3.0 Full Cost Recovery**
- 4.0 International**

5.0 Higher Education (HE)

A learner's assessment on requirement to pay tuition, examination and material fees is determined as part of the enrolment process. Where it is assessed that fees are due, the intended method of payment will be determined at enrolment. The basis on which fees are to be paid, with associated liabilities, are set out in sections 5.1 to 5.8.

Invoices will be sent to all employers no later than 30 days following the date of enrolment and are due for payment within 30 days. Methods of payment for invoices include BACs payment, telephone payment with debit or credit card, cash or cheque.

Please note that in all cases a learner agreement form must be completed at enrolment, this confirms the learner's agreement with the Higher Education Terms and Conditions for 2019/20. In addition, the learner agreement limits the College's liability in terms of losses suffered by learners in the event of the College breaking its agreement with the learner. New students are issued with a copy of the terms and conditions as part of the enrolment process and are signposted through UCAS. In addition, a copy of the terms and conditions is available through the College website.

Confirmation invoices will be sent to all learners and / or sponsors, irrespective of payment method, by the end of the month following course commencement. Invoices will be customised to reflect the payment method indicated at enrolment and the associated terms. Appropriate adjustments will be made subsequently, as and when additional information becomes available.

Learners who are experiencing financial difficulties in paying tuition fees should seek help at the earliest opportunity through the Careers and Welfare team.

5.1 Tuition Fee

Tuition Fees are reviewed annually and are set as follows:

Programme	New students 2019/20	Continuing Students who commenced 2018/19	Continuing Students who commenced 2017/18
	Cost per annum	Cost per annum	Cost per annum
Pricing Tier A Range			
BA (Hons) Acting for Live & Recorded Media	£8,900	£8,900	£8,900
BA (Hons) Musical Theatre	£8,900	£8,900	£8,900
BA (Hons) Dance and Performance	£8,900	£8,900	£8,900
BA (Hons) Theatre and Performance	£8,900	£8,900	£8,900
BA (Hons) Film and TV Production	£8,900	N/A	N/A
FdA Film and TV Production	£8,900	£8,900	N/A
Pricing Tier B Range			
BA (Hons) Make-Up Artistry	£7,500	N/A	N/A
BA (Hons) Special Effects Make Up Artistry	£7,500	N/A	N/A
FdA Make Up Artistry/FdA Special Effects Make Up Artistry	£7,500	£7,500	N/A
FdA Contemporary Photographic Practice	£7,500	£7,500	N/A
Pricing Tier C Range			
All other Full-Time Foundation Degrees and Honours degrees and Top Up Degrees	£7,000	£7,000	£7,000
Pricing Tier D Range			
Higher National Diploma (HND) (2 year course)	£7,000	£7,000	N/A
Higher National Diploma (HND) (1 year Top Up from HNC)	£7,000	N/A	N/A
Higher National Certificate (HNC) (1 Year course)	£7,000	N/A	N/A
University Preparatory Year Extended degrees	£3,500	N/A	N/A
Sheffield Hallam Masters Provision*			
MA Creative Performance	£7,000	N/A	N/A
Teacher Training**			
Certificate in Education	£3680	£3,585	£3,475
PGCE Professional Graduate Certificate in Education	£3680	£3,585	£3,475
PGCE Postgraduate Certificate in Education	£3680	£3,585	£3,475
PGDipE Postgraduate Diploma in Education	£3680	£3,585	£3,475
BA/BA (Hons) Education and Professional Development	£4430	£4,387	£4,275

*Programme owned by Sheffield Hallam University

**Fees set by University of Huddersfield

Part-Time Programmes

Fees for part-time higher education courses will be charged on a pro rata basis of a full time fee within each pricing tier, based upon the number of credits being studied.

5.1.1 Equivalent Level Qualifications

Home or EU students who have already completed a previous undergraduate programme of study will be classed as an Equivalent or Lower Qualification (ELQ) student. For students commencing courses after August 2012, this will not affect the level of tuition fees they are required to pay but

they will not be eligible for any financial support. Tuition and college fees may be affected by previous study if the student falls into either of the following categories:

- Students classified as either Home or EU for fee purposes and currently undertaking an undergraduate programme of study which is of an equivalent or lower level than a qualification already held (entry between 2009/10 and August 2012).
- Students classified as either Home, EU or Islands for fee purposes and undertaking a graduate taught programme of study which is of an equivalent or lower level than a qualification already held (entry in 2009/10 or 2010/11 only).

This does not apply to students, regardless of your year of entry, who are:

- Classified as Overseas for fee purposes.
- In receipt of Disabled Student's Allowance (DSA).
- Wishing to undertake a graduate research programme of study.
- Started a graduate taught course in October 2011 or later, or an undergraduate starting after August 2012.
- Undertaking the Certificate in Education, Professional Graduate Certificate in Education, Postgraduate Certificate in Education or Postgraduate Diploma in Education.

5.2 Student Finance England/Wales/NI (SFE)

For students intending to pay via a tuition fee loan from SFE and where learners' assessments are pending, they will not be required to make a payment towards tuition fees when enrolling. If learners require assistance completing the SFE loan application, guidance can be provided by the College Careers and Welfare team. Any learner who is not paying in cases where an assessment is pending or provisional are to be made aware of the Fee liability, as set out in 5.2.1.

All Higher Education Loan students are required to complete a direct debit mandate at enrolment. Should the learner's application for a loan not be approved by Student Finance England by 31 October, for a standard academic year course, the direct debit will be activated and collections will commence from December. Instalments will be in line with 5.3.1.

Where a learner is not in receipt of the full fee due from SFE (whether by financial assessments or application amount), the balance of fees is payable, as per section 5.3.

5.2.1 Fee Liabilities

The College's policy in terms of fee liability mirrors the SFE methodology (except where an employer / sponsor pays the fees), whereby a learners total fee liability is determined by confirmation of attendance at three liability points during the academic year;

Date of liability	Fee Liability
Start date of term 1	25%
Start date of term 2	50%
Start date of term 3	100%

5.3 Fee Payment

All other non-loan learners pay in full at the time of enrolment by cash, debit/credit card or cheque. An alternative payment method is available, as detailed in 5.3.1 below, however, final payments have to be made before the earlier of the last day of the course or the end of May for academic year courses.

5.3.1 Paying by Instalment

Two forms of instalment are available to learners, and in both cases a Direct Debit mandate must be completed by the learner. Payment by Instalment can be made by either Two Part Payment Option or a Multi Part Payment Option, as follows;

Two Part Payment Option

The learner is required to pay at least 50% of the total fee at the point of enrolment and to complete a Direct Debit mandate form for the remaining 50%. The outstanding payment will then be taken by the College, approximately one month after enrolling, and will be claimed by Direct Debit on either the 1st or 15th of the month to suit the individual preference of the learner.

Multi Part Payment Option

If a learner wants to spread the payment of fees over a longer period, they can do so by taking advantage of the Multi Part Payment option. Learners who opt for the Multi Part Payment option, must pay at least 33% of the total course fee at the point of enrolment and then complete a Direct Debit mandate for the balance.

The first payment of the Direct Debit must commence in the month following enrolment and the number of instalments that a learner can take out to cover the outstanding balance will relate directly to the balance of the total fees he/she is required to pay. Consequently, the higher the outstanding balance, the more instalments a learner will be allowed to spread their payment over, subject to the full fees being collected before the earlier of either the course end date or end of May for academic year courses.

Autumn Term Enrolments (September to December)

When completing a Direct Debit Mandate with a learner it should be made clear that they are entering into a written agreement with the College to pay their fees over an extended period. In doing so the College has agreed to waive the requirement to charge the full fee up front.

Learners that have taken a place on a course will be liable for their fees even if they choose to leave the course early, subject to 5.4 below. If a Direct Debit instruction is cancelled by a learner the College Income and Credit Control team will pursue the outstanding debt. The services of an external Debt Recovery Agent will also be utilised and they in turn will use all due legal processes to recover the debt for the College. In such cases it is usual for interest and court costs to be added to the debt by the County Court.

The following scale of instalments will apply to the Multi Part Payment Option for the balances in respect of learners who complete their enrolment during the Autumn term, (September to December).

There is no administration charge for learners who pay by instalment.

Range	Maximum Instalments
Balances up to £300	Not available (Two part payment option can be offered)
Balances between £301 to £1000 ALL FEES NEED TO BE PAID PRIOR TO COURSE END DATE	Up to Six (subject to a minimum monthly instalment of £100) FINAL INSTALMENT TO BE MADE BEFORE THE EARLIER OF THE COURSE END DATE OR THE END OF MAY FOR ACADEMIC YEAR COURSES
Balances over £1001 ALL FEES NEED TO BE PAID PRIOR TO COURSE END DATE	Up to eight (subject to a minimum monthly instalment amount of £100) FINAL INSTALMENT TO BE MADE BEFORE THE EARLIER OF THE COURSE END DATE OR THE END OF MAY FOR ACADEMIC YEAR COURSES

5.4 Refunds / credits / waiving fees

5.4.1 A reduction or waiver in fees will be applied for learners if;

- a) The College closes their class or
- b) The learner withdraws within the first two weeks of the commencement of the programme of study
- c) The learner withdraws after the first attendance confirmation, at which point they will be liable for the fee in accordance with section 5.2.1
- d) There are individual exceptional circumstances as approved by the Vice Principal
- e) A complaint is upheld

5.4.2 In the event that continuation of study is not possible, the following will apply:

This policy applies to all students, irrespective of whether they are students in receipt of tuition fee loan, students paying their own fees or students paying fees via a sponsor.

Course Closure Scenario	Refund / Compensation for fully completed and current year of study only			
	tuition fees	travel	maintenance costs	Other / Bursary
Teach out available by LTE Group at an existing LTE Group location	N	N	N	N
Teach out unavailable: Offered at validating partner or other local provider on same or comparable course, within 20 miles of existing delivery location.	N*	N	N	N
Teach out unavailable: Offered at validating partner or other provider on same or comparable course, over 20 miles away from existing delivery location. Offer accepted by student.	N*	Y	N	N
Teach out unavailable: Offered at validating partner or other provider on same or comparable course, over 20 miles away from existing delivery location. Offer rejected by student.	Y	N	Y	Y

*Where the course fee of the new course at the validating partner or other provider is higher than that currently charged by the LTE Group trading as UCEN Manchester, a differential amount will be awarded (i.e. the difference between the two course fees).

Where travel compensation is available the travel expenses will be reimbursed to the learner if claimed within 3 months of travel. The allowable claim will be based on a mileage rate of 25 pence per mile where travelling by car or the cost of public transport, evidenced by receipts, standard class fares only.

In exceptional personal circumstances, subject to written application, if it is deemed that the time to travel to the validating partner is excessive when compared to the commute time to the existing delivery location the learner will be entitled to a refund of all tuition fees and maintenance costs paid in respect of completed and current years of study. This will be determined on a case by case basis.

5.4.3 No refunds will be processed until there is confirmation that the original tuition fee payment has been cleared in the LTE Group's bank account. Refunds and / or compensation may take up to three weeks to process.

5.5 Additional Fees

Where any additional fees chargeable by the College they are set on a course by course basis and are due for collection in accordance with the procedure outlined above. Where this is not the case, which is exceptional, the following procedure shall be followed:

- a) Learner to pay: 100% of additional fees will be payable at the time of enrolment.
- b) Employer to pay: additional fees will be invoiced within 30 days of the enrolment.

Where additional fees are chargeable they will be clearly stated in the course information section on the College website.

5.6 Bursaries and Scholarships

A range of financial support is available for learners, guidelines and criteria are as detailed in the UCEN Manchester Financial Support package.

5.7 Break in Study

In the event of a SFE funded learner temporarily withdrawing after an attendance confirmation point no refund of fees will be made. Students who temporarily withdraw with an agreed break in study are required to remain registered with the College throughout the period of the break in study. The balance of the year's fees for the outstanding modules that remain to be completed will be due once studies recommence.

5.8 Credit Re-assessment

Where a student is required to be re-assessed for credit and required to complete this **with assessment** as determined by the Examination Board this will be charged pro-rata to the number of credits being re-assessed.

e.g. 1x 20 credit module being re-assessed with attendance = (20 credits/120 credits on FT programme) tuition fee

Date Approved:	March 2018
Approved by:	UCEN Manchester Board of Governors
Review Date:	March 2019
Responsible Manager:	Divisional Finance Director (College and Estates)
SMT Lead:	Vice Principal (Planning and Performance)
Accessible to Learners:	Yes
Relevant to 16-18:	No
Relevant to 19+:	No
Relevant to HE:	Yes
