

| POLICY / PROCEDURE TITLE      |             | DATE OF APPROVAL |
|-------------------------------|-------------|------------------|
| Further Education Fees Policy |             | July 2026        |
| APPROVED BY                   | VERSION NO. | VALID UNTIL      |
| Corporation Board             | 9           | July 2027        |

|                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                             |                              |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|------------------------------|
| OWNER                                       | Group Financial Controller                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                             |                              |
| GROUP EXECUTIVE LEAD                        | Chief Finance Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                             |                              |
| DOCUMENT TYPE                               | Policy <input checked="" type="checkbox"/> Group Procedure <input type="checkbox"/> Local Procedure <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                             |                              |
| PURPOSE                                     | The purpose of this policy is to set out the rules which all NCG colleges must follow in setting FE fees.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                             |                              |
| APPLICABLE TO                               | All NCG Colleges                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                             |                              |
| EQUALITY ANALYSIS COMPLETED [POLICIES ONLY] | Yes <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
|                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                             |                              |
| KEY THINGS TO KNOW ABOUT THIS POLICY        | <ol style="list-style-type: none"> <li>1. NCG Further Education Fees policy for 2026-27 sets out the rules which all NCG colleges must follow in setting FE fees.</li> <li>2. The fees that are covered by this policy are fees paid directly by a student or sponsor, paid via Student Loans Company, contributions from employers for apprenticeships and any other fee types.</li> <li>3. For clarity it does not include Higher Education or International Fees as these are covered under separate policies.</li> <li>4. The policy allows some discretion to set appropriate fees which align to the local needs of the college, make commercial sense and ensures compliance with the relevant fee structure/funding rules set by the local funding authorities.</li> <li>5. The policy also ensures that due consideration to administering this is given so that fees can be collected fully, efficiently, and effectively.</li> </ol> |                             |                              |
| EXPECTED OUTCOME                            | Readers are expected to understand the organisational position on Further Education Fees and know their responsibilities in relation to the policy and comply with the terms of the policy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                             |                              |

| MISCELLANEOUS    |                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| LINKED DOCUMENTS | <ul style="list-style-type: none"> <li>• Credit Control Policy - This sets clear guidelines around the ways in which fees will be collected and implications and actions for non-payment – this is a Group policy and must be complied with.</li> <li>• Apprenticeship Standard Operating Procedure - This sets out the fee structure and the process by which fees are recorded and monitored.</li> </ul> |
| KEYWORDS         | <ul style="list-style-type: none"> <li>• Fees</li> <li>• Higher Education</li> <li>• Funding</li> <li>• International Fees</li> </ul>                                                                                                                                                                                                                                                                      |

## Equality Impact Assessment

| EQUALITY IMPACT ASSESSMENT                                                                                                                                          |                                                                        |                                     |                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                     | Yes                                                                    | No                                  | Explanatory Note if required                                                                                              |
| EIA 1 - Does the proposed policy/procedure align with the intention of the NCG Mission and EDIB Intent Statement in Section 2?                                      | <input checked="" type="checkbox"/>                                    | <input type="checkbox"/>            | The answer to this must be YES                                                                                            |
| EIA 2 - Does the proposed policy/procedure in any way impact unfairly on any protected characteristics below?                                                       | <input type="checkbox"/>                                               | <input checked="" type="checkbox"/> |                                                                                                                           |
| Age                                                                                                                                                                 | <input type="checkbox"/>                                               | <input checked="" type="checkbox"/> | The answer to this must be NO                                                                                             |
| Disability / Difficulty                                                                                                                                             | <input type="checkbox"/>                                               | <input checked="" type="checkbox"/> | The answer to this must be NO                                                                                             |
| Gender Reassignment                                                                                                                                                 | <input type="checkbox"/>                                               | <input checked="" type="checkbox"/> | The answer to this must be NO                                                                                             |
| Marriage and Civil Partnership                                                                                                                                      | <input type="checkbox"/>                                               | <input checked="" type="checkbox"/> | The answer to this must be NO                                                                                             |
| Race                                                                                                                                                                | <input type="checkbox"/>                                               | <input checked="" type="checkbox"/> | The answer to this must be NO                                                                                             |
| Religion or Belief                                                                                                                                                  | <input type="checkbox"/>                                               | <input checked="" type="checkbox"/> | The answer to this must be NO                                                                                             |
| Sex                                                                                                                                                                 | <input type="checkbox"/>                                               | <input checked="" type="checkbox"/> | The answer to this must be NO                                                                                             |
| Sexual Orientation                                                                                                                                                  | <input type="checkbox"/>                                               | <input checked="" type="checkbox"/> | The answer to this must be NO                                                                                             |
| EIA3 - Does the proposed policy/processes contain any language/terms/references/ phrasing that could cause offence to any specific groups of people or individuals? | <input type="checkbox"/>                                               | <input checked="" type="checkbox"/> | The answer to this must be NO                                                                                             |
| EIA4 - Does the policy/process discriminate or victimise any groups or individuals?                                                                                 | <input type="checkbox"/>                                               | <input checked="" type="checkbox"/> | The answer to this must be NO                                                                                             |
| EIA 5 - Does this policy/process positively discriminate against any group of people, or individuals?                                                               | <input type="checkbox"/>                                               | <input checked="" type="checkbox"/> | The answer to this must be NO                                                                                             |
| EIA 5 - Does this policy/process include any positive action to support underrepresented groups of people, or individuals?                                          | <input type="checkbox"/>                                               | <input checked="" type="checkbox"/> | The answer to this could be yes or no as positive action is lawful. However, an explanation must be provided for clarity. |
| EIA 6 - How do you know that the above is correct?                                                                                                                  | The policy has been scrutinised at various levels of the organisation. |                                     |                                                                                                                           |

## **1. PURPOSE**

NCG Further Education Fees policy sets out the rules which all NCG colleges must follow in setting FE fees. The fees that are covered by this policy are fees paid directly by a student or sponsor, paid via Student Loans Company, contributions from employers for apprenticeships and any other fee types. For clarity it does not include Higher Education or International Fees as these are covered under separate policies.

It allows some discretion to set appropriate fees which align to the local needs of the college, make commercial sense and ensures compliance with the relevant fee structure/funding rules set by local funding authorities. The policy also ensures that due consideration to administering this is given so that fees can be collected fully, efficiently, and effectively.

## **2. BACKGROUND**

This policy sets the principles that are common to all NCG colleges and these must be complied with. Rules surrounding the charging and level of FE fees are clearly set out in the DfE / Devolved Authority funding rules. All colleges need to work within the limits of this framework which sets out rates within which an establishment must operate.

The way in which fees are collected requires one common approach across NCG. This is undertaken centrally and needs to ensure compliant, efficient and effective processes are in place. This is set out in the NCG Credit Control Policy.

Provision for 16-18-year olds remains entirely free of fees. The high-level principle for the setting of fees for funded classroom and workplace courses for adults is covered in Section 4, the principles for fees for adults in receipt of Advanced Learner Loans is covered in Section 5, the principles for Apprenticeships in Section 6 and principles for other fees in Section 7.

The amounts to be charged must be in line with the appropriate funding body guidance which is updated at least annually, i.e. DfE, Student Loans Company, Devolved Authorities for example Greater London Authority). This policy does not refer to specific values and the most up to date rates must be used when publishing fee information.

### **3. SCOPE**

The policy relates to all fees with the exception of HE fees and International Fees for which separate policies exist.

### **4. FE CLASSROOM FEES POLICY 2026/27**

The policy requirements in this section apply to the funded FE classroom-based provision. Loans based provision is covered in section 5.

#### **4.1 Where Fees are remitted in full**

- NCG colleges will observe national guidance that currently states fees are remitted nationally for students who meet both the student eligibility requirements and are either; 16–18 or 19-24 with an EHCP funded learners on programmes of study, or 14 to 16 and meet the funding criteria set out in paragraphs 48 to 55 of the DfE funding guidance.
- Such students must continue to receive free tuition in any consecutive subsequent year of study on the same study programme as recorded in their learning agreement.
- Unemployed or low-income adults – rates and thresholds will vary between national (DfE) adult contracts and those managed in devolved regions (for example Greater London Authority). Where referenced in this policy values are based on values in the DfE funding guidance with Devolved Authority values provided in Annex tables.
- Fees are remitted in full for unemployed adults in the following categories:
  - In receipt of Jobseeker's Allowance (JSA), including those receiving National Insurance credits only.
  - In receipt of Employment and Support Allowance (ESA)
  - Receive Universal Credit, and their earned income from employment (disregarding benefits) is less than £952 a month (learner is sole adult in their benefit claim) or £1534 a month (learner has a joint benefit claim with their partner).
  - Has been released on temporary licence, studying outside a prison environment, and not funded by the Mo J.
- Fees are also remitted in full for other unemployed adults if either of the following apply:

- Receive other state benefits (not listed above) and their earned income (disregarding UC payments and other benefits) is less than £952 a month (learner is sole adult in their benefit claim) or £1534 a month (learner has a joint benefit claim with their partner).
- Not receiving any benefits, wants to be employed, and identified learning is directly relevant to their employment prospects and the local labour market needs.
- First Full Level 2 qualification: no fees are chargeable for students aged 19 up to 23 (if the qualification appears in the 'Local Flexibility Offer' and/or the 'Legal Entitlements' list), 'Full level 2' is defined in the 'Adult Skills Fund: funding rules'.
- First Full Level 3 qualification: no fees are chargeable for students aged 19 up to 23 (if the qualification appears in the 'Legal Entitlements' list), 'Full level 3' is defined in the 'Adult Skills Fund: funding rules'.
- Free Courses for Jobs: no fees are chargeable for adult learners aged 19+ (if the qualification appears in the 'Level 3 Free Courses for Jobs' list) and they meet the earnings threshold or unemployed criteria. FCFJ, its earnings threshold and unemployment status are defined in the Adult Skills Fund: funding rules.
- Free Courses for Jobs; no fees are chargeable for learners aged 19-23 who have not achieved a full level 3 and earn above the earnings threshold criteria (if the qualification appears in the 'Level 3 Free Courses for Jobs' list).
- EDSQs or Digital FSQs, up to and including level 1, for individuals aged 19 and over, who have digital skills assessed at below level 1..
- English and Maths provision for all adults up to and including level 2, who have not previously attained a GCSE grade A\* - C or grade 4, or higher, and/or have been assessed as having an existing skill level lower than grade 4 (even if they have previously achieved a GCSE or equivalent qualification in English or maths)
- Learners funded through SWAPs (Sector Work Academy Programmes) or Kings Trust Team programmes.
- ESOL qualifications, any adult aged 19+ accessing an ESOL qualification as part of the Adult Skills Fund learning at level 2 and below and meeting the earnings threshold eligibility criteria

- Students meeting the earnings threshold eligibility criteria studying up to and including level 2 and the level 3 offers who:
  - Are unemployed, employed or self-employed
  - Are eligible for co-funding, and
  - Earn less than the £25,750 limit set out in the DfE funding body guidance as annual gross salary. (these values, as well as the categories where full funding is appropriate, may vary in devolved authorities – for example Greater London Authority, and the relevant value from the devolved AEB funding rules should apply when operating in an area with devolved AEB – see Annex tables/latest devolved authority funding guidance).

You must have seen evidence of the learner's gross annual wages in these circumstances. This could be a wage slip or a Universal Credit statement within 3 months of the learner's learning start date, or a current employment contract which states gross monthly/annual wages. Please note this is not an exhaustive list, but you must evidence your decision to award full funding to an individual who would normally be eligible for co-funding (i.e. a fee can be charged).
- Regional Devolved Authorities may have further full funding flexibility options, please refer to latest Devolved Authority funding rules for specific circumstances.

#### **4.2 Where some Fees are chargeable**

- For college-based courses the fee rate, for co-funded students (excluding loans-based provision) is 50% of the unweighted Adult Skills Fund rate as shown on the Government system 'Find a Learning Aim' service.
- Tailored Learning; the DfE stipulate that "Providers are asked to collect fee income from people who can afford to pay and use where possible to extend provision to those who cannot". Therefore it may be necessary for charges to be applied to students studying Tailored Learning provision, this will be identified at the point of enrolment.
- Where information provided to the college is inaccurate and as a result the student's enrolment does not attract grant funding, the college reserves the right to charge a fee.

- Students who are continuing on the same learning aim which they enrolled to in the prior year will continue to be entitled to the same remission conditions that were operational at the time of the commencement of their study on that learning aim.
- Enrolment to new learning aims starting in the current academic year will be subject to the relevant funding body's eligibility criteria for the current year.
- Colleges have discretion to waive fees in instances of students wishing to enrol in receipt of registered asylum status.
- Any fee reductions for any purposes must be agreed in advance of a course starting. Course fee's can only be reduced with the approval of either the college Finance Lead or relevant member of the Principalship Team. Where a fee reduction has not been approved by the relevant college, the Student will be liable for the full fee as per the terms stated in this agreement.
- Students whose employers have agreed to pay their tuition fees will be required to produce a letter/purchase order from their employer at the time of enrolment confirming that they will cover the amount they will pay.

#### **4.3 Fee Levels**

- Fee levels for full cost learners on funded provision should be set at the maximum Adult Skills Fund Weighted rate.
- Fee levels for full cost learners on commercial provision should be determined by each College where they differ according to local needs and made readily available to potential customers.
- Where appropriate fee's should be reduced to account for RPL (Recognition of Prior Learner).
- The Credit Control policy sets out rules surrounding instalments/methods of payments and implications and actions surrounding non-payment. This is an NCG policy and must be adhered to in conjunction with this policy. Students who fail to make any of their instalment payments in line with their Direct Debit Mandate/Agreement risk having their student status withdrawn.
- Enrolment will not be permitted on any further courses until all outstanding fees are settled in full.

#### **4.4 Other Fees**

Colleges may charge registration and examination fees for the provision in this section at their local discretion. These fees must be clearly set out to students.

#### **4.5 Fee Refunds**

- It is recognised that there may be occasions where fee payments need to be refunded back to the student/sponsor. This process needs to be fair and consistently applied and the following sets out the circumstances when a fee covered by this policy may be refunded.
- A student has the right to withdraw from a course within 14 calendar days of the start of the programme and expect a full refund less administration fee.
- For short courses, those of less than 1 month's duration, a cooling off period of 14 calendar days will also apply. However, where delivery of an agreed short course takes place within the cooling off period the student will be liable for payment of the percentage of the course that has been completed to the point where withdrawal has been communicated to the College.
- For refund purposes, cooling off periods and the length of time on a course will be calculated from the date the student starts the course to the date that withdrawal is communicated to the students Lecturer/Head of Curriculum/School Office.
- Where the desire to withdraw from a course is not communicated to the college the period of time on programme, and therefore costs associated, will be calculated to the point at which the College Finance Team receive the withdrawal/refund request.
- After the relevant 'cooling off period' described above:
  - Where the college has to cancel a course, the college credits the fee and refunds any fee payments to the student/sponsor.
  - If the student agrees to an appropriate alternative, then the original fee payment would need to be credited and the payment would be re-receipted against the new alternative course and in this instance then fees will not be refunded.

- A College may refund a proportion of the tuition fee if a Student withdraws from the course due to ill health and this is approved by the Finance Lead or Principalship.
- For FE students we will reduce the commitment to pay outstanding fees on the following basis;
  - Pro rata based on the number of months remaining on the student's programme, out of the total of the whole programme duration. This is determined from the point the student requests to be withdrawn or from the point at which the College Finance Lead receives the withdrawal request from the curriculum team if a student does not communicate the desire to withdraw from programme. Where withdrawal is requested mid-month, by either the student or the curriculum team, that month's fee's will remain payable in full.
  - Short courses will be refunded based on the % of the course time remaining from the point the student requests to be withdrawn or from the point at which the Finance Team receive the withdrawal request from the curriculum team if a student does not communicate the desire to withdraw from programme.
  - Students may apply for a refund or partial refund of tuition fee payment and this should be directed to the Central Admin Team or Head of Curriculum in the first instance, who will then request a decision by the College Finance Lead or Principalship team. Following a refund decision, or in extenuating circumstances, an appeal may be submitted by the student to the College Finance Lead, this will be presented to a member of the College Principalship team for final decision.

## **5. FE LOANS POLICY – ADVANCED LEARNER LOANS**

- Advanced Learner Loans are available to learners aged 19 or over and undertaking:
  - A-levels and AS-levels (up to a maximum of four full A-levels)
  - Quality Assurance Agency (QAA) Access to Higher Education Diplomas
  - Vocational qualifications including technical and professional qualifications at Levels 3, 4, 5 and 6

- Access to HE students will have their Advanced Learner Loans 'written off' if they progress to Higher Education and complete their HE course. A learner can not have more than one Access to HE loan unless in exceptional circumstances agreed with the SLC. Under no circumstances can a sub-contracted learner be funded via a Student Loans Company loan.

### **5.1. Fee Levels for loan-based provision**

The DfE allow providers to set a maximum fee for loan-based provision based on the fully funded value set on the HM Government 'Hub'. The minimum threshold to generate a loan is a fee level of £300. The fees for learners on individual qualifications should be set as per the maximum available 'Learner Loan Weighted rate' as listed on FALA. It is the responsibility of the learner to enter into an agreement with the Student Loans Company and secure a loan facility to pay for this provision. NCG and its Colleges will offer support and guidance to the learner to undertake the loan application.

Under no circumstances can a sub-contracted learner be funded via a Student Loans Company loan

### **5.2. Loan Liabilities**

All tuition fees are currently due to be paid on enrolment. For Advanced Learner Loans this requires the learner to ensure that the college receives confirmation that the loan facility has been agreed before starting the programme or that a Direct Debit instalment plan is in place.

Where a student does not complete a Direct Debit mandate it is deemed that the student accepts liability for any course fees, as per this policy, by signing the Student Learning Agreement.

Tuition fees funded by Loans are paid to NCG colleges directly by the SLC. Payments are made on a monthly basis for each month when the Student is still active on their course on the first day of the month. The value of the loan for which the Student becomes liable will increase with each monthly payment made to the College. It is in the Student's best interest to inform the College of any Changes to their Circumstances as early possible.

In the event of a change of circumstance where the loan is withdrawn by SLC, the student will become liable for their fees. We will work with the Student to make

them aware of this situation and arrange instalment payments by direct debit mandate.

Students that have funding applications rejected or cancelled by Student Finance after they have started their course remain liable to pay their tuition fees in full.

If a student fails to make arrangements to pay fees they risk being withdrawn from their course.

In the event that a student withdraws/is withdrawn, any outstanding balance of tuition fees not paid by Student Finance will become immediately payable to the College by the student.

### **5.3. Fee Reductions**

As with the FE Fee's section above, any fee reductions for any purposes must be agreed in advance of a course starting.

Course fee's can only be reduced with the approval of either the college Finance Lead or relevant member of the Principalship Team. Where a fee reduction has not been approved by the relevant college, the Student will be liable for the full fee as per the terms stated in this agreement.

### **5.4. Fee Refunds**

Fee refunds for Adult Learner Loan students will follow the same principals and procedures as the above section for FE students.

However, after the relevant cooling off period any refund values will be calculated based on the maximum available charges as specified by the Student Loans Company portal.

## **6. FEE'S POLICY - Apprenticeships**

Learners do not pay fees for apprenticeships, but the cost of apprenticeships is borne by employers, in part or via the apprenticeship service. From 1st April 2021, all new apprenticeship starts will be via the apprenticeship service. For levy employers, the full value of the Total Negotiated Price should be met by funds in the Apprenticeship levy account. Non-levy paying employers will continue to be required to pay mandatory co-financing of 5% of the Total Negotiated Price (which should include an explicit amount for End Point Assessment.) All employers are also liable to pay any cost where the Total Negotiated Price of the apprenticeship

exceeds the DfE funding band for the apprenticeship standard. Where there are not enough funds in the levy account to cover the full value of the Total Negotiated Price the remaining amount will revert to non-levy funding, this would include a 5% payment of the remaining value the employer would need to contribute. This should be actioned as per the NCG standard operating procedure for apprenticeships. All fees for learners starting prior to 1st April 2021 should be set as per the 2020-21 FE Fees Policy.

NCG will observe national guidance for apprenticeships that states:

- Fees must be aligned to the appropriate band for the applicable apprenticeship standard.
- Fees will be charged based on individual costings for each separate Apprenticeship Standard and an itemised price provided to the employer detailing the price breakdown as agreed.
- Any variation to this fee for any variation in delivery for any employer must be approved by either the College Finance Lead or Principalship.
- The fee contribution must be cash and not any sort of 'in kind' arrangement and must equal 5% of the total agreed price
- The total cost of the apprenticeship can be set at any level up to the cap and forms part of an 'apprenticeship agreement' with the provider. This will be part of the total cost of the apprenticeship, which the employer contribution would be 5% of the total.
- The employer may be eligible for incentive payments; however these incentive payments must be made to the employer by the provider in line with the funding methodology.
- NCG has complete discretion over the nature of the payments from the employer, both in terms of the timing and number of instalments. Funding, however, will only be paid if fees are evidenced as being received. Invoices must be paid within 30 days or by direct debit if paid in instalments.
- NCG will apply fair processes to ensure that fees and/or funding are repaid if the programme is terminated.
- NCG is committed to observing national guidelines around the reduction of Apprenticeship fees to account for accredited prior learning, please refer to the

separate “Apprenticeship price duration reduction in relation to prior learning process policy” for more information.

Any fees will require upfront payment in full, or four equal instalment payments over the duration of the Apprenticeship.

The discretion to approve the provision of instalment payments for an employer or group of employers resides with either the College Finance Lead or Principalship. Where subcontractors are used to deliver part of a programme NCG will ensure that a specific apprenticeship contract is in place

#### **6.1. Fee Refunds**

Fee refunds for Apprenticeships will follow the same principals and procedures as the above section for FE students.

#### **6.2. Apprenticeship fees Group Impact**

Where an individual College of NCG agrees a primary contract with an employer and the intention is that other Colleges will service the local office of the employer, the payment terms of the primary contract will take precedence over and must be complied with in preference to any local arrangement of payment terms

### **7. FEE’S POLICY – OTHER PROVISION**

- Where there is no national guidance, colleges have the discretion to set fees appropriate to local needs, eg for Commercial Fees and International Fees.
- Fees for Other Provision should be set using a costed curriculum model, and adjusted only at the discretion of the College Finance Lead or Principalship Team.
- Fee refunds for Other Provision will be calculated in line with the FE refunds policy.
- From 1st July 2021, all EU, EEA and Swiss nationals will require an assessment to determine whether they are eligible for home fee status.
- Students who are enrolled with Home Fee status that are subsequently assessed as being International Fee payers will be liable for fee’s as per the International Fee’s Policy.
- Higher Education/ International fees are contained within a separate policy.

## **8. SUBCONTRACTED PROVISION**

NCG follows the 'Subcontract Management Framework' and 'Supply Chain Fees and Charges' policies, please refer to these documents separately for further information.

## **9. OTHER CHARGES**

Where a course has significant increased costs for special or expensive items such as uniforms, equipment or consumables these costs may be passed on to students. These charges include;

- Clothing or equipment, if necessary for student's health or safety a charge will be made for clothing and equipment retained by student's.
- Sale of learning materials;
- Fines for late return of library books or other disciplinary fines;
- Deposits on lockers, ID cards, keys, library cards and equipment that are fully refundable except in cases of theft or damage;
- Non course specific photocopying and printing;
- Recreational use of leisure facilities and other non-academic facilities where activity taking place is not a requirement of a course syllabus;
- Optional extra activities where activity is taking place outside a required part of an agreed study programme.

## **10. APPEALS**

If a student wishes to appeal a decision regarding fees, the appeal should be made to the college Finance Lead or relevant member of the Principalship Team. Alternatively, an appeal can be directed to the Group Financial Controller or Chief Financial Officer.

## **11. SANCTIONS**

In accordance with international laws and regulations, NCG must adhere to sanctions imposed by governing bodies such as the UK Government, US Department of the treasury Office, United Nations, European Union, and other relevant authorities.

NCG will comply with all applicable international sanctions and restrictions. This includes refraining from enrolling fee paying learners from jurisdictions under sanctions unless specific exemptions are granted by relevant authorities.

The International admissions team will maintain an updated list of jurisdictions under international sanctions based on information from recognised authorities

Applications from learners in sanctioned jurisdictions will be reviewed on a case-by-case basis, but no fees should be accepted from these learners. Any exemptions must be approved by the College Finance lead and Principalship teams, (taking legal advice where necessary).

## **12. STATEMENT ON POLICY IMPLEMENTATION**

Upon approval, this policy will be uploaded to the policy portal and communicated to staff via The Business Round-Up.

## **13. STATEMENT ON EQUALITY AND DIVERSITY**

NCG is committed to providing equality of opportunity. Further details of our aims and objectives are outlined in our [Equality Diversity Inclusion and Belonging Strategy](#).

This policy has been assessed to identify any potential for adverse or positive impact on specific groups of people protected by the Equality Act 2010 and does not discriminate either directly or indirectly. In applying this policy, we have considered eliminating unlawful discrimination, promoting equality of opportunity and promoting good relations between people from diverse groups. Any issues highlighted in the assessment have been considered and incorporated into the policy and approved by the Lead Director and relevant committee.

## **14. STATEMENT ON CONSULTATION**

This policy has been reviewed in consultation with finance colleagues and subsequently with members of the Policy Review Council as part of the policy review and approval process.

| VERSION CONTROL |                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                      |              |
|-----------------|--------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|--------------|
| Version No.     | Documentation Section/Page No.                                                                                           | Description of Change and Rationale                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Author / Reviewer    | Date Revised |
| 1               |                                                                                                                          | N/A - new policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Financial Controller | May 2018     |
| 2               | Full review                                                                                                              | Reference to the creation of a Credit control policy. Stated in the policy that Fee variations must have the approval of the head of the college. The approach by each college to the application of the fees policy will be set out explicitly as part of the Business Planning approval process and should form part of the detailed plan presented prior to budget sign off. Clarity added that all FE fees are clearly set out in the ESFA funding rules, and all colleges need to work within the limits of this framework which sets out rates within which an establishment must operate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Financial Controller | Feb 2019     |
| 3               | Section 2 – Background<br>Section 4 – FE Classroom Fee Policy 2020/21<br>Section 6 – Fees Policy Apprenticeship          | Policy changed to incorporate recommendations from a business assurance audit finalised following the approval of the previous policy version.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Financial Controller | March 2020   |
| 4               | Section 1 - Policy Summary<br>Section 4/5 - Income Limits for Learners/Loan Qualification<br>Section 6 - Apprenticeships | Policy Aim/Category (Policy Summary): The policy has been changed from a cascade to compliant policy. In prior years, the NCG policy set a framework on which the colleges would base their local policy. The colleges are required to adopt the NCG policy as is but will also have documented local operational policies and procedures detailing specific processes and fee levels. Colleges still have discretion to set appropriate fees which align to local needs, in accordance with the relevant funding authority rules. Income Limits for Learners/Loan Qualification (section 4/5): These have been removed from the policy as the limits change annually and vary according to the relevant funding authority. The colleges are required to adhere to the relevant funding authority rules, include these limits in their documented policies and procedures and update when they change. Apprenticeships (section 6): The rules regarding apprenticeship fees are changing on 1st April 2021 and direct charging of fees will no longer be appropriate. For any new starts after that date, the NCG Apprenticeship Standard Operating Procedure (SOP) should be followed. The detail in | Financial Controller | Feb 2021     |

|   |                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                      |           |
|---|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------|
|   |                                                             | this section regarding fee charging has been removed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                      |           |
| 5 | Scheduled review – minor amends.                            | Minimal changes have been made to the policy however they include: Aligning the policy with the latest relevant guidance. Minor wording changes to aid understanding.                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Financial Controller | Jan 2022  |
| 6 | Scheduled review – minor amends.                            | Minor amends to reflect currency.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Financial Controller | Jan 2023  |
| 7 | Full scheduled annual review with minor changes throughout. | Minimal changes have been made to the policy however they include: Aligning the policy with the latest relevant guidance Minor wording changes to aid understanding                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Financial Controller | Jan 2024  |
| 8 | Full review                                                 | The NCG Fee's policy was previously an overarching policy supported by individual College policies which provided specific details. This has now been updated to a detailed policy specifying the standardised rules and procedures that Colleges should follow in line with published funding guidance. Regional variances in funding rates and principles accounted for and are captured in Annexe tables. The need for local College Fee policies has therefore been removed. Further changes to the NCG Fee's policy are limited to the updating and alignment of funding values and principles to reflect the latest DfE guidance. | Financial Controller | May 2025  |
| 9 | Annexe Tables                                               | Annexe A and B updated with 26/27 values where available. Unavailable values remain as 25/26 and are highlighted, to be updated when published by the relevant devolved authority.                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Financial Controller | June 2026 |

**Annexe A – Unemployed Thresholds \*values are 25.26 as 26.27 guidance not yet available**

| Local Authority | Sole benefit claim less than | Joint benefit claim less than |
|-----------------|------------------------------|-------------------------------|
| DfE             | £952*                        | £1,534*                       |
| NEMCA           | £952                         | £1,534                        |
| GLA             | £952                         | £1,534                        |
| WMCA            | £952*                        | £1,534*                       |
| LCRCA           | £952*                        | £1,534*                       |
| YNYCA           | £892*                        | £1,437*                       |

**Annexe B – Earnings Thresholds \*values are 25.26 as 26.27 guidance not yet available**

| Local Authority | Earnings Threshold |
|-----------------|--------------------|
| DfE             | £25,750*           |
| NEMCA           | £32,000            |
| GLA             | £28,860            |
| WMCA            | £34,194*           |
| LCRCA           | £35,864.40*        |
| YNYCA           | £25,000*           |