



## **Policy: Student Fees**

### **2025/26**

Author	Chief Financial Officer
Date last reviewed	June 2025
Approval route	College Leadership Team, Board of Directors
Date Approved	8 <sup>th</sup> July 2025
Review cycle	Annual
Date Review Due	June 2026
Contractual or Non-Contractual	Contractual
Location of copies	Website
Policy version	3

**FRANKLIN COLLEGE TRUST**

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## **Student Fees Policy**

### **1. Purpose**

As a designated Sixth Form College, the College is able to charge student fees in some circumstances. This policy describes the way in which student fees are set and managed. This policy is reviewed annually and approved by the Board of Directors. The level of fees is determined by the College Leadership Team within the scope of this policy.

### **2. Scope and legal definitions**

This policy applies to fees charged directly to students, including those paid on their behalf by others. It does not apply to funding provided by the government to fund education.

### **3. Policy Statement**

#### **3.1 Tuition Fees**

Tuition fees may be charged to the student in some circumstances. Where courses are fully-funded by the government, fees are not charged to the student for tuition.

##### **3.1.1 Young People**

The government provides funding for eligible Young People to fully cover the cost of their study programmes.

Students aged 16 to 18 on 31 August at the start of the academic year in which they start their course, who do not have an EHCP, are funded by the Department for Education (DfE).

These students are not charged for any tuition or resources that are necessary to complete their study programme.

Fees may be charged for items which are not necessary to complete the programme.

##### **3.1.2 Students aged 16-24 with an EHCP**

Students aged under 25 on 31 August at the start of the academic year in which they start their course, with an EHCP, are fully funded by the DfE.

If a student has high needs, the College may receive additional funding to meet these needs from either the College's Local Authority or the student's Local Authority.

### **3.1.3 Students aged under 16**

The College does not ordinarily recruit students aged under 16.

Some students may be eligible for funding from the DfE and may be admitted at the discretion of the College. These students will be fully funded by the DfE and will not be charged fees for their tuition.

The College may work with partner schools and authorities to provide education to students where the DfE does not provide the College with direct funding. These students will not be charged direct and any charges will be met by the party commissioning the education.

### **3.1.4 Students with High Needs**

Students with High Needs, where the cost of meeting those needs exceeds £6,000 beyond the cost of the DfE funding, receive separate funding from their Local Authority.

The additional costs incurred are covered through a grant from the Local Authority, with any costs beyond this grant recovered from the Local Authority of the student.

These students will not be charged any additional fees to cover the costs associated with meeting their needs.

## **3.2 Adults**

### **3.2.1 Adult Skills Fund**

Students 19 and over may be entitled to government funding for either the whole or partial cost of their course.

#### **i. Fully Funded Students**

The DfE fully funds certain courses for some adult students. Eligibility for this funding is determined by the DfE. The eligibility is dependent on factors including the course studied, previous qualifications studied by the student, the student's age, and the student's employment or unemployment situation.

No additional fees will be charged to these students for mandatory parts of their course.

The College receives an allocation of funding from the DfE. The College reserves the right not to admit students once this funding has been allocated to existing students.

Funding is targeted towards groups of students based on the College's strategic and operational needs, the strategic priorities of the government, the local skills improvement fund, and local market factors.

## **ii. Co-Funded Students**

The DfE partially funds certain courses for some students. Eligibility for this funding is determined by the DfE. The eligibility is dependent on factors including the course studied, previous qualifications studied by the student, the student's age, and the student's employment or unemployment situation.

The College may charge the difference between the funding provided by the DfE and the full cost of the course to the student.

The College may, at its sole discretion, waive any additional charges for the student.

The College receives an allocation of funding from the DfE. The College reserves the right not to admit students once this funding has been allocated to existing students.

Funding is targeted towards groups of students based on the College's strategic and operational needs, the strategic priorities of the government and local skills improvement fund, and local market factors.

### **3.2.2 Tailored Learning**

The DfE provides funding for Tailored Learning to enable the College to develop flexible programs to support learners.

#### **i. Full Funding**

The College will develop eligibility criteria for students who will be eligible for full funding for their tailored learning course. These criteria shall include the economic circumstances of the student, the local skills need and the strategic objectives of the College. The criteria shall seek to maximise the benefit of the use of public funds.

#### **ii. Partial Funding**

Where students are not eligible for full funding, the College shall levy a charge to the student to enable the widest possible participation in tailored learning. The College shall have at its sole discretion, the power to waive this fee, in full or part, where it believes that this is an appropriate use of public funds in line with the DfE guidance.

### **3.2.3 Advanced Learner Loans**

Students 19 and over studying a course at Level 3 or above may be eligible to take out an Advanced Learner Loan to cover the cost, or part of the cost, of their course.

Advanced Learner Loans are provided by the Student Loans Company (SLC). Students are responsible for providing the SLC with the information and evidence required.

The DfE provides the College with a facility from which loans are provided. This facility is used on a first-come- first-served basis. The College may seek to increase this facility, subject to approval from the DfE, if it is insufficient for the loans student wish to take out.

Students may opt to pay for part of their course fee with a loan and pay the remainder of the fee directly.

The maximum value of each loan is set by the DfE and varies by course. The minimum amount of a loan is £300 for any course.

The College may charge a fee that is different from the maximum loan value for the course.

The fee charged to a student will take into consideration previous qualifications they have studied, where this reduces the amount of tuition required.

Some courses are offered in different sizes. Where a student studies a smaller qualification and then progresses to a larger qualification covering the same content, the fee for the smaller course will be deducted from the fee for the larger course.

Where a student withdraws, or is withdrawn from, a course the remaining proportion of the loan will not be paid by the SLC to the College. The College reserves the right to charge the student for this unpaid fee.

Students who withdraw from their course within their first fourteen days will not be eligible for a loan from the Student Loans Company. If they have already applied for a loan, this loan will be cancelled. The College will not charge a fee to these students unless it has incurred costs during this period.

Students will not be asked to fund their course with an Advanced Learner Loan if their course would be eligible for full government funding.

If the government provides partial funding, students will only be required to cover the part of the fee not met by this government funding.

### **3.2.4 Special Projects and Grants**

The College may receive funding to provide education to specific groups of students. This funding may cover part or all of the cost of these courses.

Where it is permitted by the terms of the project or grant, students may be charged the fee for these courses after the amount of funding provided has been deducted.

### **3.2.5 Full Cost Courses**

Where courses are not funded by other means, the College may charge the student the full cost of the course.

Course fees may be paid by the student, or on their behalf.

Course fees are determined and reviewed by the College Leadership Team.

### **3.2.6 Payment**

Students are normally expected to pay course fees before, at the time of, or immediately after enrolment.

Where the College believes it would cause financial hardship for the student, it may allow the fees to be paid in instalments.

The College reserves the right to pursue fees that have not been paid in full.

### **3.3 Overseas Students**

The College has the ability to recruit fee-paying overseas learners but does not currently do so.

### **3.4 Resources**

Students are expected to provide their own stationery and personal study equipment.

The College may offer optional resources to students, where doing so is in the interest of the College and the students.

The College may charge for these additional resources.

Where possible, the College will aim to secure financially advantageous prices to allow the students access to the resources at a lower cost than they could secure independently.

### **3.5 Replacement Items**

The College may charge students for replacement items which were initially provided without charge.

### **3.6 The Bridge**

Students can borrow resources from The Bridge without charge. The College may issue fees to students for items which are returned late.

The College may charge students for items which have been borrowed but not returned.

### **3.7 Trips and Visits**

The College may run trips and visits to enhance and enrich the student experience.

Where a trip or visit is a mandatory part of a course, and this course is fully funded by the government, the College will not charge the student for this activity.

For trips and visits that are not required for the completion of a course the College may charge students the cost of the activity.

The College may choose, at its sole discretion, to subsidise the cost of these activities.

The College may seek other sources of funding to contribute towards the cost of trips and visits. Some students in receipt of financial support may qualify for trip costs to be met from the Financial Support Fund, subject to the rules and regulations of that scheme.

### **3.8 Deposits**

The College may incur costs before for an item or service that has been requested by a student, before this item or service has been provided.

To cover these costs, the College may charge students a deposit for items or services requested.

Deposits will not ordinarily be refunded to students where the student has decided they no longer require the item or service. Where the item or service can no longer be provided by the College, deposits will be refunded by the College.

### **3.9 Transport**

Students are responsible for arranging their transport to and from the College.

The College runs transport services, or contract others to do so, to enable students to access the College.

The College charges students a fee to use its transport services, to cover or contribute towards the cost of providing them.

Charges for College-provided transport are subsidised by the College.

The College operates a number of schemes to provide support to students with financial barriers to education. The College provides transport for those students to which this applies without cost to the student.

### **3.10 Clothing**

Students are responsible for providing non-specialist clothing.

Where specialist clothing is required to complete a course, the College may loan or supply suitable clothing to students. Students may be provided with the option of purchasing the specialist clothing through the College or otherwise.

### **3.11 Specialist Equipment**

Specialist equipment that is necessary for the completion of a course will be provided to the student at no cost. This equipment may be loaned or supplied to students to be returned once it is no longer required for the course.

Specialist equipment that is not necessary for the completion of the course may optionally be provided to students for a fee.

### **3.12 Losses and Damages**

The College reserves the right to pass on the cost of losses and damages caused by students to those students.

### **3.13 Catering**

The College provides an optional catering service to students.

Students are required to pay for use of the catering service if they are not eligible for free College meals, or subsidised meals which may be available under some circumstances.

#### **3.13.1 Free College Meals in Further Education**

Students who are eligible for the Government's Free Meals in Further Education will be provided with a daily allowance. The value of this allowance will be at least the government minimum of £2.61 per day but may be increased by the College from other funds.

Unspent daily allowances will not roll-over to subsequent days.

This allowance can only be spent within the College's catering services, unless an exceptional arrangement has been agreed by the College. Exceptional arrangements will only be agreed if a student is not reasonably able to access the College's catering services.

Students may top-up their allowance to purchase items in excess of the allowance.

#### **3.13.2 Student Finance**

The College has a number of financial support schemes for students with financial difficulties that are posing a barrier to education. A catering allowance may be provided as part of these schemes.

### **3.14 Examination Fees**

Where a course is fully funded from government funds, the cost of any mandatory examinations and assessments are included in this funding and no fee is charged to the student unless the student has failed to attend an exam or assessment without a reasonable excuse.

Where a student wishes to resit an examination or assessment, the College may pass on the cost of this to the student and will also charge a fee to cover any ancillary expenses associated with the examination.

#### **3.14.1 Charges for Missed Exams**

The College reserves the right to charge students who fail to attend an exam, without reasonable reason, where it is permitted to do so by the DfE.

The charge may be up to the cost of the exam and any direct costs incurred in the running of the exam.

#### **3.14.2 Private Candidates**

Franklin Sixth Form College may take private candidates, where a student is assessed for a qualification, but no tuition is provided by the College.

Private candidates do not receive government funding and the cost of their entry and associated costs must be met by the candidate directly, or from another source.

Awarding Organisations may not permit private candidates in some subjects, and the College is unable to offer entry in these cases.

The College is typically unable to offer subjects that include non-examined assessment.

Fees for private candidates include the cost from the awarding organisation, and a separate charge to cover administration, invigilation, marking and quality assurance by the College.

The College may, at its sole discretion, choose to remove or reduce the College fee where it has reason to do so.

#### **3.14.3 Reasonable Adjustments**

Awarding organisations and the College are required to make reasonable adjustments to candidates that have been assessed as having a disability that would otherwise put them at a substantial disadvantage in comparison to a candidate who is not disabled. The College does not charge any additional fees to make any adjustments that have been assessed as being required.

### **4. Financial Hardship**

The College operates a scheme to assist students with financial hardship. This is a discretionary scheme of £500 to be awarded at the discretion of the Principal and CEO, where this hardship is posing a barrier to their education.

## **5. Policy References**

- 5.1 Examinations and Assessments Policy**
- 5.2 Finance Policy**
- 5.3 Student Finance Policy**

## **6. Access to the policy**

### **6.1 Quality and Assurance Monitoring**

Income from student fees, and from government funding, is monitored by the Finance and MIS departments.