

Tuition Fee Policy

2026-27

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1 Approval

Author:	Antony Oldham
Owner:	Peter Doherty
Reviewer(s):	SELT
Authorised by:	Corporation

2 Amendment History

Version	Amendments	Approver	Date
1.0	Creation	Corporation	

3 Abbreviations & Definitions

SELT	Senior Executive Leadership Team.
DfE	Department for Education.
WYCA	West Yorkshire Combined Authority.
EHCP	Education Health Care Plan
HE	Higher Education
SLC	Student Loans Company
LEA	Local Education Authority
EPA	End Point Assessment

4 Purpose

The purpose of this policy is to provide a framework within which Kirklees College's fee setting and fee refund processes will be devised and operated. The policy also sets a framework for ensuring that comprehensive guidance and information regarding fees for courses subsidised is available and accessible to customers, staff and Governors. The policy has been written in accordance with established funding guidance.
The intent of the policy is to align with the College values of Kindness, Unity and Excellence. This will manifest itself in our endeavours to ensure that every learner who could benefit from fully funded support, receives it. All learners will be positively encouraged to maximise any support they are eligible for.
The policy also aims to ensure that all staff involved in the recruitment and delivery of learning programmes will understand: • The national funding policy context • The different elements of college fees • When and how fees are payable.

5 Approval of Fee policy

The college Fees Policy and any subsequent amendments to this policy will require the approval of the Governing Body.
The Fees Policy will be reviewed annually and any changes recommended will be referred for approval to the Governing Body.

6 Policy Statement

College fees are set to ensure that in line with Government funding guidance, all learners who can contribute financially do so, and that the College can fully cover delivery and overhead costs incurred.
The college reserves the right to cancel any course or change its charging policy where its costs may result in financial loss; cancel any course where there is lack of appropriate resource; and/or refuse entry to a course on any non-discriminatory grounds.
This policy may change in line with changes in Government or more locally devolved Strategy.

7 Fee Guidelines

Kirklees College receives funding from:

- The Department for Education (DfE) for 16-18s on study programmes.
- West Yorkshire Combined Authority (WYCA) for adults (19+) within West Yorkshire (Adult Skills Fund).
- The Adult Skills Fund for adults in non-devolved areas outside West Yorkshire.
- Advanced Learning Loans provided by Student Loans Company (SLC) for some adults studying Level 3 programmes.
- HE Loans provided by the SLC for some adults on higher education courses.
- The DfE for non-levy funded apprenticeships (plus an employer fee contribution)
- Employer levy payments for levy funded apprenticeships.
- Student fees for commercial courses which are not funded and on loan funded courses who do not take out a loan.

Some students will be eligible for fee support from central government through the DfE or regional devolution via WYCA. The funding approach supposes that all learners other than those eligible for fee remission are charged a tuition fee as a contribution towards the costs of their learning. This also includes examination charges. For 2026/27, the DfE and WYCA assumed fee is 50% of the un-weighted funding rate for classroom learning for level 2 and below and for level 3 the assumed fee is the full weighted rate.

For Apprenticeship programmes, the College abides by the apprenticeships charging guidance published by the DfE.

8 DfE / WYCA fee remission

The College will apply the fee remission eligibility as outlined in the relevant funding rules.

9 College discretionary fee remission

For learners not meeting full eligibility criteria, the College may waive fees on an individual basis in exceptional circumstances. The decision will be made by the appropriate Curriculum Director

10 Classroom Provision

Young people aged 16-18 (including 19-24 with EHCP students)

- In accordance with DfE regulations no compulsory tuition, registration or examination fees will normally be charged to learners aged 16-18 taking full or part time courses funded by the DfE.
- The college may charge learners aged 16-18 for ‘full cost’ unfunded courses and for exam and re-sit charges.
- Materials fees, reflecting actual costs may also be charged.

- 16-18 students wishing to study GCSEs with the College, but whose main study is with another provider may be charged a fee. Where this scenario arises, the fee will be assessed on a case-by-case basis.

Fundable adult learners (those aged 19 and above) – fully funded learners

- Tuition, registration or examination fees will not be charged (except for re-sits).
- Full time adult FE students wishing to take additional part time courses to those agreed as part of their full time 'programme of study' will be charged fees at the full rate applicable to that course considering remission eligibility of the individual.
- In any circumstances where a student is not eligible for funding on a DfE or WYCA course, they will be charged fees at the equivalent of the full rates plus registration and examination fees.

Fundable adult learners (those aged 19 and above) – co-funded learners

The DfE or WYCA will contribute 50% of the unweighted funding rate. As a general principle, the default fee level will be the higher of:

- 50% of the un-weighted published funding rate and rounded to the nearest £5 (including exams and materials)

or

- The rate suggested by market research.

Examination, registration, certification, materials and equipment costs will be charged where applicable. Learners in this category may apply for discretionary learner support funds.

Non-fundable adult learners

Where the course and/or the student are not eligible for funding from the contracted funded agencies (DfE or WYCA), then they will be charged at the full published fee for the course. This includes learners from within another devolved area where the college does not have a funding agreement in place.

If the course is Level 3 or 4 and available for the government's Advanced Learner Loan scheme, students can apply for this through Student Finance England. If the student does not wish wo take out the loan, or does not meet the loan eligibility criteria, they will be charged the full rate. With some exceptions, the cost of these will be in line with published loan amounts.

For information around Advanced Learner Loans, please see the SLC website for further information.

11 Apprentice Provision

Fees charged to Employers for Apprenticeship provision will be in line with guidance published by the DfE and relevant to the size of the employer and age of the Apprentice.
Where a fee is applicable, it will be derived from the maximum of the price band to which the Apprentice standard has been attached and adjusted to a 'total negotiated price'. This will reflect for example, any recognised prior learning.
All employers will be required to be registered on the Digital Apprentice Service and the agreed funding will be paid on a monthly basis by the Digital Apprentice Service. Where funding is provided on a co-investment model, or where remaining levy funds are insufficient and a cash payment applies, employers will be invoiced and are expected to pay fees due within 14 days.
Where employers fail to adhere to their agreed payment plan, Kirklees College reserves the right to suspend their apprentice's studies until payment is received, and the employer will remain liable for the fees.
The apprentice will not be asked to contribute financially to the costs of training, on-programme or end-point assessment, including any resit courses
Employers are expected to financially support their apprentices until completion of the Apprenticeship Assessment (EPA) which includes covering the cost of any necessary resits

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12 Managing Agents and Partnership Agreements

These fees relate to fees paid to the college by other organisations in receipt of DfE funding for education provided by the college. Vice Principals are responsible for negotiating these with the recipient organisations where these rates are not negotiated nationally.

13 School pupils and home schooled.

The enrolment of school pupils under 16 requires prior approval of the school, the appropriate Vice Principal and the parent/guardian. Students under 16 should be nit be enrolled into anything other than a discrete 14-16 group without prior agreement of the local authority or school.
Where school pupils of compulsory school age wish to follow part of their programme at college, the college will charge the school for the full costs of provision.
Home schooled students who enrol who are confirmed by the LEA are classed as study programme learners and will not be charged fees. If confirmation is not received by the LEA college retains the right to charge full fee based on circumstances and agreement with the Vice Principal.

14 Higher Skills

In line with Government policy, Kirklees College will charge fees as set out in Appendix A.

For part time courses, the tuition fee will be set per module, and the fee charged will be based on the planned number of modules to be taken in the academic year.

15 Tailored Learning

If the learner meets the eligibility criteria set out by WYCA then the fees will be waived. Learners who are not eligible will be charged a fee in line with WYCA funding rules. The fee is set at £4 per course hour. There will be no reduction in fees for learners who start the course late or leave early. See Appendix C.

16 Full Cost Provision

Fees for full cost provision (where no funding body income is available) will be priced at a level to reflect the full cost to the college, with cognisance of the market.

A minimum fee rate of £12 per learner hour or £120 per group hour should be applied, but this may be at the discretion of the Head of Department.

Where full cost provision is marketed through the online store, fees must be paid in advance prior to the start of the course.

17 On Line Delivery

Fees will be calculated at a quarter of the co-funded rate. This is at the discretion of the Head of Department based on market forces and the area may charge more or less than this in exceptional circumstances.

18 Payment of Fees

Fees become due in full at enrolment, but the college recognises that some students may be unable to pay their fees in full at that time. The college offers a staged payment plan, the thresholds for which can be found at Appendix B.
Where an employer has agreed to pay fees for one of their employees, the learner will be required to produce a letter or purchase order from their employer at the time of enrolment confirming that they will cover the full cost of the course. Until such time that the employer agrees to pay, the learner will be liable for the full fee and any associated examination/registration costs.
Apart from programmes funded by Advanced Learning loans and apprenticeships, fees quoted are for one year only. Where a programme runs over more than one year, second year fees will apply.
Any student who has not paid their tuition or exam fees in full at the end of their course: • May not have assessed work marked and returned;

- May not be permitted to progress to the next year of study or enrol on another course;
- Where students fall significantly behind with their payment plans and the college has failed to secure payments, the debt may be referred to a debt collection agency for recovery. A £50 charge will be added to the debt to cover costs incurred by the college in pursuing the debt.

19 Examination Fees

All adult learners except for those who have fees waived will be charged their examination/registration fees.
All learners retaking examinations will be charged the examination retake fee, which is payable prior to examination entry.
The learner should be offered a **maximum of two re-sits per year** (subject to availability of the exam windows). Exceptions are made to this allowing the exams department to ensure that a revision period is provided.
If a person who is not enrolled at the college wishes to sit an exam, they may be able to sit the exam but will be subject to an external candidate fee. (see Appendix A).

20 Refunds

Where a course has been cancelled by the college, refunds/credits will be made to learners in full.
Where a student has attended 10% or more of the course, no refund will be given.
Fees for full cost provision are due in full regardless of attendance.
Where students wish to transfer from one course to another, any tuition fees paid will be counted against the revised enrolment.
Where a student is required to leave their programme by the college, e.g. because of disciplinary proceedings, the student will remain liable for the full fee.

21 Student Financial Support

Full details of financial Support available can be obtained from the Student Support Team.

APPENDIX A

TUITION FEE CHARGES 2026/27

PROVISION TYPE	FEES
14-16 Learners (non-funded chargeable to LEA or school)	Bespoke provision (assuming single staffed delivery) – minimum of £120 per hour Infill rate of £12 per hour Early College Transfers £12 per hour (part time routes) Full time (over 16 hours per week) total fee of £6,256
16-18 learners	No Fee
19+ Full time programmes Entry Level Level 1 Level 2	Maximum fee of £1,750
19+ Level 3 courses	As per the weighted value on FLA – depending on whether advanced learner loan available or fully chargeable, additional exam fees may also be charged
19+ Part time learners (excl ESOL): Entry Level Level 1 Level 2	50% of the Unweighted rate, plus any Exam fees, rounded to the nearest £5.
19+ ESOL learning aims	£4 an hour, then rounded to the highest £5, and an Exam fee of £50
19+ Full Cost learners	A typical full cost tuition fee will be a minimum of: £12 per learner hour, or £120 per group hour This is at the discretion of the Head of Department if they believe the market demand means they could charge more or should charge less.
19+ Higher Education Learners	Fees paid annually.

	Full time: BTEC Higher Nationals in Process Manufacturing £9,000 BTEC Higher Nationals in Engineering (Mechanical and Electrical) £8,000 BTEC Higher Nationals in Construction £4,500 BTEC Higher Nationals (other) £6,950 **Part time** Part time fees will be pro-rata of the equivalent full-time fee based on the split of delivery time over years taken to complete the equivalent full-time programme.
Employer Apprenticeships (from April 26)	Non-Levy (SME) Under 25 Co-investment (Employer pays) 0% (fully funded by DfE Non-Levy (SME) 25+ co-investment (Employer pays) 5% Levy Payer (when levy funds exhausted) all ages 25%
Other Fees	External candidate exam fees are calculated based on the specific requirements of each candidate. The current fees list is available from Examination Services. Students that do not meet the residency criteria, eligibility for funding or WYCA residency will be charged at fully economical rate which will be no less than double the fee charged to co-funded students

APPENDIX B

PAYMENT TERMS

The College understands that students often find it difficult to pay all their tuition fees in advance. For this reason, the College offers staged payments for fees, subject to completion of an instalment agreement.

The thresholds currently applied are:

Fees under £75	No instalment
Fees £76 to £150	2 months instalment
Fees £151 to £225	Up to 3 monthly instalments
Fees £226 to £300	Up to 4 monthly instalments
Fees £301 to £375	Up to 5 monthly instalments
Fees over £376	Up to 6 monthly instalments

If any agreed instalments are missed, the full fee becomes due. If instalments are agreed, students will be expected to set up an automatic recurring card payment via our online payment service.

APPENDIX C

TAILORED LEARNING

Fee Charges

If the learner meets the eligibility criteria set out by WYCA then the fees will be waived. Learners who are not eligible will be charged a fee. The fee is set at £4 per course hour. There will be no reduction in fees for learners who start the course late or leave early.

Tailored learning courses in the following categories will be free of charge to eligible learners:

- Basic skills courses in English, maths, and digital skills
- ESOL
- Family learning courses

Eligibility for Fee Remission

Eligible learners who meet any of the following criteria may qualify for full fee remission on other eligible Tailored Learning courses:

- Unemployed individuals
- Individuals earning a low wage (earnings threshold of £25,750 gross per year)
- Individuals receiving wider means-tested benefits

Funding and Regional Specifics

This provision is funded by the West Yorkshire Combined Authority. Learners who do not live within the West Yorkshire Combined Authority region may still be able to enrol on these courses on an infill basis at a fully economic rate of £12 per hour and will not be eligible for any remissions regardless of circumstances.