

# COURSE FEE AND FEE REMISSION POLICY

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**2026 - 27**



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# 1. SCOPE AND PURPOSE

- 1.1** This policy details the fees for the academic year 2026/27, covering all programmes of learning/qualifications starting between 1 August 2026 and 31 July 2027 inclusive across all campuses of the Loughborough College Group, which includes Loughborough College, Stephenson College, Brooksby College, and the Ignite Melton Performing Arts.
- In producing this policy, it is recognised that there is a balance between maximising income and ensuring that potential barriers to learning are mitigated by providing flexible payment options and/or by assisting students to access appropriate financial support whilst adhering to the financial regulations of the College Group.
- 1.2** This policy seeks to ensure that the College Group can respond to market forces, government policy and law, including fee guidance issued by national funding bodies, such as the Department for Education (DFE), and Office for Students (OFS), and regional funding stakeholders, such as relevant Devolved Mayoral Combined Authorities (DMCAs).
- 1.3** The approach by Loughborough College Group to setting and collecting course fees and associated charges is reviewed on an annual basis and approved by its Governing Body.
- 1.4** Responsibility lies with the Senior Management Group to ensure that the Fees Policy is adhered to. On a day to day basis all staff may be involved in the operational elements of the policy.



## 2. DEFINITIONS

The following definitions are used in this policy:

### 2.1 'Funding Bodies' encompasses

#### 2.1.1 Department for Education (DFE) funding

- Students aged 16-18, full or part time;
- Students aged 19-24 and have a Learning Difficulty Assessment (LDA) and Education Health and Care Plan (EHCP)
- Adult Skills Fund
- LEVY-Paying Apprenticeships
- Non-Levy-Paying Apprenticeships
- Traineeships
- Advanced Student Loans for those aged 19+

#### 2.1.2 Office for Students (OfS)

- for Higher Education students
- Student Loans

### 2.2 Terminology

- Resits and retakes are different. Retakes are repeat study plus the exam; resits are just repeating the exam. Home students are defined as the following for the purposes of this fee policy: They have a UK passport, or are otherwise legally in the UK for an approved reason, other than specifically to study. (See Appendix for full breakdown which differs for under and over 19's)
- Progressing and Continuing Students are not the same thing. Continuers are on the same programme over more than one year and are returning for year two to continue. Progressing students are moving from a completed programme onto a brand-new programme.
- Unless stated otherwise in this policy or in the course information, all course fees include tuition fees, awarding body registration fees, and "standard" examination and assessment costs for the first examination sitting. However, the cost of any subsequent resits/retakes will be charged.
- "standard" refers to examinations taken at Loughborough College Group. Additional costs may be imposed for offsite examinations and/or assessments, and fees may be charged for identified non-funded items essential to the course procured by the examinations team.

### 3. POLICY STATEMENT

- 3.1** We expect that all programmes of learning/qualification fees will broadly conform to the principles as outlined, accepting that there will be the need, from time to time, to flex our pricing to reflect prevailing market conditions across the region.
- 3.2** To be pro-active and reactive to changes in market conditions, the detailed pricing structure setting authority is delegated to the Executive Team using the following underlying principles:
- 3.2.1** That our pricing enables us to compete effectively with other colleges and training providers;
- 3.2.2** That our pricing enables us to develop existing and new markets that are strategically important to us;
- 3.2.3** Where our market position allows us to set fees that maximise our potential to generate income, we do so;
- 3.2.4** Where appropriate, we reserve the right to price activity to attract a particular cohort of students or business sector.
- 3.3** The availability of funding is subject to changes in Funding Body policy, which dictates student eligibility criteria. The eligibility criteria outlined within this fees policy is correct at the time of authorisation by the College Group Executive. We will make all best endeavours to identify and update changes, and to inform students of changes that may affect them at time of enrolment or through programme/qualification information sheets/other marketing materials.
- 3.4** The College Group reserves the right to make such alterations to its described programmes, fees, tutors, venues and services as may prove necessary. If a single session is affected by venue closure and/or tutor illness but alternative arrangements are made then no refund will apply.
- 3.5** For all organisations working with or on behalf of the College Group, where contracts are established by Loughborough College Group prior to the start of delivery, a formal contract will be issued. If any fees differ from those outlined in this fee and fee remission policy, the contract will clearly specify the applicable costs and any associated processes.
- 3.6** **Home Nation Fee Setting for Students Not Funded in England**  
**Applicable to students from Scotland, Wales, Northern Ireland, the Channel Islands, and the Isle of Man.**
- 3.6.1** The college group applies a commercial tuition rate for students who are not eligible for English government funding. These fees are aligned with the level of funding the college would typically receive under the English funding methodology, taking into account factors such as student age and eligibility.
- 3.6.2** What the Quoted Fee will Not Include- The tuition fee will not cover the following items, each of which will incur additional costs if required:
- Additional learning support, which will be assessed individually to ensure each student's needs are appropriately met.
  - Examination registration and associated fees, which may be charged separately.
  - Course-related uniform, equipment, and any non-mandatory trips or visits.
  - Accommodation and living costs.

NOTE 1- Bursary support is not available to students who are not funded under the English system.





## 4. STUDENTS AGED 16-18 FUNDED BY THE DEPARTMENT FOR EDUCATION (DFE) AND STUDENTS AGED 19-24 WITH AN EHCP

- 4.1** Eligible Home students aged under 19 (on 31 August in the first year of their fundable course) will not pay tuition fees for the unbroken duration of that course. (NOTE: This does not include situations where a student might transfer into a different course part way through the original one, as full reassessment of fee eligibility will be required again in this instance based on current age and circumstances.)
- 4.2** Eligible Home students with an Education Health Care Plan (EHCP) or a Learning Difficulty Assessment (LDA) up to and including age 24 (on 31 August in the first year of their fundable course) will not pay tuition fees for the unbroken duration of their course up to and including age 24.  
(NOTE: This does not include situations where a student might transfer into a different course part way through the original one, as full reassessment of fee eligibility will be required again in this instance based on current age and circumstances.)
- 4.3** Eligible 16-to-18-year-olds may be charged for all retakes/resits depending on their qualification of study and additional fees charged by the awarding organisations, unless they present extenuating circumstances approved by a member of the Executive team and/or are in receipt of a bursary.
- 4.4** Eligible Students with an EHCP or an LDA will be funded for a reasonable but fixed number of resit/retake attempts dependant on their qualification of study. Thereafter they will be charged for all retakes/resits..
- 4.5** Equipment/material and uniform fees and other costs can vary widely across our curriculum offer. There will be a requirement for some students to make a Disclosure and Barring Services (DBS) application in order to undertake and complete their studies; students will be informed of this requirement prior to enrolment. For 16 to 18-year-old students, in all circumstances any cost of the DBS application will be borne by the College Group. (In order to maintain viability of our provision, unless deemed mandatory by the awarding body- we will where appropriate, recover costs of any materials and other course related expenses from students).
- 4.6** The College Group will actively encourage students to purchase their own equipment, materials and uniforms for use within and outside college in pursuit of their qualification. Any requirements of this nature will be communicated to students prior to and during enrolment.'
- 4.7** Students unable to purchase their own kit and equipment may be eligible for Under 19 Bursary support for these costs. The application form and guidelines are published on our website and all enquiries should be directed to the Student Services team.



- 4.8** Loughborough College Group offers two 16-18 Bursary Funds; Enhanced Bursary and Discretionary 16- 18 Bursary Fund. You will not need to indicate which one you are applying for as this will be evident from your application form. Please refer to the Bursary policy for further information.. However, note that the College Group's Executive team can override standard policy to assist students who would otherwise be unable to attend college due to identified extreme hardship circumstances (dependent entirely on the availability of funds for distribution.)
- 4.9** There will be no charge for mandatory trips and visits costs that are deemed essential to the completion of the qualification. However, we will expect to recover the costs of non-mandatory trips from all students that choose to take part.
- 4.10** Students aged 18 on or before the 31 August in the academic year in which they start on a fundable two year programme (e.g. an extended diploma) will be eligible for free tuition for the duration of the unbroken two years.
- 4.11** Students aged 18 on or before the 31 August in the academic year in which they start a full level 3 eligible qualification will be eligible for free tuition for the duration of that level 3 qualification. If a student decides to 'top-up' their qualification to an extended diploma (or equivalent) and are aged 19+ (excluding students aged 19-24 with an EHCP) on or before the 31 August in the academic year in which they start, they will either need to make an application for Advanced Student Loan support or pay the advertised course fee as the subsidised funding will no longer apply.
- 4.12** The College Group will be unable to fund any students who are still enrolled full time in a school (unless they are also following a Sporting Excellence approved Programme (DiSE) with the College Group), and who wish to follow part of their programme at the College Group during school hours. Other than these DiSE students, any students attending school on a funded place, also wishing to attend provision at the college, whatever the age of the student, need to be mindful that this provision will be treated as collaborative or link provision, and their school will be expected to meet the full costs of this provision, including all examination fees. Signed contracts must be in place before any enrolment or delivery takes place.
- 4.13** Loughborough College Group has designed a range of professional, evening, community learning, higher education and access to higher education courses, which are specifically targeted at adult students and unless stated otherwise, the College will not normally be able to enrol 16-18 students onto these programmes of study. In specific circumstances where 16- 18 enrolment is permitted, fees may be charged to 16-18s for this provision, including all examination fees.





## 5. STUDENTS AGED 19 AND OVER FUNDED BY THE DEPARTMENT FOR EDUCATION [DFE]

- 5.1** Students aged 19+ whose Level 2 programme is co-funded by the DFE who are undertaking a Level 2 or below course will be charged a tuition fee calculated by reference to the un-weighted funding base rate of the programme/qualification. This tuition fee will typically be equivalent to 50% of the DFE funded unweighted base rate.
- 5.2** Subject to the student providing satisfactory and current evidence along with a full assessment, the following categories of home students will be entitled to tuition fee remission. \*\*Note that without the provision of current and satisfactory evidence when requested, any tuition fee remission will not be possible and full fees may be charged.
- 5.2.1** English and Maths (up to and including LEVEL 2) Individuals aged 19+ on their first day in learning, who satisfy the residency criteria (excluding apprenticeships), have an entitlement to funded English and maths qualifications based on criteria A or B below,

The College Group will fully fund the following eligible students for the following qualifications:

- GCSE English and/or maths to G4 pass.
- Functional Skills English and/or maths from Entry to level 2
- Approved stepping stone qualifications (including components, where applicable) in English and/or maths (please ask for details)

The College Group will NOT fund eligible students for the following

- Any English and/or maths qualifications which are not necessary for progressing towards a GCSE or Functional Skill level 2
- Any English and/or maths qualifications where the student already holds a Level 2 qualification in English and/or maths (G4 or higher)

### 5.2.2 ESOL- English for Speakers of Other Languages

Everyone aged 19+ has an entitlement to funded ESOL qualifications based on criteria A or B below,

- A.** Has an income of less than £26,800 annual gross earnings (Evidence must be provided) or who meets the unemployment criteria and can provide proof of benefit –(Evidence must be seen) will be eligible for full funding for ESOL qualifications up to LEVEL 2.
- B.** For those who have an income of greater than £26,800 annual gross earnings, OR who do not meet the unemployment criteria, they will be eligible for Co-funding for ESOL qualifications up to LEVEL 2, which may be subject to a fee.

### 5.2.3 First Full Level 2/ Level 3 Entitlement

Individuals aged 19+ on their first day in learning, who satisfy the residency criteria (excluding apprenticeships), and who are studying one of the following FE fundable learning aims:

- Their first full level 2 qualification (from our approved LEVEL 2 offer)
- Their first full level 3 qualification (from our approved LEVEL 3 offer)

### 5.2.4 Essential Digital Skills

Individuals aged 19+ on their first day in learning, who satisfy the residency criteria (excluding apprenticeships), and assess at below LEVEL 1 for Digital Skills, may study one of the approved FE fundable digital legal entitlement learning aims offered by the college

### 5.2.5 Level 2 Local Flexibility Offer

Everyone has an entitlement to a first fully funded Level 2 qualification from a list of fundable provision. Once this LEVEL 2 entitlement is used up, any individual aged 19+ who still meets the residency criteria,

AND (either A or B below)

- A.** Has an income of less than £26,800 annual gross earnings–(Evidence must be seen) will be eligible for full funding for further LEVEL 2 funded learning.
  - B.** Meets the unemployment criteria and can provide proof of benefit –(Evidence must be seen) will be eligible for full funding for further LEVEL 2 funded learning.
- OR**
- Has an income of more than the £26,800 annual gross earnings threshold, will be eligible for Co-Funding for further LEVEL 2 funded learning. In this case the College Group reserves the right to charge a Co-funded top up fee rate.

### 5.2.6 Level 3 Free Courses for Jobs (FCFJ)

The Level 3 Free Courses for Jobs Offer (previously known as the National Skills Fund) has been established to support the development of new skills for adult students and improve the prospects of eligible adults in the labour market. As such, no fees are charged for Level 3 Free Courses for Jobs Offer where students are eligible for funding. In 2026/27, the DfE have removed the prior attainment eligibility criteria, meaning students who are either unemployed, or earning below the threshold of £26,800. can now study multiple courses, consecutively from the Level 3 Free Courses for Job Offer, which is a list of specified fundable LEVEL 3 provision offered by the College Group.

### 5.2.7 Advanced Student Loan

Students studying eligible DfE provision at or above Level 3, who already have achieved a first full LEVEL 3, and have an income of more than the £26,800 annual gross earnings threshold, will be eligible to apply for an Advanced Student Loan to support any further funded learning. The College Group will set the loan amount in accordance with the '2026/27 DfE Funding Rules' and '2026/27 Student Loans Facility Conditions'.

### 5.2.8 Devolution of Adult Skills

In 2019/20, the DfE began the process of devolving proportions of the Adult Skills budget function to specific combined authorities. Devolved authorities are responsible for their own funding rules, which apply to providers in their region who are in receipt of devolved Adult Skills funding, for delivery to residents in their areas. 2025/26 saw the East Midlands Combined County Authority (EMCCA) devolve the counties of Derbyshire and Nottinghamshire. The Loughborough College Group, being in Leicestershire, is not in receipt of devolved Adult Skills funding from EMCCA and is funded through national DfE Adult Skills funding. Therefore, is unable to accept ASF funded students with home postcodes in the devolved areas of Derbyshire or Nottinghamshire. Any students wanting to enrol from a devolved area, in 2026/27, who have explored options in the EMCCA region, will be charged a full cost fee, equivalent to the weighted funded rate. However, if both the qualification and student are eligible for an Advanced Student Loan, they can access these, even if they are from a devolved area, as loans are not subject to devolution.

**5.3** The cost of equipment/materials, uniform fees and other costs can vary widely across our curriculum offer. However, for Individuals aged 19+ on the day they enrol, the rules below apply:

**5.4** There will be a requirement for some students to make a Disclosure and Barring Services (DBS) application in order to undertake and complete their studies. Relevant students will be informed of this requirement prior to enrolment. Students aged 19+ that can claim free tuition ('are fully funded') will not be charged a fee for completing their DBS application. If the learning is associated with the student's employment, their employer is responsible for carrying out and paying for this DBS check. Students that pay tuition fees ('are co-funded and/or are unfunded and therefore pay full cost fees') will be charged.

**5.5** In order to maintain the viability of our provision the College Group will, where deemed appropriate, recover the costs of materials and other course related expenses from all students (except for that deemed mandatory by the awarding body).



- 5.6** The College Group will actively encourage students to purchase their own equipment, materials and uniforms for use within and outside college in pursuit of their qualification. Any requirements of this nature will be communicated to students prior to and during enrolment. Students unable to purchase their own kit and equipment may be eligible for Student Support Funding. The application form and guidelines are published on our website and all enquiries should be directed to the Student Financial Services teams depending on the College you have applied to, or are attending as follows

|                               |                                                                                       |
|-------------------------------|---------------------------------------------------------------------------------------|
| <b>Brooksby College</b>       | <b><a href="mailto:bursary@smbgroup.ac.uk">bursary@smbgroup.ac.uk</a></b>             |
| <b>Melton Campus - IGNITE</b> | <b><a href="mailto:bursary@smbgroup.ac.uk">bursary@smbgroup.ac.uk</a></b>             |
| <b>Loughborough College</b>   | <b><a href="mailto:studentfinance@loucoll.ac.uk">studentfinance@loucoll.ac.uk</a></b> |
| <b>Stephenson College</b>     | <b><a href="mailto:bursary@smbgroup.ac.uk">bursary@smbgroup.ac.uk</a></b>             |







## 5. STUDENTS AGED 19 AND OVER FUNDED BY THE DEPARTMENT FOR EDUCATION [DFE] (CONTINUED)

### 5.7 Trips and Visits

- 5.7.1** The charges for any mandatory trips and visits considered essential to the completion of the qualification will be included in any course fees for any students who are co-funded or paying full fees. There will be no charge for mandatory trips and visits where students are fully funded.
- 5.7.2** The College Group will expect to recover the costs of non-mandatory trips from all students that choose to take part.
- 5.8** Employer Sponsored Students (Other than Apprentices) whose fees are being paid by their employer must:
- 5.8.1** Supply written confirmation of employer sponsorship at enrolment. (excluding apprenticeships who come through the employer's DAS account) Students with no confirmation of sponsorship will be required to sign a declaration confirming acknowledgement that they will remain personally liable for fees until they can provide the College Group with written confirmation of an appropriate sponsor. If sponsors have not been approved within two months of course enrolment date, the College Group reserves the right to pursue students directly for payment.
- 5.8.2** The aforementioned confirmation must be on company headed paper, or an official email including company logo, be unconditional, dated and state the name of the student and course, and signed by an authorised signatory (Who cannot be the student).
- 5.8.3** The College Group reserves the right to recover the balance of fees due for the entire learning programme if the sponsored student withdraws. In these cases, we also reserve the right to charge an administration fee of £40 to cover our costs.
- 5.9** Eligible 19+ students will be charged for all retakes/resits unless they present extenuating circumstances such as debilitating ill health (The waiver of any retake/resit fees would need to be assessed on an individual basis and approved in writing by the Head of Department for the Curriculum area which will be recharged and/or are in receipt of a bursary.)
- 5.10** Where a 19+ student secures accommodation from the Loughborough College Group, those fees are payable in line with the signed licence agreement and relevant policy document relating to College Group managed student accommodation.
- 5.11** Unless on a brief holiday, or course related trip, students should remain residing in England throughout their learning. The College Group does not have the discretion to continue funding where a student is outside the country even in temporary/emergency circumstances.

### 5.12 Learning in the workplace

The College Group are able to fund any eligible regulated qualifications at an employee's workplace. The College Group will ensure they are approved for DFE funded ASF and available on find an appropriate learning aim. The College Group will also ensure that the available courses for this offer are published on it's website, and will be subject to course and student eligibility.

## 6. APPRENTICESHIPS

### 6.1 How do we set our training & assessment prices?

#### When we are setting these prices

- We comply with Government rules.
  - Each fee is fair compared to other fees across the College Group.
  - We will never increase the cost after the apprentice has enrolled with us unless the terms of the Apprenticeship itself have changed to warrant an increase, or it is found that a discount based on recognised prior learning needs adjusting based on new information or evidence.
  - We will agree a training cost with the employer before apprenticeship training commences,
- Our fees are comparable to fees charged by other organisations.

### 6.2 For a Levy Paying Employer (who have an annual wage bill over £3Million)

- They are already paying into the Levy tax at a rate of 0.5% of their annual pay bill, so are building a levy fund to spend on apprentice training
- Levy payers will use their apprenticeship levy funds to pay the agreed training price for the apprenticeship.

**6.2.1** The agreed fee will be paid monthly by the employer to the College Group via the Apprenticeship Service DAS account

**6.2.2** Where levy funds within the employers Apprenticeship Service account are not sufficient to cover the monthly fee, the employer will be invoiced by the College Group for the co-investment (dependent on the start date of the apprentice) contribution to the shortfall, and The Government will pay the rest.

**6.3** For a Non-Levy Employer, the course is fully funded by the Government as long as.....

- The apprentice is aged 16-21 **OR**
- The apprentice is aged 22-24 and is a care leaver or has an Educational Healthcare Plan (EHCP)

However, if neither of the above applies, the employer will be responsible for paying just 5% of the course cost which is done by invoice. (example: Total cost is £5,000 over 18 months – the cost to employer is £250 split by 18 payments = £14.00 x 18

**6.3.1** Non-Levy Employers will be able to reserve funding for an apprenticeship in advance of recruitment or an offer of an apprenticeship being made to an existing employee. This will be through a Digital Apprenticeship Service (DAS) account. This reservation ensures that employers can plan, and that funds will be available to pay for the training from the point the apprenticeship starts. The employer must then convert this 'reservation' into a 'commitment' once the training provider and an apprentice are confirmed. At this point funding can be released to the training provider in the usual way.

**6.3.2** Most non-levy employers will be asked to make a 5% contribution to the cost of this training, payable to the College Group 30 days upon receipt of invoice and the Government will pay the rest (95%), up to the maximum amount of funding available for that particular apprenticeship standard. Each Standard has a different funding value. The upper limit of the funding band will cap the maximum price that the Government will 'co-invest' towards.

**6.3.3** For all employers, anything that sits outside the Apprenticeship Standard will be chargeable at a commercial rate, and must be agreed with the training provider when the contracts are drawn up

This includes the Delivery, Registration and Certification Fees for anything that does not form part of the agreed Standard. Employers with fewer than 50 staff in the 365 days preceding the start of the apprenticeship are able to have the apprenticeship 100% funded for apprentices that are aged between 16 and 18 years at time of registration.



**6.3.4** The Government is also offering an additional incentive to employers that take on an apprentice aged between 16-18 years, or apprentices aged 19-24 at start who choose to declare to their employer that they have an Education, Health and Care (EHC) plan provided by their local authority and / or has been in the care of their local authority as defined in the funding rules. This is currently £1,000, payable across two instalments. The first after the apprentice has been in training for 90 days, and the second as long as the apprentice has been in training for 365 days if the duration of the apprenticeship is set at over 12 months. (or 242 days if the duration of the apprenticeship is set at 8-12 months) These will be payable through the College Group. This additional payment is for both Levy and Non-Levy paying employers.

**6.3.5** The Government offers a bursary to 16–24-year-old apprentices if they have been in the care of their local authority as defined in the funding rules. The apprentice will be given the opportunity to declare this during onboarding and enrolment. For starts that began after 1st August this is £3,000, made up of three instalments of £1,000 if the apprentice is still undertaking their apprenticeship at 60 days, 120 days and 300 days after the apprenticeship starts. These will be payable through the College Group. An eligible apprentice must only receive the bursary once.

The application form and guidelines are published on our website and all enquiries should be directed to the Student Financial Services teams depending on the College you have applied to, or are attending as follows

**Brooksby College** [bursary@smbgroup.ac.uk](mailto:bursary@smbgroup.ac.uk)

**Melton Campus - IGNITE** [bursary@smbgroup.ac.uk](mailto:bursary@smbgroup.ac.uk)

**Loughborough College** [studentfinance@loucoll.ac.uk](mailto:studentfinance@loucoll.ac.uk)

**Stephenson College** [bursary@smbgroup.ac.uk](mailto:bursary@smbgroup.ac.uk)

**6.3.6** Employers who take on a foundation apprentice will qualify for up to £2,000 per foundation apprentice, subject to retention and progression.

- **Eligibility:** The apprentice must be aged 16 to 24 when they start their apprenticeship. They must be a new recruit who joined the employer within the three months prior to starting the training
- **Payment Structure\*:** The £2,000 is paid in three installments:
  - o **£667** paid after the apprentice completes their first 90 days from official start date.
  - o **£667** paid after the apprentice completes 242 days of training from official start date.
  - o **A progression payment of £666 will be paid if on completion of the foundation apprenticeship the Apprentice**
  - o Within 6 months they start a new apprenticeship (which is not Foundation level) with the same employer and training provider- This final payment will be made circa 90 days after the start date of the new apprenticeship

**6.3.7** For Apprentice starts from 1st October 2026 onwards- Non-Levy employers can claim a £2,000 hiring incentive subject to meeting key terms and conditions.

- **Eligibility:** The apprentice must be aged 16 to 24 when they start their apprenticeship. They must be a new recruit who joined the employer within the three months prior to starting the training
- **Start Date:** The apprenticeship must commence on or after October 1, 2026.

- **Payment Structure\***: The £2,000 is paid in two installments:
  - o **£1,000** paid after the apprentice completes their first 90 days from official start date.
  - o **£1,000** The Government is also offering an additional incentive to employers that take on an apprentice aged between 16- 18 years, or apprentices aged 19-24 at start who choose to declare to their employer that they have an Education, Health and Care (EHC) plan provided by their local authority and / or has been in the care of their local authority as defined in the funding rules. This is currently £1,000, payable across two instalments. The first after the apprentice has been in training for 90 days, and the second as long as the apprentice has been in training for 365 days if the duration of the apprenticeship is set at over 12 months. (or 242 days if the duration of the apprenticeship is set at 8-12 months) These will be payable through the College Group. This additional payment is for both Levy and Non-Levy paying employers.
  - o for 6.4.5 and 6.4.6- Breaks in Learning will affect payment date structure

**6.3.8** Incentives are paid to the training provider, and will normally start to be passed onto the employer within 6 months of starting a new apprenticeship (which is not Foundation level) with the same employer and training provider- This final payment will be made circa 90 days after the start date of the new apprenticeship once all evidence is in place as requested.

#### **6.4 Examinations and End Point Assessment**

**6.4.1** The charge for any examinations or the End Point Assessment undertaken as part of the apprenticeship will be included in the fee.

- This will include registration, entry and certification. It will not include professional body membership e.g. AAT, CIPD, even where linked to a mandatory qualification.
- The costs of retaking end point assessments are not included in the course fee and will be charged to the employer. – The cost of retaking any mandatory qualifications or any EPA resits will not be included in this fee and will be charged to the employer.

#### **6.5 Payment of Fees**

**6.5.1** Employers will agree within the Apprenticeship onboarding process the agreed fees, and how and when fees will be paid as per the payment schedule. (See 6.3.2 for co-investment fee)

**6.5.2** These will be agreed with the Employer and the Business Development Consultant prior to the commencement of training.

**6.5.3** It is essential that once agreed, the employer approves the funding for their apprentice on the Apprenticeship Service portal within 60 days of the apprentice's start date. At 45 days, the employer will be contacted with a final notice email and allowed a further 2 weeks to comply or respond to the College Group if experiencing problems. If they do not respond by day 60, a formal notice will be sent to the employer, explaining that unless they approve the funding record within 48hrs, all training for their apprentice will be suspended (either fully or temporarily withdrawn) on a specified date, and the employer may be held liable for any funding lost to LCG (as detailed in their contract with the College Group).

**6.5.4** No new Apprentices associated to an Employer will be enrolled/started until the employer clears any outstanding actions on the Apprenticeship Service portal that have been unactioned for over 60 days.

**6.5.5** Additional costs may be charged to the Employer (prior to registration where known in advance) for any exams taken offsite in the Employer/Customer premises with less than eight students in attendance.

#### **6.6 Refunds and Fee Liability**

**6.6.1** In the event of a course being cancelled prior to commencement by the College Group, any fees paid to the college in advance for the course or returned resources will be refunded.

- 6.6.2** If a student withdraws during their apprenticeship training then their associated monthly employer fee will cease from that point as long as the employer is already up to date with payments. The employer would be liable for any employer fees still owing. If the Employer has paid more than the required fee upfront the difference will be refunded.
- 6.6.3** All refunds will be made at the discretion of the College Group and will not be paid to an individual if their employer has paid the course fees.
- 6.6.4** If an apprentice chooses to leave their apprenticeship programme, their employer cannot ask them to repay any apprenticeship fees or costs. The Apprenticeship Funding Rules explicitly state that employers cannot ask apprentices to contribute financially to the eligible costs of training, regardless of when they leave.

## **6.7 Apprenticeship Transfers**

In the event of the College Group agreeing to a student transferring between apprenticeship programmes, the employer will be liable to pay the full fees for the new apprenticeship where the apprentice requires the full complement of training. Any discount based on recognised prior learning will be calculated in line with the DFE's apprenticeship funding rules, and may not be equivalent to fees already paid for the previous apprenticeship.

## **6.8 Outstanding Debts**

Any employer who has outstanding debts for apprenticeship fees which will include the original 5% co-investment amounts the College Group has specified will be asked to settle their debt prior to enrolling further apprentices, this also includes 5% of any amount a levy payer was short in the DAS account. If the employer does not set up their DAS record correctly, and/or doesn't make any changes the College Group requires in order to receive payment or progress a student, the employer will be liable for any funding the college has lost as a result. If the employer has insufficient funds or funds cannot be drawn down for any reason, the employer will be invoiced by the College Group after being informed of the reason and process. Note that the 25% insufficient funds co-investment for starts from 1st August 2026 (any who are restart do not fall into this rule any instances of learning on same standard within 20 years as long the restart is still valid)

## **6.9 Equipment, materials, uniform fees and other costs**

These costs can vary widely across our apprenticeship offer. There will be a requirement for some apprentices to make a Disclosure and Barring Services application in order to undertake and complete their apprenticeship; apprentices will be informed of this requirement prior to enrolment. In all circumstances, the cost of the DBS application will be borne by the employer. To maintain viability of our provision we will, where appropriate recover the costs of materials and other course related expenses from all apprentices (save for those deemed mandatory by the awarding body).

## **6.10 Health and Safety**

Whilst in the workplace, the provision of Health and Safety equipment is the responsibility of the employer. We actively encourage students to use their own PPE within the College Group training environments. We will where practicable loan PPE to apprentices should they not have their PPE with them at college.

## **6.11 Trips and visit charges**

There will be no charge for mandatory trips and visit costs where they are deemed essential to the completion of the qualification. However, we will expect to recover the costs of all non- mandatory trips and visits from students that choose to take part.







## 7. LEVEL 3 FREE COURSES FOR JOBS OFFER (PART OF THE LIFELONG LEARNING ENTITLEMENT) (LLE)

- 7.1** As part of the Lifelong Learning Entitlement, a targeted level 3 offer to support adults without an existing full level 3 qualification and adults who meet the definition of 'low wage' or 'unemployed'. This offer is known as the free courses for jobs offer, and includes.
- 7.2** Any adult student aged 19 and over who wants to achieve their first full level 3 qualification, which is the equivalent to an advanced technical certificate, a diploma, or A levels, can now access one of the LEVEL 3 fully-funded courses being offered by the Loughborough College Group as part of the Government's lifetime Skills Guarantee. It is important to note that not every LEVEL 3 qualification is on this LEVEL 3 free courses for jobs qualification list, and students must carefully check with the College Group about possible fees before committing to enrol.
- 7.3** Students aged 19 to 23-years at enrolment, can also access a wider number of additional Level 3 courses for free through their legal entitlement to a first full level 3 qualification. This will include qualifications not currently on the LEVEL 3 free courses for jobs qualification list.
- 7.4** We will fully fund students as part of the 'Level 3 Free Courses for Jobs offer' where they:
  - 7.4.1** Are aged 19 or above on 31 August within the 2026 to 2027 funding year, and
  - 7.4.2** Have not achieved a full level 3 qualification, or above, which meets the requirements set out in the full level 3 section; or
  - 7.4.3** Have not achieved a qualification available through the level 3 adult offer previously. (Enquire for our list of available courses)
- 7.5** We will also fully fund individuals as part of the offer where they:
  - 7.5.1** Meet the unemployment or students in receipt of low wage criteria and
  - 7.5.2** They already have an existing full Level 3 qualification or higher, or have achieved any other qualification included in the level 3 adult offer qualifications list (DfE list of qualifications approved for funding), that qualification must have been achieved before 1 April 2021 or
  - 7.5.3** They have achieved a short qualification as set out below, and that was achieved after 1st April 2021, the individual is eligible for one further qualification through the offer
- 7.6** Once a student has achieved their qualification(s) in line with the paragraphs above, they will have exhausted their eligibility for the funded offer.
- 7.7** The College Group will fund eligible students to take one short qualification, followed by one further qualification in the level 3 adult offer, without exhausting their eligibility.

**\*\*Terms and conditions apply\*\***

## 8. STUDENTS AGED 19 AND OVER ACCESSING ADVANCED STUDENT LOANS

- 8.1** Individuals aged 19 + enrolling on a level 3 or above course will not be eligible for any DFE funding unless they are studying their first full level 3 or are accessing funding through the Lifelong Learning Entitlement (see section 8) In this case, the students may choose to pay the fee themselves, or take out an Advanced Student Loan.
- 8.2** Students aged 19 and over can apply for an Advanced Learning Loan (ALL), via Student Finance England, to pay their tuition fees. The loan is available for eligible programmes of learning/qualifications only.
- 8.3** The maximum loan amount for further education students aged 19+ for programmes at Level 3 or above will be no less than 100% of the LARS weighted funding rate by standard. Where the College Group fee is greater than the 100% LARS weighted funding weight, the difference will not be covered by a learning loan and will be payable by the student directly to the College Group. In order to provide greater flexibility, the College Group reserves the right to offer fees at market rate, which may be below maximum loan value.
- 8.4** Course fees for Advanced Learning Loan students are for the entire duration of their enrolled course and not per academic year.
- 8.5** Where a student elects to pay fees using an Advanced Learning Loan and then withdraws early from the course their monthly loan payments to the College Group will cease. In addition to the student being liable to the Student Loans Company (SLC) for the amount of loan payment made to the College Group, the College Group reserves the right to recover the balance of fees due.
- 8.6** Students will be informed prior to their enrolment of their fee obligations upon withdrawal via their 'Learning and Funding Information' letter.
- 8.7** If the student provides evidence of a successful loan application, fees are then raised to Student Loans Company (SLC).
- 8.8** Students wishing to enrol on a College Group course who have applied (or are intending to apply) for an Advanced Student Loan, but who are unable to provide evidence of successful loan application at enrolment, will remain liable for fees until they can provide the College Group with evidence of a successful loan application. If loans have not been approved within two months of course enrolment date, the College Group reserves the right to pursue students directly for payment.

- 8.9** The College Group will update the Student Loans Company of current enrolments monthly. This will inform the Student Loans Company of withdrawn students. Change of circumstances may result in the re-assessment against the eligibility criteria and a change to the loan entitlement.
- 8.10** There will be a requirement for some students to make a Disclosure and Barring Services application in order to undertake and complete their qualification. If a student is already employed in a sector where a DBS application is mandatory we will expect the employer to have already completed and paid for the application on behalf of the student prior to enrolment.
- 8.11** Whilst in the workplace, the provision of Health and Safety equipment is the responsibility of the employer. We actively encourage students to use their own PPE within the College Group training environments. However, where possible we will loan PPE to apprentices should they not have their PPE with them at college.
- 8.12** Advanced Learning Loans are available to pay tuition and examination fees only. There will be no charge for mandatory trips and visit costs where it is deemed essential to the completion of the qualification. However, we will expect to recover the costs of all non- mandatory trips and visits from students that choose to take part.
- 8.13** The College Group receives an Advanced Student Loan Bursary from the Department for Education (DfE) to support students from low-income backgrounds. All information relating to the bursary is published on the Student support pages of our website and all enquiries should be directed to the Student Financial Services team at [studentfinance@loucoll.ac.uk](mailto:studentfinance@loucoll.ac.uk)



## 9. ENGLISH AND MATHS PROVISION

- 9.1** The provision of English and/or mathematics is enforced through the condition of funding for all 16-to-18-year-old home students.

For 16-18 home students, full funding is provided to study towards GCSE in English and maths Grades at 9-4, or any approved qualifications leading to a GCSE grade 9-4 such as Level 1 Number and Measure and Level 2 Functional Skills. Where the student has not yet achieved a grade 4 in these subjects, no fees will be charged to 16-18 students other than for entry to GCSE November resits.

- 9.1.1** If a student wants to retake their GCSE English Language exam in November because they did not achieve a Grade 4-, and they meet the College criteria which includes attending classes up to results day in January. They will be subject to an administration and entry fee unless they present extenuating circumstances approved by a member of the Executive team and/or are in receipt of a bursary.
- 9.1.2** If a student wants to retake their GCSE Maths exam in November because they did not achieve a Grade 4- and they meet the College criteria which includes attending classes up to results day in January. They will be subject to an administration and entry fee unless they present extenuating circumstances approved by a member of the Executive team and/or are in receipt of a bursary.

**NOTE:** Resits and retakes are different things. Retakes are repeat study plus exam, and resits are just repeating the exam.

- 9.2** Exam Fees Chargeable to 19+ Students and any student who has already met condition of funding for English and/or Maths but who wishes to attempt to improve their grade. .

- 9.2.1** The College Group reserves the right to charge unpublicised examination or registration fees to students in the following circumstances:

- Where the required attendance or completion of work in order to achieve has not been attained within the course duration.
- Where the student fails without good reason to attend/sit the examination for which the College Group has paid the registration fee.

If the awarding organisation amends the fee, or adds additional costs after the course start

- 9.2.5** Administrative charges may also be levied.

## 10. HIGHER EDUCATION STUDENTS

Please note that the information in this policy specifically relating to Higher Education (HE) students supersedes any information relating to students generally in the rest of the policy.

- 10.1** The fee payable for full-time Home students covers tuition, materials, mandatory visits and all associated assessment charges. The HE fees for 2026/27 are detailed on the College Group website.
- 10.2** Fees will not be charged for Health and Safety equipment where it is essential for learning to take place, the College Group will provide students with an option to borrow this free of charge or purchase any essential equipment required to both support their learning and use outside of their learning/college environment. Students entering from 2026/27 studying on College Group campus for a Loughborough University awarded Sports degree will be provided with a minimum amount of practical clothing for use in laboratory sessions, coaching and practical sport etc.
- 10.3** For students starting in September, payment dates for HE students who are not applying for a student loan will be September, January and April, made in equal instalments. Note that if your start date differs from this, the payment plan may look different.
- 10.4** Most Home students will be eligible for a full tuition fee loan. If the student provides evidence of a successful loan application, fees are raised to the Student Loans Company (SLC) directly.
- 10.5** HE Reassessment charges
  - 10.5.1** If you are offered Repeat First Attempts, or Repeat Second Attempts in a module as a result of a successful extenuating circumstances claim, you will not be charged a reassessment fee for that module, whether you choose to opt to take your repeat attempt with or without attendance.
  - 10.5.2** If you opt to take resit(s) in a module during Special Assessment Period (SAP) you will be charged £40 per module. This fee is the same whether you are paying UK, or International fees.
  - 10.5.3** If you opt to take resit(s) in a module with attendance in the following year, your fee will be calculated as a pro-rata of the full tuition fee for the year in which you are taking the module.
- 10.6** Students wishing to apply for a tuition fee loan, but who are unable to provide evidence of successful loan application at enrolment will have their fees put on an invoice initially. Those Students will remain liable for fees until they can provide the College Group with evidence of a successful loan application. The Chief Finance Officer will agree payment dates annually
- 10.7** The College Group will update the SLC on current enrolments on a termly basis. This will inform the SLC of withdrawn students. The SLC uses this data to confirm ongoing support for each student, and will only continue to pay the College Group whilst the student remains on- programme. Note that any change of circumstances may result in the re-assessment against the eligibility criteria and a change to the loan entitlement. (\*\*For the avoidance of doubt: Attendance on programme means active and on-going engagement with the activities and learning opportunities made available by the Provider within the course duration, including, but not limited to, scheduled learning and teaching activities".) Where a student elects to pay fees using a Student Loan and then withdraws early from the course their termly loan payments to College Group will cease. In addition to the student being liable to the Student Loans Company (SLC) for the amount of loan payment made to the College Group to date, the College Group reserves the right to recover the balance of fees due to the end of that term.

**10.8** Where a withdrawing student feels that there is a sufficiently compelling reason why the fee, or a proportion of it, should be waived they **MUST** make their claim in writing within one month of their withdrawal date. In this instance the withdrawal date will be taken as date that the College Group Information Services (MIS) department were formally notified of the student withdrawal (this may be different to the last date the student attended their course). Please note that a fee waiver is very rarely granted save for medical grounds or a significant life event that prohibits the student from continuing with their studies. Requests will only be accepted in writing, addressed to the Chief Finance and Operating Officer either by email to the following email [finance\\_refunds@loucoll.ac.uk](mailto:finance_refunds@loucoll.ac.uk). Alternatively, to the Finance Office, Loughborough College Group, Radmoor Road, Loughborough, LE11 3BT. Please note that telephone requests will not be accepted.

**10.9** Where a student decides to intercalate, their fees will be charged on the number of units completed and achieved in-year with the balance payable when they return. Under normal circumstances we expect the student to return the following year, where this is not the case the student must make a formal request in writing to the College Group to have this period extended.

This request should be made in writing to the  
Vice Principal and Dean, Higher Education & Adult Skills,  
Loughborough College Group, Radmoor Road, Loughborough, LE11 3BT.

HE Queries to: [student.registry@loucoll.ac.uk](mailto:student.registry@loucoll.ac.uk)

**10.9.1** Students who intercalate will not be able to re-enrol if they have any outstanding debts from previous years.

**10.10** Where a student wishes to re-take part of a full-time qualification the fee payable will reflect the number of credits being re-taken as a proportion of the total credits for that year.

**10.11** HE fees are set on a course-by-course basis. These are the fees for new students starting with us in 26/27, however the tuition fee guarantee across the duration of a programme for all existing students, is still in force. This means that current students will continue to pay the fee when they started for the duration of their studies with us.

The maximum tuition fees for students commencing their studies in academic year 26/27 are as below:

- BA - £9,790
- BEng - £9,790
- BSc - £9,790
- Full-Time FdA-£8,250
- Part time FdA - £ 6,600
- Part time BA (Hons) in Education- £5,000
- HND/HNC - £8,250
- Full Time International - £12,500

## 11. INTERNATIONAL STUDENTS (UK STUDY) POLICY

Please note that the information in this policy specifically relating to International students supersedes any information.

### 11.1 Purpose and Status

This section sets out the College Group's requirements for International students. Where any information in this section differs from the general student policy, the information here takes priority.

### 11.2 Fee Status and Immigration Eligibility

Students are classified as Home or International for fee purposes. All International applicants must undergo an immigration status assessment during the admission process. This confirms their eligibility to study and the tuition fees payable. Assessments follow UK Government guidance and we apply the same criteria to all applicants.

### 11.3 Academic Years Covered

Because international applications often require longer processing times, this policy includes tuition fee deposit requirements for:

- Students beginning their studies in 2026/27, and
- Students applying for entry in 2027/28, including those assessed as higher immigration risk.

### 11.4 External Guidance

Applicants may find a helpful summary of UK fee regulations on the UK Council for International Student Affairs (UKCISA) website: [www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Home-or-Overseas-fees-the-basics](http://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Home-or-Overseas-fees-the-basics) (ukcisa.org.uk in Bing)

### 11.5 Requirements Before a CAS Can Be Issued

Before a Confirmation of Acceptance for Studies (CAS) is issued, applicants holding an unconditional offer must either:

- Provide an official sponsorship letter from a government or organisation recognised by UK Visas and Immigration (UKVI) as an official financial sponsor; or
- Pay the required tuition fee deposit, as instalment plans are not available for this payment.

Deposit Amounts

- £5,000 for applicants starting in 2026/27
- £5,000 for applicants starting in 2027/28 (or the full tuition fee if the total fee is less than the deposit)
- Please see section 11.8 for Fee Requirements for Applicants Assessed as Higher Immigration Risk

Payment of Remaining Fees

- Any remaining tuition fees must be paid before or at enrolment.
- For multi year courses, tuition fees for each subsequent year must be paid when the student enrolls for that year.

### 11.6 Deposit Refunds

The tuition fee deposit is non refundable, except where a visa application is refused and the applicant provides the official UKVI refusal notice. In these cases, the deposit will be refunded minus a £250 administration fee, using the original payment method.

Refunds will not be issued where:

- The visa refusal is due to fraudulent documents, or
- The applicant did not follow UKVI rules, including financial evidence requirements.

For example, if a visa is refused because bank statements do not meet UKVI maintenance rules, the deposit will not be refunded.



## 11.7 Tuition Fees

Maximum Tuition Fees for 2026/27 (still to be agreed for 2026/27)

- Full Time International Higher Education: £12,500
- Full Time International Further Education / Other: £7,420

Non Refundable Tuition Fees

Tuition fees are non refundable. However, if the College Group cancels your programme, a full refund will be issued.

Entry Requirements

Deposits are not refundable if an applicant later fails to meet the entry requirements. Applicants are therefore advised to wait until their offer is unconditional before paying the deposit. Places will be held for conditional offer holders who return a completed Acceptance Form.

## 11.8 Additional Fee Requirements for Applicants Assessed as Higher Immigration Risk

To maintain compliance with UKVI sponsorship duties and protect the College Group's Basic Compliance Assessment (BCA), the College may require certain applicants to pay the full first year tuition fee upfront before a CAS is issued.

### 11.8.1 Assessment of Higher Immigration Risk

An applicant may be assessed as higher immigration risk where objective indicators align with UKVI recognised risk factors, including:

- Patterns of visa refusals among applicants with similar profiles (e.g., document concerns, financial non compliance, credibility interview outcomes)
- Indicators identified in UKVI guidance, including full evidence requirements and lack of eligibility for differentiation arrangements
- Sector reported increases in visa refusals or post arrival asylum claims linked to similar applicant profiles

Assessments will be applied consistently, transparently, and recorded for audit purposes.

### 11.8.2 Full First Year Tuition Fee Requirement for Applicants identified as higher immigration risk

Applicants identified as higher immigration risk must pay the full first year tuition fee before a CAS is issued. This requirement helps reduce the risk of non enrolment and immigration breaches that could negatively affect the College's BCA.

### 11.8.3 Applicants identified as higher immigration risk Recruited Through Approved Partnerships

Where applicants are recruited through formal partnership agreements that include enhanced pre screening and shared responsibility for applicant suitability, the College Group may decide in collaboration with the partner organisation, that charging the full fee requirement is not necessary, provided the applicant does not meet other higher risk indicators. This will be agreed on a case by case basis.

### 11.8.4 Equality and Fairness

Risk assessments relate only to UKVI compliance requirements. They do not consider nationality, ethnicity, or any protected characteristic under the Equality Act 2010. All decisions follow the College Group's fairness and equality principles.

### 11.8.5 Communication With Applicants

Applicants assessed as higher immigration risk will receive written confirmation explaining:

- The requirement to pay the full first year tuition fee,
- The reasons for the assessment, and
- Any evidence they may need to provide.

### 11.9 Late Starters

Students who join their course late are not entitled to a reduction in tuition fees for missed teaching time.

### 11.10 More information about the Student visa application process can be found on the following site <https://www.gov.uk/student-visa>

Payments should be made payable to the Loughborough College Group, by one of the following methods:

- o By bank transfer to Santander, Bootle, Merseyside LEVEL 30 4GB United Kingdom
- o Sort Code: 09-02-22
- o Account number: 10911145
- o BAN:GB65ABBY09022210911145 , BIC / SWIFT Code: ABBYGB2LXXX
- By a cheque drawn on a London Clearing Bank (for example HSBC)
- By debit or credit card (we accept all major credit and debit cards, except American Express)
- Applicants who cannot visit the College Group in person should telephone the Finance Office on +44 (0)1509 618306 to make a payment by debit or credit card.

### 11.11 It is essential for applicants to quote their student ID number on all payments. This is a six digit number that is shown on the offer letter, CAS Statement or visa letter.

### 11.12 Where a student secures accommodation from the Loughborough College Group those fees are payable in line with the signed contract and relevant policy document relating to College managed student accommodation.

### 11.13 Fees will not be refunded to any student that pays for a resit/retake but who then chooses not to undertake the examination if the student has already been registered with the awarding body.

### 11.14 Regardless of fees paid, or level of grades achieved in studies. Any sponsored international student falling below the expected attendance and engagement requirement will be in breach of Home Office rules for student visa holders, and unless there are exceptional evidenced reasons for the non-attendance. At this point the visa will be withdrawn.



## 12. FULL COST RECOVERY AND SELF-FINANCING PROGRAMMES/ QUALIFICATIONS

- 12.10** Loughborough College Group runs several courses, which are not directly subsidised by any Government Agencies, and therefore the sole source of income for these courses are fees charged to the student / employer / other sponsor. For such activity, we will charge a commercially viable rate reflecting market pricing and our delivery cost structure.
- 12.11** Only students enrolling at the College Group on courses that are funded by the DFE (16-19) or (19+), and those students accessing the Advanced Student Loan will have access to apply to the relevant bursary/support fund for a contribution towards additional course related costs (subject to availability of funds and meeting eligibility criteria. Please refer to the Bursary policy. However, note that a member of the College Group Executive team can override standard policy to assist students who would otherwise be unable to attend college due to identified hardship circumstances (dependent entirely on the availability of funds for distribution).
- 12.11.1** NOTE: HE bursaries are considered in the HE OFFA agreement.
- 12.12** Where a course is longer than two months in duration and the overall fee is over £100 we accept 25% of the fee on enrolment with the remaining 75% payable collected by direct debit over the next three months. If the fee is unpaid by the due date, the College Group reserves the right to withdraw the student from the course and refuse any certification/ acknowledgement of learning. The full fee remains payable.
- 12.13** Materials, registration, certification/examination and other course related costs will be included in the overall fee quoted, apart from any resit/retake fees which are payable on demand prior to the resit/retake.
- 12.14** Fees will be charged for any required Health and Safety equipment (PPE) where it is essential for learning to take place. A student can choose to purchase their own PPE, details of which will be provided by the course tutor to ensure that the correct PPE is purchased.
- 12.15** Students are expected to wear their PPE at all times where instructed to do so by their tutor. Any student attending any College Group campus without their PPE will be refused entry to workshops/ teaching spaces where this is a mandatory requirement.





## 13. HELPING INDIVIDUALS AND EMPLOYERS PAY

- 13.10** The College Group may be able to assist students suffering financial difficulties or hardship. We cannot directly provide a grant for students to live on but may be able to help with costs such as travel to the appropriate campus, books and equipment. Eligibility criteria applies in most cases.
- 13.11** Students following Higher Education programmes are entitled to apply for loans and grants to support with their fee payments. In addition, there are also Maintenance loans and grants available for full-time HE students, which are means tested and are to assist with living costs. HE Students requiring support should be referred to the Student Services team for further information.
- 13.12** For students requiring Additional Learning Support (ALS), funds are available within the College Group to ensure additional support can be provided by qualified staff. Specific eligibility rules apply for ALS, so students requiring additional learning support must be referred to the Student Services Team for further information, guidance, assessment and support.
- 13.13** The College Group will continue to offer payment by instalment plans where paying the full fee upfront would create a barrier to learning.
- 13.13.1** At enrolment, we will seek evidence to support proof of identity and proof of address. Adults over 19 accessing the Advanced Student Loans and HE students are eligible for part payment plans as long as the balance to be paid by the student (not the SLC), is more than £100 and the programme is longer than 10 weeks in duration.
- 13.13.2** If you default on your payment plan, we also reserve the right to charge administration fee of £40 to cover our administration costs.
- 13.14** When working with employers we will look to develop and present the most commercially attractive package for them. This will often include a mix of fully funded, co-funded and commercial fee recovery activity.
- 13.15** Where students are unable to pay their fees through unforeseen, extenuating personal or financial circumstances they must contact the College Group's Finance Department at the earliest opportunity, where they will be advised and guided through various support options. This might include Career development loans, Student Loans, or assistance from our Student Support Funds or a Bursary. All applications are judged on their individual merit, awards made will reflect the nature of the application and the overall availability of funding support. If support is declined, students will be expected to pay the full course fee in line with this policy.
- 13.16** Where individuals or employers' default on a fee payment and are unable to assure us that this position will be resolved quickly, we will implement a process of debt management which will restrict the student from further activity at the College Group and will ultimately be passed to third parties for debt collection activities should payment not be forthcoming.
- 13.17** Loughborough College Group offers two 16-18 Bursary Funds; Enhanced Bursary and Discretionary 16-18 Bursary Fund. You will not need to indicate which one you are applying for as this will be evident from your application form. Please refer to the Bursary policy. However, note that a member of the College Group Executive team can override standard policy to assist student to identified hardship circumstances (dependent entirely on the availability of funds for distribution.)
- 13.18** Where learning programmes are delivered by partners on behalf of the College Group, the College Group will agree in advance with the partner whether the College Group or the partner will collect fees and the two parties will account between each other for the fees collected. This will be stated clearly in the contract between both parties using the costing model and a payment schedule to ensure transparency.
- 13.19** Please note that the College Group Subcontracting Fees and Charges policy on the College website for further information



## 14. EXAMINATION / REGISTRATION FEES

- 14.10** Examination and registration fees for 16-18 students, 16-24 students with an EHCP or LDA, and Apprentices at all levels are included within the funding provided by the DFE and additional fees cannot usually be applied to these students. (Except for resit/retake costs, which are charged on demand, as appropriate, and in accordance with this policy)
- 14.11** All resit entries must be approved by the Assistant Principal prior to acceptance by the College Group's Examinations Team.
- 14.12** All co-funded adult students and those not eligible for DFE funding, will be charged a fee towards the cost of their examination / registration fees, and will be charged for resit/ retake costs on demand as appropriate and in accordance with this policy.
- 14.13** All students will be expected to pay for any resit/retake costs, which are charged on demand as appropriate and in accordance with this policy.  
NOTE: All re-sit/retake fees will be applied to all students at the Awarding Organisation rate at time of exam entry and are payable to the College Group prior to the examination entry being made.
- 14.14** All students who do not attend a booked examination without a valid reason, and evidence to support their reason, regardless of if this is their first attempt or not; may be charged the examination fee at the Awarding Organisation rate at the time of entry. The College Group also reserves the right to charge a student for any additional costs incurred by the College Group in the 'no show' for a booked exam (For Example: late Registration Fees).
- 14.15** Students will be charged the cost for an awarding body to reprint any lost or missing certificates, where the loss is not the fault of the College Group or the awarding body.
- 14.16** Students will be charged the cost for an awarding body to amend a students' name and to reprint any certificates where any misspelling of the name is not the fault of the College Group or the awarding body.
- 14.17** Exams refunds; examination fees for any student can be refunded only in situations where exam entry/ registration submission to the Awarding Body has not been made. (Unless the College Group has cancelled the exam). Applications for refunds must be made in writing to the Exams Manager (on that College site), and will be dealt with on a case-by-case basis.
- 14.18** Students in the final year of a full-time study programme who are applying for university places which have an entrance examination. The College Group will investigate if it is possible to host the entrance exams, and where this is the case a non-refundable fee will be payable by the student.

## Certificate reprint charges

|                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                            |                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Incorrectly claimed certificates                                                                                                                                                                                                                           | Curriculum Team to pay for amend and reprint.                                                                                                                                                                                                              | Curriculum Area to pay |
| Name Errors on certificates<br>(Not the fault of Loughborough College Group or Awarding body misprint)                                                                                                                                                     | If student wishes to change the name on their certificate they will be charged for the cost of the replacement.                                                                                                                                            | Student to pay         |
| If the Curriculum Team has not informed Student Records of the students change of address through the correct process in a timely manner, (7 working days prior to the certificates arrival) the curriculum will be charged for the cost of a replacement. | If the student does not keep us informed of their change of address through the correct process in a timely manner, (7 working days prior to the certificates arrival) they will be charged for the cost of a replacement.                                 | Student to pay         |
|                                                                                                                                                                                                                                                            | If the Curriculum Team has not informed Student Records of the students change of address through the correct process in a timely manner, (7 working days prior to the certificates arrival) the curriculum will be charged for the cost of a replacement. | Curriculum Area to pay |

## 15. PAYMENT OF FEES

Payment of fees may be made by cash, credit or debit card, cheque or student loan and in the case of instalments, by direct debit or student loan.

**15.11** All students are encouraged to pay course fees at the point of enrolment; however, payments can be made by instalments according to the type and duration of the programme. The full outstanding amount will become payable immediately if the student fails to meet instalment deadlines set. All claims for fee remission must be supported by appropriate evidence at the point of enrolment. Any claims for support from the Student Support Discretionary Fund must be resolved before the start of the course otherwise payment of full fees is required before students start a course.

**15.12** If the fee is to be paid by a student's employer, (excluding Apprenticeships where fees come from the employers DAS account) the following must be produced at the time of enrolment:

- written confirmation of employer sponsorship at enrolment. Students with no confirmation of sponsorship will remain liable for fees until they can provide the college with written confirmation of an appropriate sponsor. If sponsors have not been approved within two months of course enrolment date, the college reserves the right to pursue students directly for payment.
- the aforementioned confirmation must be on company headed paper or an official email including company logo, be unconditional, dated and state the name of the student & course, and be signed by an authorised signatory (who cannot be the student). A copy of the confirmation will be passed to finance, and an invoice will be raised immediately.

**15.13** Where the total fee is less than £100 and/or where the course duration is 12 weeks or fewer students must pay in full at the time of enrolment.

**15.14** The full course fee will still be payable if a student withdraws from the course and payment must continue to be made regardless of the student withdrawing from the course.

### 15.15 Continuing Students and Progressing Students

#### Definition

Continuers are enrolled on the same programme over more than one year and are returning for year two to continue. Progressors are moving from a completed programme on to a new programme, which is a brand new enrolment and needs a completely new fee assessment based on the data requirements at the start of the new course

**15.16** Continuing Student, who began a 2-year + learning aim when they were aged 16-18 on 31 August of the year the programme of learning/qualification starts, will normally have their tuition fees waived when they continue into year 2 of their qualification. This includes if the student has turned 19 by the time the second year starts. This does not apply to non-government subsidised courses (Full cost Fees) which are chargeable each year.

#### 15.16.1 Progressing Student

Any start of a new learning aim will be subject to fees for a student aged 19 on 31 August of the year the programme of learning/qualification starts for full time FE course or 19 on the start date for part time courses.

## 15.17 Unpaid Fees

**15.17.1** Non-payment of fees or failure to agree acceptable terms of payment may result in one or more of the following:

- Physical access to any campus of the College Group being denied until fees are settled
- Withdrawal of the student

**15.17.2** Non-attendance on the course is not a valid reason for non-payment of course fees and payment of instalments must be made for non-attended lessons unless absence is due to unforeseen serious medical reasons for which supporting evidence must be submitted.

**15.17.3** Students with outstanding fees (debts) owed to the College Group will not be permitted to enrol onto a new learning programme until the debt has been paid in full.

**15.17.4** Students undertaking a two- year learning programme will not be permitted to progress to the second year of their course where fees relating to the first year remain unpaid until the debt has been paid in full.

**15.17.5** The College Group will use appropriate debt recovery procedures where students breach the terms of their payment arrangement and will pass on all additional costs incurred in this process in the increase of the overall outstanding debt value.

**15.17.6** Where fees and instalments are not paid and every avenue to financially support students in the payment of their fees has been exhausted, the College Group reserves the right to permanently exclude students from their course and the whole College Group.

**15.18** Refunds, transfers, deferrals (non-HE) and late starters

**15.18.1** Right to Cancellation by the Student

- Your statutory right under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013, allow a 14-day cooling off period for any enrolments completed on line only.
- The right to cancel starts the day the contract is agreed and ends 14 working days after the day the contract was agreed.
- Cancellation requests will only be accepted in writing, addressed to the Chief Financial and Operating Officer preferably by email to the following email [finance\\_refunds@loucoll.ac.uk](mailto:finance_refunds@loucoll.ac.uk)

Or to The Finance Office, Loughborough College Group, Radmoor Road, Loughborough, LE11 3BT.  
Please note that telephone cancellations will not be accepted.



**15.19 Fee Refunds (General Principles) - Following the 7-day cooling off period**

In general terms, for any course of greater than two weeks duration, once a student has attended for two weeks or more the full fee is payable. This rule applies to all courses, including self-financing activity. Where a student withdraws within the first two weeks, or fails to start, and has paid a fee the college reserves the right to deduct a £40 administration fee to cover costs.

**15.19.1** Course fees are refundable where the course is cancelled prior to or after commencement due to low enrolment volumes. The College Group reserves the right to cancel learning programmes where enrolment numbers fail to meet the required level. Where the College Group cancels the course either a full refund will be issued or the student given the option to transfer any payment made to a future/alternative course.

**15.19.2** Fee refunds will be approved where the College Group has cancelled a course, where there is a justified complaint, or in exceptional personal circumstances, at the discretion of the Chief Finance Officer or Head of Finance.

**15.19.3** Non-attendance: If a student withdraws from a course prior to its commencement, a refund will normally be given on request, subject to an administration fee, but the College Group reserves the right to recover fees if the refund would affect the course's continuing viability. This includes long 'non-funded' courses but excludes 'short' and bespoke courses.

**15.19.4** Early withdrawal (FE). If a student withdraws after the taster period, full fees remain payable unless there is a proven significant change in an individual's circumstances.

**15.19.5** Should the College Group be unable to complete the provision, once started, students who have had fees paid on their behalf by the Student Loans Company (SLC) will have their loan obligation reduced to zero.

Please note that any administration fees charged (instalment plans/credit checks) will not be refundable.

**15.19.6** Course fees will not be refunded where course closure is temporary due to fire, flood or other force majeure, adverse weather conditions or industrial action.

**15.19.7** All home students' tuition fees will include a non-refundable administration fee of £40.

**15.20 Fee Refunds (HE)**

**15.20.1** Where a HE student elects to pay fees via a student loan, SLC will make payments to the College Group each term, or part term attended. After the one-week 'taster' period, SLC will pay the College Group as follows: for attendance in term one (25%), for any attendance in term two (25%) and for any attendance in term three (50%).

**15.20.2** Loan students, who withdraw from their course early, will have their loan liability reduced in line with the SLC payment schedule.

**15.20.3** Students paying their own fees directly, who withdraw from their course early, will have their fee liability reduced in line with the SLC payment schedule.

**15.20.4** Where HE fees are paid by a sponsor, in the event of student withdrawal, full fees remain payable after the taster period has elapsed.

**15.20.5** Refund requests will only be accepted in writing, addressed by email to;

finance\_refunds@loughcoll.ac.uk

or by written post to:  
Chief Finance and  
Operating Officer  
Loughborough College  
Group  
Radmoor Road  
Loughborough  
LE11 1BT

Please note that telephone cancellations will no longer be accepted.

**15.21** Refunds for Overseas Students

**15.21.1** See section 11

**15.22** Transfers (Not International Students who must follow course agreed as per study visa)

**15.22.1** Where any Higher Education student transfers from one course to another the following apportionment of in-year fees will be calculated:

- 1st Term Agreed Transfer  
100% of new course - plus any non-returnable exam fees paid by the College Group for the original course.
- 2nd Term Agreed Transfer  
34% of original course - plus any non-returnable exam fees paid by the College Group for the original course + 66% of new course
- 3rd Term Agreed Transfer  
66% of original course - plus any non-returnable exam fees paid by the College Group for the original course + 34% of new course

**15.22.2** For HE students intercalating and FE students wishing to defer, refunds as per 16.22.1 will only be considered where there is medical evidence to support the deferral request.

**15.22.3** Should the course not run in the following year the student will either be offered credit against another course or a fee refund for the fee paid at the time of their deferral.

**15.22.4** Late starter tuition fee arrangements for all students are as follows:

- late starters in Term 1 will be liable to pay the full year's course fees, plus all additional costs such as exam registration and fees, non-essential trips, PPE and equipment.

**15.23** Payment of Refunds

**15.23.1** The administration charge and any external fees already paid over to awarding or other bodies will not normally be refunded unless the course is cancelled or changed by the College Group.

**15.23.2** No refund will be given if the recipient is a debtor to the College Group.

## 16. EQUALITY AND DIVERSITY STATEMENT

An Equality Analysis has been conducted and any necessary amendments made to the policy.

## 17. GDPR STATEMENT

A GDPR Analysis has been conducted and any necessary amendments made to the policy.







## 18. LINKED POLICIES AND PROCEDURES

- Student Recruitment Policy
- HE Exams Policy
- Post Result Service
- Fees refund policy
- Fees and Charges Policy
- Car parking policy
- Student Vehicle Registration Process
- Learning Support Policy
- Exams additional costs-Policy and process
- Exams Appeals policy
- Subcontracting Fees and Charges Policy
- Fees and Charges Policy
- Fees refund Policy
- Data Protection Policy
- Privacy Notice- Students
- Student Trips and Visits Consent Form
- Student Uniform and Materials Order Form

## 19. LOCATION AND ACCESS TO THE POLICY

Loughborough College Group website, and all satellite websites for its group colleges.  
Internal SharePoint and Clearview.



## APPENDIX 1: FINANCE

Tuition/Registration fees/exam fees and instalment plans

### APP 1.1 Instalment Plans

**APP 1.1.1** If a course is more than £100 and two months in duration an instalment plan of up to 3 instalments is available. For non-HE courses, a deposit of 25% must be paid at enrolment followed by three equal instalments thereafter, usually commencing one month after the course start date and monthly thereafter.

**APP 1.1.12** The first payment must be made on enrolment; the remaining payments are due on the agreed dates included on the part payment agreement from this date.

**APP 1.1.13** A direct debit mandate must be completed by the student at the time of enrolment for all instalment plans. If a direct debit instalment fails, then the debt immediately becomes liable in full from the student.

**APP 1.1.14** Instalment plans are not available for companies where they are sponsoring a student or students.

**APP 1.1.15** If a student withdraws, before all instalments have been received, we will still require all future instalments to be paid and will seek to recover any outstanding balance on their account.

### APP 1.2 Students aged 19 and over accessing Advanced Student Loans

**APP 1.2.1** Where a prospective student chooses to access an Advanced Student Loan and decides to pay some or all the fees themselves then an instalment plan is available if the fee is over £200 and greater than 10 weeks in duration. In this case, an instalment plan over three instalments is available.

**APP 1.2.2** Where a student has not yet applied for a learning loan or has not yet received confirmation that the SLC will be paying the fee then support will be provided by Student Financial Services to ensure that the loan is in place before the student is enrolled.

### APP 1.3 HE Tuition Fees

**APP 1.3.1** A direct debit instalment plan can be set up for all HE students where they are unable to provide evidence from the SLC that they will be paying the College Group. An application request made by the student is insufficient evidence. The student will be liable for the fees until the SLC have confirmed they are paying.

**APP 1.3.2** A direct debit instalment plan is available to students whose fees are over £500 and greater than ten weeks in duration and for HE students the instalment dates will fall in line with HE student loan payments – September, January and April. The student can arrange a date beyond the first of the month through the Finance Department.

**APP 1.3.3** For Part Time HE students the same instalment plans as Part Time FE courses are available.

#### APP 1.4 Employer/Sponsor payments

**APP 1.4.1** The student is responsible for payment of all course fees, regardless of any arrangement with a third party to make payment on their behalf, except for Apprentices, where the Employer is responsible for fees in accordance with the signed contract

**APP 1.4.2** If a student's employer or sponsor/third party is paying all or part of the fees, the employer/sponsor is required to complete either the college sponsor form, signed by a senior responsible person of the organisation such as a Company Director, or supply written confirmation of employer sponsorship at enrolment. The confirmation must be on company headed paper or an official email including company logo, be unconditional, dated and state the name of the student & course, and signed by an authorised signatory (Who cannot be the student).

Until either the College Group sponsor form, or written confirmation has been received, the student is liable for the fees and the College Group can set up instalment plans in line with this policy. In signing the sponsor form or letter, the sponsor/employer will remain liable for the fees identified on the form regardless of any change in circumstance/relationship with the student.

**APP 1.4.3** If the student's employment circumstance changes and they are no longer employed by the company originally supplied as the sponsor, the employer/sponsor will remain liable for any outstanding fees.

#### APP 1.5 Default on instalment plans/payment of fees

**APP 1.5.1** If a student defaults on their instalment plan, the College Group will communicate with the student requesting payment. Initially this will be carried out by the Finance team.

**APP 1.5.2** If after seven days the student has not paid or agreed when payment will be made the instalment plan will be cancelled and the full amount of the course will become immediately payable.

**APP 1.5.3** Curriculum managers working in collaboration with Student Services and the Finance Team will be provided with a list of all students who have defaulted on their payments. They will be required to work with the Finance Team, tutors and students in collecting the fees. Meetings should be held with individual students to provide support. Any special arrangements for payment of fees must be approved by the Finance Team.

**APP 1.5.4** Students may be removed from the course if they fail to make payment for their course fees. Students may also not be entered for examinations until such time that fees are paid. Outstanding balances may be pursued through the Small Claims Court; students will be advised that this may affect their ability to secure credit in the future. Any future enrolments will be prevented if the student has any outstanding debt on their account.

**APP 1.5.5** If fees are still not collected, the curriculum area will incur the cost/provision of the bad debt being written off, to reflect the true income generated by the respective area.

**APP 1.5.6** Where the College Group incurs additional costs arising from our debt recovery procedures (referral fees to debt recovery agencies and/or legal representation costs) it will pass these costs onto the student and seek to recover them alongside the original outstanding debt.

**APP 1.5.7** Higher Education students who fail to keep up their instalment payments and consequently have outstanding fees at the completion of their studies will be refused graduation (and attendance at the Graduation Ceremony)

**APP 1.5.8** All deposits will be retained if the recipient is a debtor to the College Group.

\*At the College's discretion learning must be directly relevant to both the learner's employment prospects and the needs of the labour market.

## APPENDIX 2: TUITION FEES ELIGIBILITY

# Tuition Fees for Loughborough College Group 2026/27

Funding your course may be easier than you think.

To see if you qualify for funding support with your tuition fees, see the table below:

| AGE AND STUDENT CIRCUMSTANCE   |       |                                             |                                                    |                                             |                                                    |                                           |                                                    |                                           |                                                    |
|--------------------------------|-------|---------------------------------------------|----------------------------------------------------|---------------------------------------------|----------------------------------------------------|-------------------------------------------|----------------------------------------------------|-------------------------------------------|----------------------------------------------------|
| COURSE LEVEL                   | 16-18 | 19-23, EARNING BELOW THE EARNINGS THRESHOLD |                                                    | 19-23, EARNING ABOVE THE EARNINGS THRESHOLD |                                                    | 24+, EARNING BELOW THE EARNINGS THRESHOLD |                                                    | 24+, EARNING ABOVE THE EARNINGS THRESHOLD |                                                    |
|                                |       | First time studying this qualification      | Completed a qualification at this level previously | First time studying this qualification      | Completed a qualification at this level previously | First time studying this qualification    | Completed a qualification at this level previously | First time studying this qualification    | Completed a qualification at this level previously |
| ESOL                           | ★     | ★                                           | ★                                                  | ★                                           | ★                                                  | ★                                         | ★                                                  | ★                                         | ★                                                  |
| ENTRY LEVEL                    | ★     | ★                                           | ★                                                  | ★                                           | ★                                                  | ★                                         | ★                                                  | ★                                         | ★                                                  |
| ELIGIBLE LEVEL 1               | ★     | ★                                           | ★                                                  | ★                                           | ★                                                  | ★                                         | ★                                                  | ★                                         | ★                                                  |
| ELIGIBLE LEVEL 2               | ★     | ★                                           | ★                                                  | ★                                           | ★                                                  | ★                                         | ★                                                  | ★                                         | ★                                                  |
| ELIGIBLE LEVEL 3               | ★     | ★                                           | ★                                                  | ★                                           | ★                                                  | ★                                         | ★                                                  | ★                                         | ★                                                  |
| NATIONAL SKILLS FUNDED LEVEL 3 | ★     |                                             |                                                    | ★                                           | ★                                                  |                                           | ★                                                  |                                           |                                                    |

★ Eligible for funding, no fee to pay.
★ Not eligible for funding, likely to have to pay.
★ Not eligible for free funding, however Advanced Learner Loans are an option instead.

| STUDENT CIRCUMSTANCES REQUIRED FOR POSSIBLE FREE TUITION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| EARNING THRESHOLD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | STUDYING A QUALIFICATION AT CHOSEN LEVEL 2 OR 3 HAVING NOT ALREADY ACHIEVED ONE AT THAT LEVEL BEFORE                                                                                                                                  |
| <p>The government has introduced the earnings threshold as part of a new eligibility criteria that enables learners to be fully funded if they earn below £26,800. The policy entitlement includes learners who are unemployed, employed or self-employed.</p> <p>We will need to see evidence of your 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.</p> | <p>When enrolling, if the course you are joining will be the first time you have attained a qualification at this level, then (for eligible qualifications only) it is possible to have this funded for you, with no fees to pay.</p> |

*\*Some courses are defined as full cost and as such do not qualify for free tuition. Other courses are also not eligible for adult funding.*

## Benefits

If you get any benefits including any of the following means tested benefits and are not working, you may be able to get free tuition;

| BENEFIT                      |
|------------------------------|
| Job Seekers Allowance        |
| Employment Support Allowance |
| Working Families Tax Credit  |
| Council Tax Benefit          |
| Pension Tax Credit           |
| Income Support               |
| Housing Benefit              |
| Universal Credit             |

To get free tuition we will need to see your benefit documents or a CURRENT letter of eligibility (a UB40 is not acceptable) with your name on it.

## Identification Evidence

We are required to confirm positive identification of all students. Therefore, at enrolment you will be required to provide one of the following forms of identification;

|                                                                 |
|-----------------------------------------------------------------|
| Passport (current)                                              |
| Visa (current) if applicable                                    |
| National Identification card                                    |
| ARC Card (Biometric card)                                       |
| Home Office decision/support letters                            |
| National Insurance Card or letter                               |
| Full/Provisional Driving Licence                                |
| Birth Certificate                                               |
| EEA Share Code, evidencing current residential status in the UK |

### APP 2.2 Apprenticeship Fee Responsibility Summary.

| Employer description                                                                                                                                                                            | Apprentices starting after 1st April 2019                                                                | Level | Student Fee | Employer Contribution                                                                                                            | DFE Contribution                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|-------|-------------|----------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| Non-Levy account holders who are Small* Employer *fewer than 49 employees on average in 365 days preceding apprentice start date                                                                | Apprentice aged 16-18 at start                                                                           | All   | 0           | 0% of funding up to band maximum, plus negotiated additional payment if required to deliver the apprenticeship.                  | 100% of funding up to band maximum |
|                                                                                                                                                                                                 | Apprentice aged 19-24 at start with an eligible EHC Plan or Care Leaver status, declared to the employer | All   | 0           | 0% of funding up to band maximum, plus negotiated additional payment if required to deliver the apprenticeship                   | 95% of funding up to band maximum  |
|                                                                                                                                                                                                 | Apprentice aged 22+ at start                                                                             | All   | 0           | 5% of funding up to band maximum, plus negotiated additional payment if required to deliver the apprenticeship.                  | 95% of funding up to band maximum  |
| Non-Levy account holders who are NOT Small* Employers *50 or more employees in 365 days preceding apprentice start date                                                                         | All apprentices                                                                                          | All   | 0           | 5% of funding up to band maximum, plus negotiated additional payment if required to deliver the apprenticeship                   | 95% of funding up to band maximum  |
| Levy paying Employer                                                                                                                                                                            | All apprentices                                                                                          | All   | 0           | 100% of funding band maximum paid from Levy funds, plus negotiated additional payment if required to deliver the apprenticeship. | 0%                                 |
| Levy paying Employer, insufficient levy funds available. If this situation occurs in any given month DFE will first use any levy funds available, and the deficit will be co-funded as follows. | All apprentices                                                                                          | All   | 0           | 5% of funding up to band maximum, plus negotiated additional payment if required to deliver the apprenticeship.                  | 95% of funding up to band maximum  |





Radmoor Rd, Loughborough, LE11 3BT



Thornborough Road, Coalville, LE67 3TN



Brooksby, Melton Mowbray, LE14 2LJ



Asfordby Road, Melton Mowbray, LE13 0HJ

