Tuition Fees and Charges Policy

Effective for programmes commencing on or after 1 August 2026

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Principal and CEO



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1. INTRODUCTION AND SCOPE

1.1 The Corporation is responsible for setting a broad policy on tuition and associated fees payable to the College, subject to any terms and conditions attached to grants, loans or other payments made by funding bodies.

1.2 This policy applies to new learner agreements commencing in the 2026–27 academic year (1 August 2026 to 31 July 2027).

1.3 Education and training for 16–18-year-olds and 19–24-year-olds with a current Education and Health Care Plan (EHCP) is fully funded by the Department for Education (DfE). This policy sets out the arrangements for fee remission and associated charges which support this funding position.

1.4 'Tuition fees' generally apply to learners aged 19 or over who are co-funded through the Adult Skills Fund (ASF), which is administered by the Department for Education (DfE) on behalf of the Department for Work and Pensions (DWP), funded by other agencies, funded via an Advanced Learner Loan, or who self-fund their learning.

2. RESPONSIBILITY

Executive Director of MIS and Enrolments

3. POLICY STATEMENT

3.1 Learning providers have discretion to determine tuition and other fee charges, within parameters set by the Department for Work and Pensions (DWP), the Department for Education (DfE), and other regulatory or funding bodies. Fee remission entitles eligible learners to receive their training fully funded, meaning tuition fees are not normally payable where both the learner and the qualification meet the published criteria.

3.2 The College will grant fee remission in line with DfE funding rules for 16–19 provision, and in line with DWP policy and DfE funding rules for Adult Skills Fund and Tailored Learning provision. Students are liable for the full payment of fees until evidence of eligibility for fee remission or alternative funding arrangements is confirmed, normally at the point of enrolment. Students who do not complete required examinations, assessments or learning aims may become ineligible for funding and therefore liable for associated fees.

3.3 Fees for Apprenticeships and Higher Education are determined through separate funding and regulatory frameworks, as set out in the relevant sections of this policy.

3.4 Other charges may apply to individual courses or students. These may include, for example, exam resit fees, resource fees, charges for trips, and fees to cover other costs where no government funding is available. Such charges are not normally refundable.

3.5 Fees and charges for all activity will be set at a level which, together with any public funding:

- supports the achievement of the College's Strategic Plan
- recovers the full economic cost of delivery, including tuition, materials, capital and other recurrent costs.

- makes an appropriate contribution to overheads and strategic objectives, reflecting market conditions.

Where the achievement of the College's objectives requires fees to be set at a level which, in the short term, does not cover the full economic cost of activity, the College must have sufficient funds to meet any expected short-term deficit.

3.6 All specific fees and charges must be approved by, or fall within a framework agreed by, the Executive Director of MIS and Enrolments. Apprenticeship fees must be approved by the Director of Work Based Learning in line with DfE Apprenticeship Funding Rules.

3.7 The College will publish accurate and up-to-date information about fees, including this policy. Clear information will be provided to students and other stakeholders, such as parents (where a student is under 18) and employers, before the student commits to a course. Any changes to fees or charges resulting from a course transfer will be communicated to students before the transfer is confirmed. Students who join a class later than the advertised start date will be expected to pay the full course fee.

3.8 Fee levels may change from year to year due to changes in funding arrangements. Regardless of any information disclosed on the College's website or by a member of staff, the fee charged will be the latest approved fee recorded in the College's student records system prior to enrolment.

3.9 The College reserves the right to cancel any course or change its charging policy where its costs may result in financial loss. The College will refund fees and charges in full where a course or programme is cancelled by the College and no suitable and agreed alternative course is available. Such refunds will not be paid to learners who have voluntarily left the course or who have unauthorised absence for a period of four weeks or more prior to closure of the course.

3.10 The College relies on income from a full class group to meet its objectives and cover the cost of delivery. The College will not therefore refund fees to individuals who withdraw from programmes due to changes in personal circumstances. The College will, however, honour requests for a refund made in writing within 14 days of enrolment where a student or their sponsor changes their mind and withdraws from their programme of study, excluding short courses of less than one month. The Principal and the Executive Director of MIS and Enrolments have discretion to award refunds on compassionate grounds or where there are extraordinary or unforeseen circumstances outside the control of the student.

3.11 The College reserves the right to suspend or exclude any student who fails to pay their fees or make satisfactory arrangements to do so. The College also reserves the right not to accept enrolment onto another course in the future if there are outstanding fees on a student's account.

3.12 The Principal has discretion to approve fee-charging arrangements for categories of students or course programmes not directly referred to in this policy. The Principal also has discretion to approve derogations from this policy where appropriate due to changes in DWP policy, DfE funding rules, regulatory requirements, marketing considerations, or exceptional financial hardship. In all cases, the Principal must have due regard to this Policy Statement and will inform the Corporation of material changes in a timely manner.

4. TUITION FEES & CHARGES

14-16s/Under 16s

4.1 The College does not enrol 14–16 cohorts but, in exceptional circumstances, may accept applications from individual students in this age group, subject to eligibility. If the learner has been home-schooled, the College may be able to claim full funding for part-time courses only and no tuition fees would be payable. If the College agrees to accept other learners in this age category, fee remission will be applied in line with current DfE funding rules.

'School Link' Arrangements

4.2 Fees for students attending College programmes under "School Link" arrangements will be charged in line with the Policy Statement above. Specific fees will depend on the course programme attended and the delivery arrangements, including numbers of students and groups. Fees will generally reflect the weighted funding received by the College for a 16–18-year-old enrolled on the same programme of study. The College may make additional charges for elements such as trips and visits.

16-18 students

4.3 No tuition fees are payable by students aged under 19 (on 31 August 2026) who are not enrolled at any other educational institution, subject to the required evidence being presented and eligibility criteria for both the course and the student being met.

4.4 Students wishing to transfer to the College for all or some of their studies part way through the year must, however, arrange for their previous institution to pass on to the College the proportion of funding equivalent to the period for which the College will deliver. Failure to do so may mean that the College cannot accept such learners.

4.5 16–18-year-old students sponsored by local schools or the local education authority will be charged fees pro-rated to the proportion of their programme delivered by the College. For example, if the College delivers 50% of a student's programme the sponsor will be charged 50% of the value of the full fee. The fee will be set at the funded value of the programme, including weighting factor.

Aged 19 years or over

4.6 Students aged 19–24 (on 31 August 2026) with an Education, Health and Care Plan who are not enrolled at any other educational institution are eligible for full fee remission, subject to the required evidence being presented and eligibility criteria for both the student and the course being met.

4.7 The criteria for which courses are eligible for public funding, and the eligibility requirements for adult students, change from year to year. There will be no tuition fee for qualifications that are classed as fully funded under the Adult Skills Fund (ASF), administered by the Department for Education (DfE) on behalf of the Department for Work and Pensions (DWP), where the student meets the fee remission criteria.

4.8 Where a student is classified under DWP policy and DfE funding rules as ‘co-funded’, 19+ learners will generally be charged a fee equivalent to 50% of the unweighted funding value for each subject taken, subject to the College’s discretion. Fees will therefore vary for different qualifications. Fee remission for co-funded qualifications is subject to evidence requirements and eligibility criteria being met. Co-funded students may be charged the full value of exam and other fees.

4.9 19+ students transferring from a funded to an unfunded or co-funded qualification are liable to be charged a fee up to the full approved fee for their new course. Students transferring from an unfunded or co-funded qualification to a fully funded qualification may be eligible for a refund of tuition fees.

4.10 Students enrolled on funded distance-learning qualifications delivered by the College who fail to complete the qualification in a timely manner (currently 10 weeks) may be charged a late or non-completion fee of up to £100. The College reserves the right to pass on to relevant learners the full cost of learning materials for distance-learning study.

4.11 Tailored Learning replaces both Community Learning and non-regulated provision. In 2026/27, the College will remit fees for learners in line with the eligibility criteria set by the Department for Work and Pensions (DWP) and administered by the Department for Education through the Adult Skills Fund. Learners who do not meet the remission criteria will be charged fees based on the DfE base rate for ASF funding, subject to the College’s discretion. Learners deemed equivalent to co-funded students will be charged fees at half of the relevant rate.

Advanced Learner Loans

4.12 Advanced Learner Loans from the Student Loans Company may be available for eligible 19+ learners enrolling on approved qualifications at Level 3 and above (excluding Higher Education provision). Advanced Learner Loans can contribute up to 100% of the weighted funding value of the qualification. The student is liable for any difference between the loan and the College’s fee rate, and for the full outstanding fee amount if the Student Loans Company ceases to make payments. Students whose loan applications are rejected or cancelled after starting their course remain liable for their tuition fees.

4.13 Students may enrol on eligible programmes using the Lifelong Learning Entitlement (LLE), which becomes available from January 2027. Where a student intends to use the LLE to fund their fees, the Enrolment Team will provide written information and guidance at the initial advice stage and prior to enrolment

Full Cost Recovery

4.14 Courses that do not attract public funding are designated “Full Cost” courses. Fees for such courses will be set in line with the Policy Statement above. These courses must, as a minimum, cover all direct costs and an appropriate contribution to overheads, and will be set in line with the market conditions.

4.15 Students who are not eligible for public funding will be charged the full weighted fee rate, regardless of age, irrespective of whether the course programme they are studying is eligible for funding.

International Students

4.16 The College does not have a Student Route (formerly Tier 4) sponsor licence and does not currently sponsor international students. Students whose immigration status allows them to study but who do not meet residency criteria and are not eligible for funding will be charged the full weighted fee rate for their course.

Higher Education

4.17 All Higher Education programmes incur a fee for each academic year of study. Tuition Fees are determined by Northampton College in line with guidance and regulations set by the Office for Students (OfS). For 2026/27 the College will not charge in excess of the Basic Fee amount, £6,350 for a full-time programme, or the relevant proportion of this amount for part-time programmes.

4.18 The tuition fee covers tuition, registration, examination and assessment costs. Additional charges may be made separately for elements such as trips and consumables.

4.19 Students are liable for the full amount of the fee for their Higher Education course and are responsible for their application to the Student Loans Company where required. The student is ultimately responsible for ensuring that all tuition fees charged are paid in full. Students may choose to use their Lifelong Learning Entitlement for the payment of their higher education tuition fees.

4.20 Further information is contained in the College's specific Higher Education policies:

- HE Terms and Conditions
- HE Refund and Compensation Policy
- HE Student Protection Plan

Apprenticeships

4.21 Fees for apprenticeship training are determined in line with government requirements and will normally not exceed the funding band maximum allocated and published for each apprenticeship by the Secretary of State for Education with the Department for Education (DfE), administered on behalf of the Department for Work and Pensions (DWP). The College may charge more than the funding band maximum; this excess ("top-up fees") is not eligible for government funding.

4.22 Actual fees will be determined on a case-by-case basis, negotiated with the employer during the onboarding process and subject to the Apprenticeship Funding Rules administered by the Department for Education (DfE) on behalf of the Department for Work and Pensions (DWP) in place at the apprenticeship start date. The Total Negotiated Price (TNP) will reflect

any Recognition of Prior Learning adjustments. The TNP must be approved by the Director of Work Based Learning.

4.23 Where a student enrols on a DfE-funded apprenticeship programme and the employer pays via the growth and skills levy or co-investment, the employer is liable for the fees. If reserved funds are not approved by the Apprenticeship Service, the employer is liable for the full fee. If an apprentice withdraws, payments for training delivered will not be refunded; payments for training not delivered will be repaid to the employer.

4.24 Growth and skills levy-paying employers normally pay the full TNP. Non-levy employers are liable for up to 5% co-investment, with the remainder funded by the government. Apprentices aged 16–21 at start, or aged 22–24 with an EHCP or care-experienced status, may be fully funded for non-levy employers with fewer than 50 employees.

4.25 Where a growth and skills levy-paying employer does not have sufficient levy funds in their apprenticeship service account to cover the agreed Total Negotiated Price (TNP), the employer will be required to pay 5% co-investment, with the remaining 95% funded by government. The employer contribution must be paid directly by the employer and cannot be funded, waived or paid on their behalf by the College or any other organisation. Co-investment applies to all elements of the TNP not covered by levy funds, including any agreed price increases within the funding rules.

4.26 Where an employer receives a transfer of growth and skills levy funds from another employer, the transfer will fund 100% of the agreed Total Negotiated Price (TNP) up to the funding band maximum

4.27 Additional value-added services outside the TNP will be charged for. This may include the cost of second or additional End Point Assessment attempts and Functional Skills resits.

4.28 Where the College delivers apprenticeship units, these must be delivered and charged in accordance with the relevant Apprenticeship Funding Rules for apprenticeship units

5. OTHER FEES & CHARGES

5.1 In addition to tuition fees, students may be required to pay other charges. These may include charges for trips, accommodation, exam retakes, fines, booking fees, breakage/damage to college property, non-return of college property such as ICT equipment, and debt collection charges. In certain cases, material costs may also be charged. The main categories of non-tuition fees and charges for 2026/27 are set out below.

5.2 Course programmes may include field trips and/or residential activities that are considered integral to the programme. Students may be expected to meet the costs of such trips or activities themselves. For eligible students experiencing hardship, these items will be a priority for support through the Bursary Fund, subject to adherence to DfE rules governing the use of bursary funds. Where students are not eligible for bursary support and cannot meet these charges, the College will provide an alternative activity. Trips or activities that are not integral to the programme are not eligible for bursary support.

5.3 The College will not charge students in receipt of full government funded remission for Disclosure and Barring Service (DBS) checks where these are required for their course programme. 16–18-year-old students will not be charged for DBS checks. Where chargeable, co-funded or full fee-paying 19+ students, will be charged the cost charged by the DBS for the relevant check.

5.4 The College reserves the right to introduce new charges or amend existing charges. In doing so, it will have regard to the Policy Statement above and any relevant regulations or funding guidance issued by the Department for Education (DfE), the Department for Work and Pensions (DWP), the Office for Students (OfS), the Student Loans Company (SLC), awarding bodies, or any other applicable regulatory or funding authority. All additional fees or charges must be approved by the Executive Director of MIS and Enrolments.

Examination fees and associated charges

5.5 Students whose tuition is fully funded by the DFE will not be charged for initial examinations. The College may charge students for examination resits and associated costs as follows:

Category or circumstance	**Fee Rate**
Students failing to sit an examination	**£10** per exam not taken, plus the cost of the examination/paper not taken
Re-sit examination fees where determined that the student should meet the cost of the re-sit	Cost of full re-sit fee plus administration fee of **£10**
Re-sit fees for Apprenticeship End Point Assessments	Where a re-sit for end-point assessment is required, the following charges apply: • First resit – Northampton College to pay 50%, Employer to pay 50% • Second and subsequent re-sits – Employer to pay 100% The College reserve the right to review and adjust the proportions above at any stage.
Late examination fees where determined that the student should meet the cost of late entry	Cost of late fee plus an administration fee of **£10**
External examination fee for Students not enrolled onto a College course (subject to availability)	• Students who have previously studied with the College within one year: **£30** per examination series, plus Awarding Body fees • Students who have previously studied with the College over a year ago or have never studied at the College: **£60** per examination series, plus Awarding Body Fees.

	• Additional costs may be charged if curriculum staff are required to mark/IV coursework. • Candidates will be expected to cover the costs of any special arrangements, for example, a reader or scribe.
Enquiry about Results (EAR) administration fee if requested by student	Awarding Body costs plus a **£10 non-refundable administration fee** per application/series. Awarding Body fees will be refunded to the student if the grade improves.

6. PAYMENT OF FEES

6.1 Fees payable in respect of course tuition are due in full at enrolment, unless:

- The student is enrolled on an apprenticeship programme, and evidence is provided that fees will be paid by the employer through their Apprenticeship Service account or via an agreed employer payment plan; or
- Evidence is provided of an application for a Student Loan or Advanced Learner Loan. Evidence of loan approval must be provided within 42 days of the course start date, otherwise fees will become payable in full: or
- A Direct Debit instalment agreement has been completed in accordance with the instalment arrangements below.

6.2 Tuition Fees may, at the discretion of the Financial Controller, be paid in equal instalments by Direct Debit. The final instalment must be collected before the end date of the course. Instalment options are:

- An initial payment of one third of the full course fee, followed by 6 instalments – for courses lasting a full academic year, or 12 months or longer.
- For all other courses, except short courses of less than 1 month, a non-refundable deposit of one third of the full course fee must be paid, followed by 3 instalments. Short courses are to be paid in full before the course commences.

Students and employers will be advised of the dates and amounts to be collected. Where no Direct Debit mandate is completed, fees are payable in full.

6.3 Fees payable for other charges (such as trips, materials, equipment or residential activities) will become due at various points during the year. Students will be advised of specific payment requirements before committing to any activity. For example, trips may require staged payments prior to departure.

6.4 Failed or late payments may result in an administration charge, suspension or exclusion from the course, and restrictions on progression or re-enrolment. Students who withdraw remain liable for tuition fees in accordance with the College's refund rules. The College may withhold

access to internal results, progression decisions or College services until outstanding fees are paid.

6.5 In the event of a failed instalment payment or cancelled Direct Debit, the instalment option will cease, and all outstanding fees will become due immediately. In exceptional circumstances, and where extenuating evidence is provided, the Financial Controller may approve an individual payment plan. If the terms of such a plan are not met, the plan will cease and the full outstanding balance will become payable immediately. Students experiencing financial difficulties should contact the Finance team as soon as possible.

6.6 Students with outstanding academic fee debt may, until all outstanding monies have been paid:

- Not be permitted to re-register for new courses or to continue their course.
- Not be entered for examinations or assessments where a specific examination fee or assessment charge remains unpaid.

The College may charge interest or late payment fees on outstanding debts where permitted by current regulations. Unpaid amounts may be referred to an external agency for recovery. Any additional costs incurred in the collection of the debt will be added to the student's account.

7. REFUNDS

7.1 Fees are non-refundable and due in full upon enrolment, subject to any instalment arrangements set out in Section 6. The College may consider refunds only in the following circumstances:

- **Cancellation:** In accordance with Section 3.9, where a course programme is cancelled due to insufficient enrolments or for any other reason, and no satisfactory equivalent alternative is agreed with the student, all tuition fees paid will be refunded. Early completion of a programme will not result in a refund. Refunds will not be made to students who voluntarily withdraw or who have unauthorised absence for four weeks or more prior to course closure.
- **Circumstances beyond the College's control:** Fees will not be refunded where course closure is temporary or due to circumstances beyond the College's control, including but not restricted to fire, flood, adverse weather conditions, failure of public utilities or transport systems/networks, restrictions imposed by the government, terrorist attack or threat of, epidemic or pandemic disease, temporary staff absences or changes including those due to industrial action.
- **Discretionary refunds:** In accordance with 3.10, the College will not generally refund fees to individuals who withdraw from course programmes. The College will, however, honour requests for a refund made in writing within 14 days of enrolment, where a student or their sponsor changes their mind and they withdraw from their programme of study, with the exclusion of short courses of less than one month.

- **Compassionate or exceptional circumstances:** The Principal and Financial Controller have discretion to award refunds on compassionate grounds, or where there are extraordinary or unforeseen circumstances outside the control of the student. A refund request will need to be completed, and the amount of fees refunded will be at the discretion of the Principal and/or Financial Controller.

- **Trip refunds:** Where a student withdraws from a trip and the College has not incurred any costs for the student, any trip charges paid will be refunded. Where the College has incurred costs for a student who withdraws from a trip, a discretionary refund may be provided.

- **Other fees & charges:** Other fees and charges may be refundable where the College has not incurred any liability following the student's original commitment to pay the fee or charge. If any such liability has arisen, the fee or charge to be refunded will be after deducting any costs incurred by the College.

- **Overpayments:** Where genuine overpayment has occurred.

- **Customer complaint:** The upholding of a complaint is not in itself sufficient to result in a refund of fees, but a refund may be appropriate in some circumstances. All complaints will be handled in accordance with the College's Complaints Policy.

7.2 The College will endeavour to make all refunds due within 14 days of authorisation of the refund. Refunds will be made to the person or organisation who paid for the course, which may be different from the person who attended the course. Where possible, refunds will be processed using the original payment method. Refunds may be subject to an administration fee of a maximum of **£50.**

7.3 Information about refunds and compensation for Higher Education courses can be found in the College's HE Refund and Compensation Policy.

8. QUALITY STATEMENT

8.1 The College has an Equality & Diversity Strategy and seeks to ensure that arrangements for fees and charges are consistent with this strategy.

9. ASSOCIATED POLICIES

Financial Regulations

HE Terms and Conditions

HE Refund and Compensation Policy

HE Student Protection Plan