

Highbury College, Portsmouth
2020-2021 Fees & Remission Policy

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General Guidelines

1. The fee policy for each income stream listed represents the **minimum** fee that should be set.
2. If demand permits the fee can be set at a higher value at the Faculty Director's discretion.
3. If a lower fee is felt to be more appropriate than the minimum specified in this document the Faculty Director must submit an electronic fee waiver request for the approval of a lower fee to the Chief Finance Officer and then a formal recommendation will be presented to the Principal.
4. Information on fees to students must be obtained from the course information leaflets. If the course information leaflet is temporarily unavailable the information should be obtained from the Centre/Course Administrator or from the Admissions Team.
5. Information on entitlement to remission and/or waivers is contained within the fees policy. If there is any doubt, the student should be referred to the Admissions Team for advice and guidance.
6. The cost of any waived fees that arise due to incorrect fees information being given by an Academic Department to the student will be charged to the education supplies budget of the Academic Department with notification to the budget holder.
7. Only students on class registers may attend classes. Any students not on a register have not enrolled or paid and must be asked to visit the Business Intelligence Team with the correct course tick sheet to complete the relevant documents and arrange payment.

Tuition Fee Structure and Entitlement Guidelines for Full or Partial Remission of Fees

8. The tuition fee remission policy will be in accordance with the funding agency (ESFA) rules and guidelines.
9. The criteria currently applies to students of all EU countries who have been resident for 3 years prior to the course start date. **These criteria may change when the transitional arrangements for leaving the EU are finalised.** Students from outside the EU are not eligible for remission. Further clarity for eligibility should be referred to the Business Intelligence team.
10. Students aged under 19 at the start of their programme of study

No tuition, registration or examination fees will be charged to full time or part time funded students who are Aged under 19 on 31 August in the year in which the student commences a programme of study, this includes the second year of their programme of study even if they turn 19 before the start of the 2nd year provided that the programme of study is the same and continuous.

11. Students aged 16-24 who have an Educational Health Care Plan (EHCP)

No tuition, registration or examination fees will be charged to full time or part time funded students who are Aged under 25 on 31 August in the year in which the student commences a programme of study AND have an EHCP

Students aged 19 years and older at the start of their programme of study

12. Refer to Table A in appendix 3 for the complete listing of criteria against which students aged 19 years and older may be eligible to be “fully funded” or partially “co-funded” for their tuition fees by the ESFA.
13. These concessions **do not apply** to students studying Full Cost, Apprenticeship or Higher Education funded courses who have their own fees guidelines.
14. Students not automatically eligible for fee remission may have their fees remitted at the discretion of the Principal. Departments wishing to waive such fees must submit an electronic fee waiver request.
15. Self declaration to remission will be required on enrolment.
16. The following table provides a summary of the fees policy and for students studying a programme whose qualification is listed on the ESFA Learner Aims Records Service (LARS) and must be read in conjunction with Table A (Appendix 3)

Is the course a FE course (recognised as fundable on the qual aims database) ; HE; Full Cost; Teacher Education; International; External Trainees; Pre 16	Age of Student	Check level of course is “fully funded”; “co-funded” or , “loan funded” in accordance with Table A (appendix 3)	Full Time / Part Time / Apprenticeship	Tuition Fee	Are Reg / Exam Fees Payable in addition to the Tuition Fee
FE	16-18	Fully funded	Full Time / Part Time	£Nil	No
FE	19 +	Fully funded	Full Time / Part Time	£Nil	No
FE	19 +	Co-funded	Full Time	£960	Yes
FE	19 +	Co-funded	Part Time	Part Time (see s17)	Yes
FE	19 +	Loan funded	Full Time / Part Time	FE Loans (see s21)	Yes
Apprenticeships	All	N/A	Apprenticeship	Refer to Appendix 2	No
Higher Education	All Ages	N/A	Full Time	HE Fees (see s18)	No
Higher Education	All Ages	N/A	Part Time	HE Fees (see s18)	No
Teacher Education	All Ages	N/A	Full and Part Time	HE Fees (see s18)	Yes
Full Cost	All Ages	N/A	Full and Part Time	Full Cost (see s22)	Yes
International	All Ages	N/A	Full and Part Time	International Fees (see s19)	No
External Trainees	All Ages	N/A	Full and Part Time	85% of the funding value (see s20)	No
Pre 16	U16	N/A	Full and Part Time	Pre-16 Fees (see s23)	Yes

17. ESFA Adult Education Budget Fees (excluding Apprenticeships):

Based on the number of guided learning hours that are being taught in accordance with the following table:
GLH Bands

		(Minimum)
		Programme Level up to Level 2
Min	Max	
9	39	130 plus registration/exam fees
40	59	162 plus registration/exam fees
60	119	297 plus registration/exam fees
120	179	418 plus registration/exam fees
180	299	599 plus registration/exam fees
300	449	766 plus registration/exam fees
450+ (Full time)		960 plus registration/exam fees

The Full Time Fee is per programme of study, this includes all 2 year programmes irrespective of whether the 2nd year requires the student to be enrolled onto a different qualification aim. The fee is payable in full in the first year of study only. This applies to programmes up to Level 2 only. Some students will be eligible for full fee remission, refer to Table A appendix 3)

Level 3 and 4 programmes are either fully funded (i.e. nil fee) or eligible for a student loan to pay the fee as per section 21 depending on the age and prior learning of the student (see table A appendix 3)

For FE Part Time Fees where market forces will allow, increases to these fee levels will be permitted and set by the Faculty Director as part of the curriculum planning process.

18. Higher Education Fees

Part time fees

All HNC/HND Programmes 2019/2020 £2,250 per annum

All HNC/HND Programmes 2020/2021 £2,325 per annum

Full time fees

Continuing Students in year 2 of their programme of study

Foundation Degree (except Computing) £5,250 per annum

Foundation Degree – Computing £6,000 per annum

New Students beginning their programme of study from 1st August 2019

HND £4,450 per annum

New Students beginning their programme of study from 1st August 2020

HND £4,450 per annum

19. Overseas Students

For conditions of payment please refer to *appendix 1*

	2019/20	2020/21
IELTS	£230 per week	£230 per week
Pre-sessional EFL	<ul style="list-style-type: none"> • 24 weeks: £6,500 • 17 weeks: £5,050 • 11 weeks: £3,360 • 7 weeks: £2,240 	<ul style="list-style-type: none"> • 24 weeks: £6,500 • 17 weeks: £5,050 • 11 weeks: £3,360 • 7 weeks: £2,240
Full Time Diploma/Vocational Courses (<i>BTEC National Diploma or similar level course</i>)	£6,450 per annum	£6,450 per annum
University Access Programme (<i>Fees include registration and university placement</i>)	£6,500 per annum	£6,500 per annum
Foundation programme and HND Business (2 year course).	£7,500 per annum	£7,500 per annum

Tuition fees should be paid in full before the visa letter is issued. £500 deposit payment is required to enable a Confirmation of Acceptance letter to be issued.*

20. Apprentices

Recruited and funded as Highbury Apprenticeships

Employers of apprentices are contractually obliged to pay the agreed amount as set out in the commitment statement and apprenticeship agreement. As part of this process an agreed payment schedule will be set out, typically over a 12 month period.

The amount of co-investment is dependent on the size of the employer and age of apprentice:

16-18 Apprentices

Non levy Employers >50 employees pay 5% co-investment

Non Levy Employers <50 employees pay no contribution

Levy payers, pay full agreed amount via DAS

19-24 Apprentices

All Non Levy Employers pay 5% co-investment

Levy payers, pay full agreed amount via DAS

19-24 (With EHCP or are a care leaver)

Non Levy Employers >50 employees pay 5% co-investment

Non Levy Employers <50 employees pay no contribution

Levy payers, pay full agreed amount via DAS

External Trainees (Apprenticeship Students NOT recruited and funded through the College but via an external training provider)

85% of the funding value of the elements of the framework delivered by the College.

21. Loan funded fees

For individual learners whose programme is not funded by the ESFA in accordance with the eligibility criteria in Table A but **who are entitled to a student loan** a full cost fee will be applied.

The fee should not be greater than the maximum loan value that is attached to the qualification(s) aim by the ESFA. Students who have been offered places on eligible courses will be issued with a Learner and Funding information letter by the Admissions team. This provides all information required to enable the student to make an informed choice with regards to taking out a loan and to complete an application for an Advanced learner loan.

Where a student is studying a BTEC Diploma and progresses from the 90 credit Diploma in year 1 to the Extended Diploma in year 2 the student will be required to take out 2 Loans, 1 in each year for each year's fees.

22. Full Cost Fees

For Individual contracts funded solely by fee income or for students who are not funded by the ESFA and are **not entitled to a student loan** from the ESFA the calculated full cost price for the contract or student fee must be referred to the Finance Office for checking prior to a final fee being offered to the Employer or Student.

23. Fees for Pre-16 Students

Group rates

£80.50 per hour for classroom activities

Infill Rate (PT)

£6.90 per student hour (all activities)

Infill Rate (FT – where the programme glh upon which the learner is enrolled is greater than 450 glh)

£3,290 per student per annum

Note: These fees exclude personal and protective equipment and registration fees to awarding bodies, but include all material costs.

Accreditation of Prior Learning (APL)

24. Fees will be applied on a pro rata basis in accordance with the % of course completed at a different learning institution (to include Apprentices).

Registration and Examination Fees

25. Students aged 16-18

No registration or examination fees are chargeable to students aged 16-18, studying funding agencies FE funded provision.

26. Students aged 19 + Fully Funded by the ESFA

No registration or examination fees are chargeable to students whose programme of study is fully funded by the ESFA

27. Students aged 19+ Partially Funded by the ESFA or Unfunded by the ESFA
Registration and exam fees where identified as payable in this fees policy will be charged in addition to the normal course fee and must be identified as separate amounts whether quoted verbally or on College literature. Students must pay registration/exam fees **on enrolment** (or an amount consistent with the College policy on instalment payments).

Fee paying students will be required to pay examination re-sit fees (if required). These must be paid to the Cashiers Desk / Reception by the appropriate entry deadlines.

28. Rates charged will be either those quoted by the relevant examining body, or where not known at the time of identification, those for 2019/20 plus 5%. This adjustment will be applied across the board and with no exception.
29. The Principal may authorise a fee variation to exempt individual students from payment of registration and examination fees. The department wishing to waive the fee should submit an electronic fee waiver request.

30. OfS Funded Students

OfS Funded courses do not qualify for remission of fees, even if the student is aged under 19, or is in receipt of an income-based benefit.

31. Full Time students should apply to the student loan company and may be referred to the Student Engagement Team for information.
32. Part Time students may have their fees waived at the discretion of the Principal.

Withdrawals and Refunds

33. If the College cancels a course then a full refund will be given and no administration fee will be charged, this will be processed by the Business Intelligence Team and the Finance Department.

Students will be compensated for any expenditure they may have incurred prior to the course being cancelled by the College including any travel, accommodation or maintenance costs and any costs that may be incurred where a student is transferred to another provider or course. Such claims must be substantiated by evidence of the costs.

34. All other requests for refunds must be made in writing to the College Accountant. All refunds are made at the discretion of the College Accountant and/or the Chief Finance Officer.
35. Refunds are normally only made in the first term and if a student does not attend because of, or withdraws due to, exceptional circumstances, e.g. certified prolonged sickness. Evidence of entitlement to a refund may be requested.
36. In cases of sickness a full refund may be given less any examination or registration fees incurred by the college, in any other circumstances a minimum non-refundable fee charge of £75 plus any examination and registration fees incurred by the College will be payable.

37. If a student is withdrawing due to dissatisfaction with the course provision or any other aspect of the College, the complaint will be passed to Quality & Standards who will investigate in conjunction with the Faculty Director and advise Finance on the level of refund to be given.

Each Withdrawal is subject to the completion of a withdrawal checklist, encompassing measures to support students to continue studying wherever possible. This is approved by an Academic Director before being passed to Business Intelligence for Processing. Fee adjustments not covered 33 above or exceptional circumstances also fall under Financial Regulation 15.4 The Principal shall be required to authorise to debt write off where the sum exceeds £2,000 but does not exceed £15,000, having received a report from the College Accountant.

38. International Students who have paid full tuition fees in order to receive a Confirmation of Acceptance to Study (CAS) and are subsequently refused a visa by the British Embassy or British High Commission will receive a refund on receipt of the visa refusal letter, less an administrative fee of £250. Evidence of visa refusal will be required by the College.

International Students who have paid a deposit on course fees and have not applied for a visa will receive a refund on receipt of confirmation of their intention to withdraw, less an administrative fee of £250.

International Students who arrive late for full-time EFL programmes as a result of unavoidable delays will be given a proportionate credit for the missing weeks or the credit can be used within 12 months, except for Pre-sessional courses. The College has the final decision as to what circumstances constitute “unavoidable”

Refunds in respect of the above must be authorised by the College Accountant or Group Finance Director.

39. Students who transfer to a lower priced course within the first term will receive an automatic refund, if a student transfers to a higher priced course the Chief Finance Officer should be consulted as to whether the additional fees are payable.
40. Examination and registration fees will only be refunded if the College has made no payment of these fees to a third party and then at the discretion of the College Accountant.

Payment Terms – Procedures/Policies

Self Sponsored Students – 1st Enrolment

41. Students Pay Upon Enrolment Prior to Attendance

It is intended that all tuition, examination, registration and other fees will either be paid by the learner immediately upon enrolment, or by the learner in accordance with a payment instalment plan agreed with the Finance Office, or by the student loans company where a successful application for a loan has been made.

Payment arrangements are:-

- **By Post** – The cheque or credit/debit card details should be sent with the completed enrolment form. It is essential that students enrolling by post be provided with accurate information regarding fee values and remission entitlement.

- **In Person** – to the Business Intelligence Team based on the Cosham Campus, with the completed enrolment form/course details tick sheet and credit/debit card details. No cheques will be accepted where the student enrolls in person.
- **By Student Loan (HE and FE)**– Students are required to apply well in advance of the course start date for a student loan. Applications for a student loan may take up to 4 weeks to process. At enrolment, students will be asked to complete and sign a self-declaration form, confirming that they have applied or intend to apply for a student loan (HE) or an Advanced Learner loan (FE) Student Loan payments in respect of fees are made directly to the College; on a quarterly basis for HE students and on a monthly basis for FE students.

It is the responsibility of the student to ensure the loan is correctly applied for, fees will be treated as student to pay and the student will be personally liable for the payment until such time as the College receives confirmation that the fee is to be paid by a loan and has the approved status following the submission of all student qualifying documentation.

Payments by instalments will be allowed but only if:

- A Direct Debit form has been completed between the College and the student. Should a student not have the correct information to set up a Direct Debit they will be asked to return when they have the correct information, at which time they will be enrolled.
- The amount is over £150, amounts less than £150 must be paid in full upon enrolment unless otherwise approved by the College Accountant.
- Instalment plans will not be agreed whilst there is an outstanding debt on the student's account for previous courses or if EBS Notes state "Do Not Enrol"
- The first instalment is paid on enrolment and all subsequent payments are taken on the 1st or 10th of the month and the final instalment must be made at least three months before the end of any course lasting more than 17 weeks, and at least 6 weeks before the end of any course of shorter duration.

Only in exceptional cases will the above arrangements be changed, and then only with the approval of the College Accountant. If the student had no means of payment at the time of enrolment a Direct Debit may be set up for the whole amount.

Students who wish to enrol and pay on the first day of the course should be directed to Student Data Officers (BI) located in the Highbury Cosham Campus. Enrolment processing required outside of normal working hours or at NH will require staff to contact BI at least 1 week in advance so that staff cover can be arranged.

If a student defaults on an instalment the full amount outstanding will become payable immediately and the student will be pursued for the debt with the possibility of exclusion.

The department will be informed of the default.

Unless payment has been received in full or a direct debit agreement has been processed the student will not be permitted to enrol or to attend the course.

International students

Full tuition fees must be paid before a Visa letter is issued and a deposit of £500 is required to enable a Confirmation of Acceptance letter to be issued.

42. Students Attending without Paying

It is the responsibility of the Faculty Director to nominate the person responsible for ensuring that all the attendees have paid and are enrolled. Where multiple lessons/lectures exist, the nominee should represent the whole programme. Students not appearing on the register have not been enrolled and should be asked to visit Student Data Officers to become enrolled at which point payment details will be agreed.

The student will be permitted to stay in the class for the first week. The lecturer must ensure that the student produces evidence of full payment or an agreed instalment plan at the start of the 2nd week.

If the student has still not produced evidence of full payment or an agreed instalment plan the Lecturer must prohibit them from attending the course. It is the department's responsibility to ensure all of their attending students are enrolled. Business Intelligence and Finance will ensure that any payment issues are resolved.

Self-Sponsored Students – Re-Enrolment

43. Non fee paying and fee paying students expected to continue into the following academic year are invited to attend College for the purpose of enrolment, payment (where applicable), or to complete a fee waiver documentation (where applicable) during the summer.

All progressing students will need to complete full enrolment paperwork and will be invited to an enrolment event. Students studying a continuous 2-year programme would have had all fees built in the first year and if paying by loan or DD payments would have already been set up to cover all fees

44. Should a student not wish to pay in advance of the start date of the second year they can either:-
- Complete a Direct Debit mandate agreement with the full or first payment dated 1st September, these students will be enrolled.
 - Pay and enrol as per students enrolling for the first time.
45. FE students whose course is fundable by a student loan will be required to make loan applications for a single qualification in each year where the qualification aim being taught changes and are able to apply for 4 separate loans in total.
46. Re-enrolling/progressing FE students whose course is fundable by an Advanced Learner loan are required to apply well in advance of the new course start date. The Admissions team will issue Learning and Funding information letters once the progression review confirmation/Academic sign off process has been completed.

International Students

Full Tuition fees must be paid prior to the courses start

Advanced Enrolment

47. Students enrolling more than one month in advance of the course start date must do one of the following:
- i. Make full payment
 - ii. Complete an instalment plan/Direct Debit mandate - the first (or full) payment is due no later than the course start date.
 - iii. Have made a successful application for a student loan

Self-Sponsored Students – Fee Remission (Income Related Benefit)

48. A self-declaration to remission must be completed for each enrolment.

Self-Sponsored Students – Applications to the Learner Support Fund

49. The LSF cannot be used to fund tuition fees. Registration, Examination and Certification fee may be paid from the LSF, this is subject to conditions and a decision will be made by the LSF panel.
50. Students not in receipt of an income related benefit who wish to seek assistance from the DLSF will make full payment or instalment arrangements at enrolment and apply for support retrospectively.

Self-Sponsored Students – FE Fees Paid By Student Loan

51. An invoice for the full fee will be raised and issued to the Student. If the application for a loan is not completed by the student or the loan is not approved, the student is liable for the full fee.
52. The Student Loans Company will notify institutions of FE student's tuition fee contributions.

Self-Sponsored Students – HE Fees Paid By Student Loan

54. An invoice for the full fee will be raised and issued to the Student. If the application for a loan is not completed by the student or the loan is not approved, the student is liable for the full fee.
55. The Student Loans Company notifies institutions of HE student's tuition fee contributions.

Sponsored Students

56. Sponsors will not make payment without an invoice. In most cases a Purchase Order number needs to be obtained from the Sponsor by the student
57. Sponsored students must supply their employer details upon enrolment and will be permitted to enrol without making payment. The student is responsible for obtaining the company purchase order.

58. The sponsor will be invoiced within 3 weeks of enrolment once the Purchase Order is provided to the college, or with confirmation from the Student that a Purchase Order is not required.
59. Sponsored students must sign a sponsor form and be made aware that they are liable for any fees including registration or exam fees if the sponsor fails to pay the invoice.
60. If the student leaves the employment of the sponsor before completing the course the student will become liable for any outstanding fees.

Transfers

Within Departments

61. Students who transfer to a lower priced course within the first term will receive an automatic refund of the difference in the fee. If a student transfers to a higher priced course the Chief Finance Officer should be consulted as to whether the additional fees are payable.
62. A student transferring from part time to full time will be invoiced for the additional fee.

Across Departments

63. If an additional fee is due as a result of the transfer the Student Data Officer will refer to the Course Administrator to request the student visit Reception (Business Intelligence) to amend/cancel/replace the existing direct debit mandate or post-dated credit/debit card agreement or make full payment.
64. Students who have overpaid will be refunded by the same method as they paid their fee or by cheque.

Staff Development and Staff Training Vouchers

65. Staff Development – appropriately authorised forms must be provided to Business Intelligence at the time of enrolment.
66. Staff may use their staff training voucher if they eligible for ESFA funding. The staff voucher only covers Tuition fees. Registration/exam and supplementary fees remain payable. For further advice, please contact the Admissions Team or the Student Data Officers.

Charges For College Nursery

67. The fees will be:

Children under 2 years	-	£ 25.00 per session (half day)	£50 full day
Children aged 2 years	-	£ 23.00 per session (half day)	£ 46.00 per session (full day)
Children aged 3-4 years	-	£ 22.00 per session (half day)	£ 44 per session (full day)

5% discount is available for staff and community use in excess of 37 hours/week.

A retainer fee will be charged to secure a place in the following academic year.

Enquires should be directed to the Nursery. Application forms can be obtained from the Nursery, Student Engagement or the Admissions teams.

Hire of College Facilities Charges

68. The proposed charges are in £ per hour.

Highbury Campus

Performance Theatre	(max seating capacity 164)	£60 per hour.
Lecture Theatre	(max seating capacity 104)	£50 per hour
Board Room	(seating capacity 25)	£45 per hour.
IT Room	(seating capacity 20)	£30 per hour
Classroom	(seating capacity 20)	£25 per hour
Meeting rooms	(various sizes)	£15-£20 per hour
Dance Studio		£25 per hour
Specialist workshop facility (hair studio, beauty studio, recording studio, vehicle workshop, art studios and fashion workshops)		By arrangement.

Northarbour / Arundel Centre

Classroom		£20 per hour
Specialist workshop facility		By arrangement
Garages		By arrangement

69. Any additional caretaking, heating costs, etc incurred as a direct result of a letting, are subject to a supplementary charge (details will be supplied on request).

N.B. Charges for the hire of sporting facilities are detailed separately.
All enquiries should be directed to the Estates Team

Hair & Beauty/Sports Hall

70. A price list for these services will be set by the Faculty Director and be sufficient to meet all costs of the service.

What if I change my mind?

As a general rule, the College does not adjust fees for withdrawals or give refunds. The exceptions are listed below:

Should a Tier 4 Student visa application be refused the College will refund tuition payment less a £250 administration fee. For a refund to be made, the College will require a copy of the visa refusal document.

Should a Student Visitor Visa application be refused, the College will refund tuition payment less a £250 administration fee. For a refund to be made, the College will require a copy of the visa refusal document.

Where the College decides to close the course a full refund will be given. Students will be automatically reimbursed for the fees they have paid and will not have to apply personally.

Course fees are also refunded for extenuating circumstances, such as medical problems or bereavement. In these circumstances a personal application must be made in writing to the College Accountant.

International Students who arrive late for full-time EFL programmes as a result of unavoidable delays will be given a proportionate credit for the missing weeks or the credit can be used within 12 months, except for Pre-sessional courses. The College has the final decision as to what circumstances constitute “unavoidable”

Deposits of £200 paid to secure accommodation are non-refundable in the event that the student cancels the accommodation unless:

- a) The cancellation is more than 4 week before the start of the first day of the period for which the accommodation is booked or
- b) The student’s visa application has been refused.

Appendix 2		APPRENTICESHIP FEES PAYABLE BY THE EMPLOYER					
			Levy Payer (3million + payroll)	Employer < 50 Employees Employer Contribution 5%		Employer > 50 Employees Employer Contribution 5%	
APPRENTICESHIP	Level	Type	All Ages	16-18	19+	16-18	19+
Autocare Technician Apprenticeship Standard	2	Standard	£12,000	£0	£600	£600	£600
Motor Vehicle Service and Maintenance	3	Standard	£15,000	£0	£750	£750	£750

Technician (Light Vehicle)							
Vehicle Fitting (Fast Fit)	2	Framework	£5,000	£0	£250	£250	£250
Accountancy	3	Standard	£8,000	£0	£400	£400	£400
Accountancy	4	Standard	£8,000	£0	£400	£400	£400
Business Administration	2	Framework	£2,000	£0	£100	£100	£100
Business Administration	3	Standard	£5,000	£0	£250	£250	£250
Business and Professional Administration	4	Standard	£4,000	£0	£200	£200	£200
Customer Service	2	Standard	£3,500	£0	£175	£175	£175
Team Leader / Supervisor	3	Standard	£4,500	£0	£225	£225	£225
Payroll Administrator	3	Standard	£9,000	£0	£450	£450	£450
Project Management	4	Standard	£6,000	0	£300	£300	£300
HR Support	3	Standard	£4,500	0	£225	£225	£225
HR Consultant / Partner	5	Standard	£7,000	0	£350	£350	£350
Childcare	2	Framework	£2,000	£0	£100	£100	£100
Childcare	3	Standard	£6,000	£0	£300	£300	£300
Bricklaying	2	Standard	£9,000	£0	£450	£450	£450
Carpentry & Joinery	2	Standard	£12,000	£0	£600	£600	£600
Carpentry & Joinery	3	Standard	£9,000	£0	£450	£450	£450
Painting & Decorating	2	Framework	£6,000	£0	£300	£300	£300
Plastering	2	Framework	£6,000	£0	£300	£300	£300
Plumbing & Heating	2	Framework	£5,000	£0	£250	£250	£250
Plumbing & Heating	3	Standard	£21,000	£0	£1,050	£1,050	£1,050
Wall & Floor Tiling	2	Framework	£5,000	£0	£250	£250	£250
Electrical Installation	3	Standard	£18,000	£0	£900	£900	£900
Electrical / Electronic Engineering	3	Framework	£12,000	£0	£600	£600	£600
Mechanical Manufacturing (PEO)	2	Framework	£4,000	£0	£200	£200	£200
Mechanical Engineering Maintenance	3	Framework	£12,000	£0	£600	£600	£600
Mechanical Manufacturing Engineering / Technology	3	Framework	£9,000	£0	£450	£450	£450
Mechanical	4	Framework	£12,000	£0	£600	£600	£600

Engineering Maintenance							
Beauty Therapist	2	Standard	£7,000	£0	£350	£350	£350
Beauty Therapy (General)	3	Framework	£2,500	£0	£125	£125	£125
Hair Professional	2	Standard	£7,000	£0	£350	£350	£350
Hair	3	Framework	£3,000	£0	£150	£150	£150
Floristry	2	Framework	£2,000	£0	£100	£100	£100
Hospitality & Catering (Commis Chef)	2	Standard	£8,000	£0	£400	£400	£400
Hospitality & Catering (Chef De Partie)	3	Standard	£9,000	£0	£450	£450	£450
Infrastructure Technician	3	Standard	£15,000	£0	£750	£750	£750
Network Engineer	4	Standard	£17,000	£0	£850	£850	£850
Digital Marketeer	3	Standard	£11,000	£0	£550	£550	£550
Marine Engineering (Yacht and Boat Building, Maintenance & Repair)	3	Framework	£12,000	£0	£600	£600	£600
Journalism	3	Standard	£12,000	£0	£600	£600	£600
Laboratory Technician	3	Standard	£21,000	£0	£1,050	£1,050	£1,050
Warehousing Operative	2	Framework	£1,500	£0	£75	£75	£75
Warehousing Operative	3	Framework	£2,000	£0	£100	£100	£100
Engineering Technician	3	Standard	£26,000	£0	£1,300	£1,300	£1,300
Credit Controller	2	Standard	£5,000	£0	£250	£250	£250
Advanced Credit Controller	3	Standard	£9,000	£0	£450	£450	£450
Learning and Skills Teacher	5	Standard	£10,000	£0	£500	£500	£500
Accountancy / Taxation Professional	7	Standard	£21,000	£0	£1,050	£1,050	£1,050
Waste Resource Operative	2	Standard	£6,000	£0	£300	£300	£300
Unified Communications Technician	3	Standard	£15,000	£0	£750	£750	£750
Software Development Technician	3	Standard	£15,000	£0	£750	£750	£750

Table A - Full and Part Learner Subsidies for Learners aged 19 years and older

2020/21	19-23 year old	Unemployed 24+	24+ Other
English and Maths up to and including Level 2	Fully funded*	Fully funded*	Fully funded*
ESOL up to and including Level 2	Co funded if employed – low wage flexibility may apply ⁺ Fully funded if unemployed ⁱ	Fully funded	Co-funded – low wage flexibility may apply ⁺
Entry & level 1, where the learner has NOT already achieved a Level 2	Fully funded if employed Co funded if employed – low wage flexibility may apply	Fully funded	Co-funded – low wage flexibility may apply ⁺
Level 2, where the learner has NOT already achieved a Level 2	Fully funded* (first and full) Full Cost if the qualification offered is not a Full Level 2	Fully funded	Co-funded – low wage flexibility may apply ⁺
Learning Aims up to and including Level 2, where the learner has already achieved a Level 2 or above	Co-funded if employed – low wage flexibility may apply ⁺ Fully funded if unemployed	Fully funded	Co-funded – low wage flexibility may apply ⁺
Full level 3 & 4	Fully funded * (first and full qual at L3 or above)) Loan Funded if learner already has a Level 3 or above	Loan Funded	Loan Funded

* must be delivered as one of the qualifications for the legal entitlement

ⁱ Unemployed

A learner is defined as unemployed if one or more of the following apply.

- They receive Jobseeker's Allowance (JSA), including those receiving National Insurance credits only.
- They receive Employment and Support Allowance (ESA) and are in the work-related activity group (WRAG).
- They receive Universal Credit or other state benefits listed on the Notification of fees document, earn either less than 16 times the national minimum wage / national living wage a week or £330 a month (this is subject to change). Those in receipt of Universal Credit MUST also be determined by Jobcentre Plus as being in one of the following groups.
All Work-Related Requirements Group.
Work Preparation Group.
Work-Focused Interview Group.

⁺Low wage flexibility

Learners who are employed, or self-employed, and would normally be co-funded for provision, up to and including level 2 will be eligible for full fee remission if the learner earns less than £16,009.50 annual gross salary. Evidence of the learner's gross annual wages is required.