East Coast College Policy

Fees Policy 2025/26

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Informed	

This document can be provided in a larger font, electronically or other accessible requirement, upon request.

Fees Policy

1. Purpose

The purpose of this Policy is to give details of the operation of fees for courses offered by East Coast College.

2. Scope

Following approval by the Corporation, the Fees Policy will be communicated via the Deputy Chief Executive to all relevant staff involved with enrolment and admissions, the policy shall be operated with effect immediately for all courses that start after 1st August for the year of the policy.

The Fees Policy will be available from the College website, on request from Reception or via the Student Services team.

3. Responsibility

Responsibility lies with the Senior Leadership Team to ensure the Fees Policy is adhered to. On a day to day basis the Admissions and Finance teams (responsible for funding, enrolment and financial processes) will operate the policy. The Corporation and its Committees at all time will have due regard to the Seven Principles of Public Life and the requirements of the guidance set out in HM Treasury's 'Managing Public Money.'

4. Definitions

A *Course Fee* is made up of up to three components:

- A *Tuition Fee* that is payable for a student to participate in a course;
- An *Examination Fee* that is payable for a student to register with an Awarding Body and/or be awarded their certificate;
- A *Materials Fee* as a contribution to the cost of materials provided on the course

i.e. *Course Fee = Tuition Fee + Examination Fee + Material Fee*

5. Procedure

5.1 Applicability

5.1.1 Course Fees

A Course Fee will be set for each education and training course offered by the College.

The Course Fee will be recommended by the Curriculum Manager responsible for the course. A separate fee will be recommended for International (non-EU) students. The Principal has ultimate responsibility for setting course fees.

For Department for Education (DfE) funded students, the College will aim to set these fees in accordance with DfE guidelines and recommendations.

For international students the Course Fee will be set using the International

Fees Schedule also included in Appendix A. Further details of International fees are contained in section 14.

For non-funded (full cost) courses the Course Fee will be set using the course costing model to identify the appropriate fee taking into account all direct costs and also a contribution to college overheads..

All Course Fees set will be valid for the period of the course as displayed within the enrolment form (all additional course to this initial course are charged separately at the point of enrolment for such a course).

5.1.2 Examination Fees

All necessary fees must be settled before the student is entered for the examination.

Candidates who fail to sit an exam or meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances will be required to reimburse the college for examination costs incurred.

Where the College incurs late entry or amendment fees caused by the student, he/she may be required to reimburse the College. Fees for examination resits may also be recharged to the student.

Examination fees charges are set by the appropriate awarding body and are payable for all types of provision where the aim is for the learner to receive an awarding body certificate.

6. Concessions – Fee Remission

Full tuition fee remission is available and fee remission categories are defined each year by the Funding Agencies. The College will adopt any new entitlements that arise during the year. Student Services and the Advice and Guidance team will have the most up to date Funding Agency criteria.

No fee remission is available to International learners (non-UK and non-EEA nationals) or full cost provision learners.

7. Concessions – General

The College reserves the right to verify the funding status of all students and their eligibility for fee remission.

It is the responsibility of the student to notify the College of any change in status that may affect their eligibility for fee remission. The College, however, reserves the right to make checks to verify continuing eligibility to remission.

The College will make students aware of any financial support that may be available to them from the College to assist in meeting Course Fees. Students that meet the eligibility criteria can also apply for support with their course fees from the Learning Support Fund. This can only be done within the constraints imposed by the Funding Agencies

The College at its discretion may waive fees for any individual or course.

8. Means of Payment

The College accepts payment of Course Fees by individuals through the following means:

- Cash
- Debit Card
- Credit Card (excluding American Express)
- Bank Transfer

Individual students may pay in instalments, standing order or bank transfer only in the following circumstances:

- the course(s) must last over 10 weeks and cost at least £400; and
- the first instalment must be paid before the course commences; and
- the balance is to be paid in no more than 3 equal instalments which must be paid by the end of the course;

Instalment plans are NOT available to the following students:

- international students;
- students who are having fees paid by a third party such as an employer; and
- students with any outstanding monies owed to the College*.

International (non EEA) students will pay 50% deposit on application, with the remaining 50% fee payable prior to the start of their course.

Instalment plans must be agreed, completed and signed at the time of enrolment.

Where an employer or other third party has agreed to pay a Course Fee, payment will be by invoice under the condition that a written agreement from the employer or other third party to pay the Course Fee is provided at the time of enrolment.

*Students with any outstanding fees from previous years will NOT be enrolled onto any new courses until the outstanding debt is cleared and may be liable for fees from the College's nominated debt collecting agency.

9. Methods of Payment

Full payment of Course Fees is due at the time of enrolment except where an instalment plan has been agreed or payment is made by a third party.

For all courses, payment may be made in person at East Coast College or by bank transfer.

In the event of non-payment of Course Fees, students may be required to withdraw from the course if it is not received within 14 days of their start date.

10. Transfers

In the event of a student transferring between courses, there will be no financial penalty but if the course transferred into has a higher Course Fee the student must pay the difference.

11. Advanced Learner Loans

Learners aged 19 or over at the start of their course studying at level 3 or above, who do not meet the conditions will not receive any government subsidy towards their course fees. Students in this category will be expected to pay the full fee as published by the DfE. These fees are not set by the College and are subject to change, details of current fees can be obtained from the admissions and progression teams.

Students in this category may pay the full fee to the College using the methods outlined in sections means of payment. Alternatively, the student may apply for a loan from Student Finance England (SFE) their details can be found at the following internet address www.gov.uk/advanced-learner-loan

Learning and funding information letters will be sent to all students with offers on eligible courses detailing the information required to apply for an Advanced Learner Loan.

Students who fail to arrange their loan or are denied a loan must pay their fees within 14 days of the start date or they will be withdrawn from the programme. Students are able to apply for an Advance Learner Loan Bursary through the College once their loan has been approved by the SFE.

12. International and Commercial fees

12.1 Tuition Fee

East Coast College will charge non-EU nationals the full funding that would be available for those aged 16 to 18 from the DfE. This will vary dependent on the course type and duration.

Fees and any additional charges must be paid prior to the commencement of the course. Exam retake fees must be paid prior to that retake. All fees and charges can be paid by credit card or debit card or bank transfer or cash.

12.2 Additional Charges – Non-EU Nationals and Commercial Courses

Costs associated with materials will be included within the course's tuition fee.

12.3 Exam Registration fees

Students will pay exam board registration fees; the cost is available from the Admissions teams for the required course.

12.4 Exam Retakes

Students of any age undertaking commercial courses will pay for the costs associated with retaking exams.

12.5 Additional Fees

These may be charged for optional extras, including trips, visits or equipment.

DEFINITIONS:

EU NATIONALS

You are an EU national in accordance to the list of defined countries in the DfE funding guidance

THE EEA

The EEA is made up in accordance to the list of defined countries in the DfE funding guidance

13. Refunds

13.1 Student Cancellation

Refunds will not normally be made when a student withdraws from a course for any reason. A partial refund or credit note may be granted if exceptional circumstances prevent a student continuing with a course (i.e. serious illness of a student or the death/serious illness of a close family member). Refunds will only be given in exceptional circumstances at the discretion of the Head of Finance, with the approval of the Principal or Deputy Chief Executive.

13.2 College Cancellation

If the College cancels a course, full refunds will be given to all students; no administration fee will be charged.

APPENDIX A

Overseas students -

Overseas students will pay fees set on an individual course basis. Further information can be obtained from the Admissions Team.

Fees for learners aged 19+ studying at level 3 or above

Fees are set by the DfE and are subject to change. Please refer to the Admissions team for the latest fees.

Higher Education Fees

HE fees are determined by our partner universities, e.g. University of Suffolk (UoS).