Reference Number: *P45*

FEES POLICY (FE & HE) 2026-27

Policy Review					
Author/Owner	**Position**	**Approved by:**	**Approval Date**	**Review Cycle Review Date**	**Published on Website Y/N**
James Pill-Waring	VP Finance & Corporate Services	Corporation – Peter Thomas Chair	16 July 2026	Annually June	Y

Document Control – Revision History (Policies only)					
Author/Owner	**Summary of Changes**	**Date**	**Date last reviewed by SED**	**Version**	**Recommend to SED Y/N**
E Cox	Sections re-ordered by learner age category and content consolidated; Annex 1 removed and readers directed to website information.	06.09.16	-		Y
E Cox/S Pyle	Amendments made to reflect introduction of resource fee and changes to benefits, student loan procedures, HE and Apprenticeship funding criteria.	03.08.17	16.09.16		N
E Cix/S Pyle	Reference to fees for HE learners deleted and contained within separate policy	06.06.18	16.09.16		N
E Cox/J Warren	Amendments made	03.07.19	16.09.16		N
E Cox/J Warren/ A Clancy	Amendments made	15.6.22		v1	N
A Porter	Amendments made	26.06.23		v1.1	
J Pill-Waring	Consolidated Fee policy and HE fees policy, updates to dates and ensuring consistency	28/3/24		v2	
J Pill-Waring	Amendments including updating Fee liabilities & payments of fees	19/06/25		v2.1	
J Pill-Waring & Sian Pering	Updated dates for HE fee liability. Added clarity on which HE programmes pay fees directly to partner HEIs.			V2.2	

Initial Equality Impact Screening

Who has been consulted on this policy & procedure?	

What evidence has been used for this impact screening (e.g. related policies, publications)?
Review for amendment of any use of gendered pronouns. Review of point 4.1.b in line with Equality Act (2010) paras 20-22. More clarity in 4.2.b of what 'engagement' with learning looks like, with clear external reference points.

Declaration (please tick one statement and indicate any negative impacts)

☒ We are satisfied that an initial screening has been carried out on this policy/procedure and a full Equality Impact Assessment is required. There are no specific negative impacts on any of the Protected Characteristics groups, provided that all other associated procedures are followed.

☐ We recommend that an Equality Impact Assessment is required by the Equality and Diversity group, as possible negative impacts have been identified for one or more of the Protected Characteristics groups as follows:

☐ Age
☐ Disability
☐ Gender Reassignment
☐ Race
☐ Religion or belief
☐ Sex
☐ Sexual orientation

☐ Marriage & civil partnership
☐ Pregnancy & maternity

Completed by Author	James Pill-Waring	Position	Vice Principal Finance & Corporate Services	**Date: 11.07.24**
☐	Reviewed by Equality & Diversity Group			**Date:**
☐	We confirm that any recommended amendments have been made			
Amended by Author		Position		**Date**
Summary of Comments/Recommendations from Equality & Diversity Group Review:				

Contents

1. PURPOSE OF THE POLICY

1.1 This policy details how Yeovil College will determine whether fees are chargeable for a particular course and / or individual, sets the fee level to be charged, and outlines the mechanisms in place to ensure the College receives the appropriate fee payable.

1.2 This policy applies to both publicly-funded programmes, and programmes for which the College receives no government funding. However, as outlined in the 'Scope', this policy does not apply to commercial, partnership, or subcontracted provision, for which fees are negotiated separately.

1.3 This policy also signposts to where further information can be found about financial support available to learners.

2. SCOPE

2.1 The details of the approach to setting and payment of course fees for 2025/26 is re set out below; the Fees Policy is reviewed annually and fees will increase appropriately.

2.2 The Fees Policy does not apply to commercial, partnership or subcontracted provision, which is negotiated separately.

2.3 The college may, at its discretion, vary fees and charges in line with market conditions and special initiatives. Variations can only be authorised by the Vice Principal Finance & Resources, and would only be approved where those variations were within the scope of relevant funding body regulations.

2.4 All information in this Policy is accurate and in line with current guidance from relevant funding bodies at the point of publication. However, should a funding body's regulations change after the publication of this policy – for example, a decision is made by the Department for Education (DfE) to make a particular course free for participants who meet particular criteria or to remove public funding from a particular course – these updated regulatory guidelines would take precedence over the guidance in this Policy.

2.5 Within this Policy, reference is made to both higher education provision that is recognised for funding purposes by the Office for Students (OfS), and higher education provision that is not recognised for funding purposes by the Office for Students (OfS). Users of the policy should note these two models funding for provision at Level 4 or above, and ensure they are referring to the part of the guidance that is applicable. For clarification on a certain programme's funding stream, please contact the University Centre office (university.centre@yeovil.ac.uk or 01935845454).

2.6 Where a higher education learner is studying at Yeovil College University Centre under a 'franchised' arrangement where their direct contractual relationship sits with the partner university (including the payment of fees directly to the partner university), the learner will be governed by the awarding University's fee policy. The fees for this provision will be set by the appropriate University. At the present time, this includes the BSc (Hons) Social Work and the BA (Hons) Business Management and Strategy degrees awarded by the University of Gloucestershire.

3. TUITION FEES

3.1 Tuition fees where required or permitted are set in line with DfE guidance and only charged where permitted

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3.2 Full Cost Fees: the college reserves the right to charge premium fees on individual programmes where market demand and/or cost justifies (within the appropriate funding body parameters) and similarly to reduce/waive fees in exceptional circumstances. Authorisation must be obtained from the relevant Curriculum Area Manager.

3.3 Awarding Body Registration, Examination Entry and Certification Fees: will be charged at the time a learner enrols and are included within the price listed for a course, unless explicitly stated otherwise. These fees are non-refundable.

3.4 Other charges: may apply to individual courses and will be identified separately. These are not refundable.

3.5 Tuition Fees: the full course fee (regardless of duration) must be paid at enrolment. Tuition fees may be waived as outlined in the following sections.

4. FEES FOR LEARNERS AGED UNDER 16

4.1 Individual learners under the age of 16 for whom no approval for funding has been given and who seek to enrol on a college course will normally require a letter of support from their school or educational psychologist. The school (i.e. the Local Authority for maintained schools) or parents will be required to pay a fee based upon the income that the college would have received from the appropriate funding body.

4.2 The standard fee for a full time learner in 2025-26 undertaking a study programme will be the full funding rate enhanced by programme cost weightings. Where appropriate, weekly, daily and hourly rates will be calculated pro-rata to the total planned hours for the programme. Any additional costs which may be incurred over and above a normal programme will be charged in addition to the basic fee rate.

4.3 Some Key Stage 4 pupils will be attending Yeovil College on a part time basis (and in a minority of cases on a full time basis) as part of our partnership with local secondary schools and the alternative provision programme. The funding for these learners will either be direct from the school or other referring agency or through the alternative provision programme.

4.4 Under no circumstances should a learner under 16 years of age be enrolled on to any course, during school hours, without the approval of the Vice Principal Quality of Education.

4.5 Learners under 16 wishing to join a non-subsidised course must pay the full cost of the course along with a parent/guardian who would also have to pay and attend the course. Permission must also be obtained from the appropriate Curriculum Area Manager.

5. FEES FOR LEARNERS AGED 16-18

5.1 Tuition fees, materials, examination and registration fees are not generally chargeable to 16–18 year old learners as defined in the ESFA's funding guidance. The exceptions to this are where the equipment purchased will belong to the learner (e.g. knives for catering learners) or where additional courses are being offered that are not directly funded by the ESFA. Fees can generally be charged to 16-18 year old learners undertaking non-ESFA funded courses. The 16-18 age category relates to the age of the learner as at the 31st August of the appropriate academic year and therefore a learner who commences a two year learning aim at the age of 18 will not be liable to pay fees when they enrol on to their second year (aged 19).

5.2 16-18 year old learners that are enrolled on a programme of study at another college or school should not enrol on single subjects at the College. The ESFA expects that these learners are enrolled onto all subjects at their school.

6. FEES FOR ADULT LEARNERS (19+) STUDYING FURTHER EDUCATION COURSES

6.1 Adult co-funded learners enrolling onto courses at Yeovil College will be charged tuition, examinations, materials and certification fees as appropriate at enrolment. Learners are deemed to be classified as adults if they are aged 19 or over on the 31st August of the academic year of the start date of their learning aim.

6.2 The following adult learner classifications may be eligible for tuition and examinations fee remission (i.e. eligible for full funding) depending on the qualification, prior attainment and circumstances as below. Evidence of eligibility must be provided at enrolment. Where a learner is unable to provide evidence they will only be enrolled if they agree to be invoiced for the full course fee and remain liable until evidence is produced. Where evidence is subsequently produced, any payments made will be refunded to the learner.

6.3 Learners aged 19 or older at the start of their course are defined as unemployed if one or more of the following apply:

6.3.1 In receipt of Jobseeker's Allowance (JSA), including receiving National Insurance credits only;

6.3.2 In receipt of Employment and Support Allowance (ESA);

6.3.3 In receipt of Universal Credit (UC) and their take-home pay as recorded on their Universal Credit statement (disregarding UC payments and other benefits) is less than £617 a month (sole adult benefit claim) or £988 a month (joint benefit claim with partner).

6.3.4 Evidence of eligibility must be provided at enrolment and dated within three months of the learner's learning start date. Evidence may include a letter of confirmation from Jobcentre Plus, Universal Credit Statement or a bank statement indicating that the payment has been made into the learner's bank account.

6.3.5 Learners who are released on temporary licence (RoTL) and studying outside a prison environment and not funded by the Ministry of Justice.

6.3.6 Learners in receipt of low wage studying at level 2 or below who would be eligible for co-funding and earn less than £20,319 annual gross salary. Evidence of eligibility must be provided at enrolment and dated within three months of the learner's learning start date.

6.3.7 Evidence may include a wage slip, Universal Credit statement or a current employment contract which states gross monthly/annual wages.

6.3.8 Receives another state benefit not listed above, is studying at level 2 or below to progress into more sustainable employment and their take-home pay (disregarding UC payments and other benefits) is less than £617 a month (sole adult benefit claim) or £988 a month (joint benefit claim with partner).

6.4 Learners aged 19+ that are enrolling onto either a functional skill or GCSE qualification in English or maths where the learner has not previously attained a grade 9 – 4 (A* - C).

6.5 Learners aged 19-23 enrolling onto an entry or level 1 qualification (excluding English or maths) in order to progress to their first full level 2 qualification.

6.6 Learners aged 19-23 enrolling on either their first full level 2 or first full level 3 qualification.

6.7 Learners aged 19+ enrolling on a qualification from the level 3 free courses for jobs offer who do not hold a full level 3 (or above) qualification or have not achieved a qualification available through the level 3 adult offer, unless that qualification is a short qualification.

6.8 The ESFA funds eligible learners to take one short qualification, followed by one further qualification in the level 3 adult offer, without exhausting their eligibility.

6.9 Learners aged 19+ enrolling on a qualification from the level 3 free courses for jobs offer who are either classified as unemployed or in receipt of low wage and earn less than £20,319 annual gross salary and:

6.9.1 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 or

6.9.2 have achieved a short qualification from the level 3 adult offer.

7. FEES FOR LEARNERS AGED 19+ STUDYING BELOW LEVEL 3

7.1 For learners aged 19+ at the start of their course studying at level 3 or below who do not fall within a category within section 5, the fee for full time ESFA funded courses in 2025-26 will be dependent on the qualification studied and is payable at enrolment.

7.2 For part time ESFA funded learners that do not fall within a category within section 5, the tuition fee will be set at 50% of the ESFA's unweighted funding rate.

8. FEES FOR LEARNERS AGED 19+ STUDYING LEVEL 3 AND ABOVE

8.1 Learners aged 19-23 enrolling on their first full level 3 qualification may be eligible for fee remission dependant on the learner's self-declaration and review of their previous qualifications.

8.2 Unless 5.8 above applies, learners aged 19-23 who already hold a full level 3 qualification can apply for an advanced learning loan to cover their course fees; fees will not be remitted for this category of learner. Learners do not have to apply for a loan and can pay the course fees themselves.

8.3 Unless 5.7 or 5.8 above apply, all employed or unemployed 24+ learners enrolling onto a level 3 qualification may apply for an advanced learning loan to cover their course fees; fees will not be remitted for this category of learner.

8.4 The fees for advanced learning loans learners will not exceed the weighted funding rate unless approved by the Vice Principal Finance & Resources (the approved loan value cannot exceed the weighted rate. Any difference would need to be paid by the learner). For more information on Advanced Learning Loans please refer to the ESFA's 'Advanced Learner Loans funding rules 2023 to 2024' webpage (https://www.gov.uk/government/publications/advanced-learner-loans-funding-rules-2023-to-2024/advanced-learner-loans-funding-rules-2023-to-2024) or visit https://www.gov.uk/advanced-learner-loan/overview.

8.5 The fee charged will be for the planned duration of the qualification (with fee adjustments for learners that have studied some elements of the learning aim previously e.g. 90 credit/Extended Diploma learning aims).

8.6 Learners enrolling on to courses at level 3 and above that require a loan must apply for their loan via the government loans portal before enrolment and provide evidence of the approved loan application at enrolment. The learner is responsible for applying for their loan in advance of enrolling on the course. Where the learner is unable to provide evidence of the approved loan they will only be enrolled if they agree to be invoiced for the full course fee and remain liable until the loan is confirmed. Where loan confirmation is subsequently received, any payments made will be refunded to the learner.

8.7 Fees for Higher Education students studying programmes 'Recognised for Funding Purposes' by the Office for Students

8.8 Tuition fees for learners registering on a higher education programme for the first time are set out in the Fees Schedule as published in the 'Policies and Reports' section of the college website[1].

[1] https://www.yeovil.ac.uk/policies-reports

8.9 The Fees Policy is reviewed annually and fees will increase appropriately in line with CPI and market conditions and the basis for the review authorised by the Vice Principal Finance and Corporate Services. Any amendment to fee levels will be subject to approval by the Office for Students.

8.10 Learners continuing on their programme will remain on the same tuition fee for the duration of their academic programme. However, where learners progress, for example, from HNC to HND (top-up), or from Foundation Degree/HND to BA/BSc (Hons), this is considered to be a new programme and will attract a new programme fee. See the Access and Participation Plan in the 'Policies and Reports' section of the college website[2] for more information.

8.11 For full and part-time higher education courses, tuition fees are payable at the start of each academic year.

8.12 For applicants registering on HE programmes with equivalent or lower qualifications (ELQ) – i.e. the applicant already holds a qualification at the same level, or a higher level, than the course they are registering to study - the college will apply the tuition fee payable by Home applicants registering on programmes for the first time, however, the learner may not be able to obtain funding from the Student Loans Company.

8.13 Where an individual wishes to study individual module(s), either as a source of Continuing Professional Development (CPD) or via a Flexible route, and where modular study is permitted by the awarding body, there will be a charge that is proportionate to the full-time, 120 credit, fee (e.g. 12.5% for a 15 credit module, or 25% for a 30 credit module), plus registration costs according to the awarding institution.

8.14 The published tuition fees include registration with the awarding university or exam board. If the programme has complementary qualifications, e.g. through a professional or regulatory body, there may be additional charges which will be specified in course marketing material and made clear to learners prior to enrolment.

8.15 Where an awarding organisation charges fees for reassessment, these will be passed on to the learner. At the time of writing, none of Yeovil College's partner universities charge reassessment fees for a learner purely re-attempting a piece of assessment, however, this may change if a partner university or other awarding organisation changes their policies with respect to reassessment fees. Learners will be advised of the charge prior to completing the reassessment and will need to ensure its timely payment to the Finance Office.

[2] https://www.yeovil.ac.uk/policies-reports

8.16 Learners should be aware that there may be a limit to the number of permitted reassessment attempts an individual will have, in line with the governing academic regulations of the awarding body.

8.17 Learners who are required to repeat a unit in full with attendance will be charged a fee for the repeat unit which is proportionate to the full-time, 120 credit, fee (e.g. 12.5% for a 15 credit module, or 25% for a 30 credit module), plus registration costs according to the awarding institution

9. FEE LIABILITY FOR ADULT LEARNERS (AGED 19+), EXCLUDING THOSE STUDYING HIGHER EDUCATION PROGRAMMES 'RECOGNISED FOR FUNDING PURPOSES' BY THE OFFICE FOR STUDENTS

9.1 A learner will only be permitted to enrol if they are able to evidence they have sufficient funds available to cover the tuition fee for the full academic year (this may include by having successfully applied to the Student Loans Company for an Advanced Learner Loan to cover the academic year, presenting a Sponsor Declaration completed by their employer agreeing to cover the fee for the academic year, or having a payment plan in place to cover the fees personally).

9.2 Adult learners studying a programme for which a tuition fee is chargeable will become liable for payment of the full tuition fee at the point at which they have enrolled upon their programme of study and either have a register mark to evidence attendance at a timetabled session, or have evidence of submitting work for assessment (whichever comes sooner).

9.3 Becoming liable for payment does not necessarily mean that the full payment balance is due upon commencement of the programme – for example, some learners might be eligible to pay their tuition fee in instalments via a payment plan, or might be funded by a sponsor who pays in instalments, or might be funded by an Advanced Learner Loan.

9.4 However, if a learner were to withdraw after commencing their programme of study, but prior to making all payments, the learner would be liable for the full tuition fee balance at this point.

9.5 This includes learners who are in receipt of an Advanced Learner Loan, who should note that in line with Student Loans Company (SLC) Terms & Conditions, SLC may only provide loan funding proportionate to the number of weeks studied prior to withdrawal, but the learner would be personally responsible for paying any outstanding balance, up to the full programme fee.

10. FEE LIABILITY FOR LEARNERS ON HIGHER EDUCATION PROGRAMMES ‘RECOGNISED FOR FUNDING PURPOSES’ BY THE OFFICE FOR STUDENTS

10.1 A learner will only be permitted to enrol if they are able to evidence they have sufficient funds available to cover the tuition fee for the full academic year (this may include by having successfully applied to Student Finance England for a tuition fee loan to cover the academic year, presenting a Sponsor Declaration completed by their employer agreeing to cover the fee for the academic year, or having a payment plan in place to cover the fees personally).

10.2 Higher Education learners studying a programme for which a tuition fee is chargeable will become liable for payment of the full tuition fee at the point at which they have enrolled upon their programme of study and either have a register mark to evidence attendance at a timetabled session, or have evidence of submitting work for assessment (whichever comes sooner).

10.3 Becoming liable for payment does not necessarily mean that the full payment balance is due upon commencement of the programme – for example, some learners might be eligible to pay their tuition fee in instalments via a payment plan, or might be funded by a sponsor who pays in instalments, or might be funded by an Advanced Learner Loan.

10.4 Learners who withdraw from, or suspend their studies, will be subject to the following tuition fee liability schedule:

Learners who withdraw or suspend …	**Dates (for learners on a ‘typical’ September – June academic year)**	**Tuition Fee Payable by learner**	**<u>If fees paid in full</u> by date of withdrawal or suspension, refund due**
Before the start of Term 2	07 September 2026 – 03 January 2027	25%	75%
On or after the start of Term 2 but before the start of Term 3	04 January 2027 – 11 April 2027	50%	50%
On or after the start of Term 3	12 April 2027 – 28 May 2027	100%	0%

10.5 The fee liability schedule dates align to the Student Loans Company Attendance Confirmation Periods and apply to all fee-paying HE learners who come under scope of this policy, regardless of whether they are personally receiving financial assistance from the

Student Loans Company. Attendance and withdrawal or suspension will be reported to the Student Loans Company in accordance with the Student Loans Company guidance[3].

10.6 For learners on programmes with in-year start dates (for example, a course which starts in February, rather than September), the 25% / 50% / 100% liability schedule will be appropriately transposed to align with equivalent Term 1 / 2 / 3 dates, in line with Student Loans Company Attendance Confirmation Periods. Students should contact the HE office for confirmation of the bespoke attendance confirmation period dates of their programme of study.

10.7 If a HE learner accepts an offer of a place less than 14 days before the commencement of their course, and then withdraws within that 14-day window, they shall be required to pay an administrative fee which is in proportion to the services which have been performed as at the point the learner communicated their cancellation to the College.

11. PAYMENT OF FEES (DIRECT PAYMENT)

11.1 All appropriate fees must be paid at enrolment. However, to assist learners who would otherwise suffer financial hardship in paying their fees in one sum, fees over £250 may be paid by instalments.

11.2 Home learners can opt to pay their course fees for the academic year by a maximum of 4 instalments. However, additional instalment payment schedules may be considered by the Head of Finance. The first instalment must be paid and all instalment paperwork must be completed and agreed at the time of enrolment. All instalment plans will be prepared to ensure fees are settled in full in line with the agreed payment schedule.

11.3 If an instalment is declined or cancelled, the full outstanding amount will become payable by the learner. In this instance, the college reserves the right to withdraw the learner from the course if applicable.

11.4 Payment options are not available to companies/sponsors, or for course fees under £250.

11.5 Where payment is made by instalments, and a learner has started the course then withdraws before the whole fee has been collected, any amounts outstanding remain payable and will be collected by the College. If an advanced learning loan application is successful and the learner later withdraws from their course, the learner will become liable to the college for all

[3] http://media.slc.co.uk/sfe/quickStartFinanceGuide/home.html

fees outstanding. This includes fees for HE courses which have been funded by the Student Loans Company in accordance with SLC guidance.

12. NON-PAYMENT OF FEES

12.1 The College will pursue all debts owed to them and utilises the services of a debt collection agency where necessary. Intervention of a debt collection agency may affect a learner's credit rating.

13. INTERNATIONAL STUDENTS

13.1 International learners are generally non UK/EEA nationals and those learners who have not been resident in the EEA for 3 years prior to the start of the course or are nationals from outside of this area with "Permanent Leave to Remain" without restriction. Non EEA or Swiss Nationals require Immigration Sponsorship and a Certificate of Acceptance of Studies (CAS) from Yeovil College to present to the UK Border Agency (UKBA) as part of the entry requirements to the UK. Detailed information can be found at https://www.gov.uk/browse/visas-immigration/student-visas.

13.2 All international FE learners are required to pay a non-refundable application fee of £1000 when their application offer has been approved.

13.3 International Higher Education learners are required to pay a non-refundable fee of £1000 prior to the confirmation of a place and provision of a CAS to progress a visa application. The costs associated with the learner attaining an appropriate Student Visa for entry into the United Kingdom will be carried by the learner. More information on these costs can be located at https://www.gov.uk/browse/visas-immigration/student-visas

13.4 It must be noted that learners from outside the EEA who do not hold "Permanent Leave to Remain" can only apply for Full-time Further and Higher Education programmes which are 15 hours per week of in-class study (or greater). The programme must be for a general duration of over 1 academic year (depending on circumstances). Applicants must also demonstrate the appropriate English Language qualification to meet UK Visa and Course entry requirements – which are specified in course details, but equates to a minimum of IELTS 6.0/6.5.

13.5 The learner must have the necessary finances as detailed in Yeovil College's Tier 4 Points Based System Policy Guidance. This must be open to demonstration at the time of application for sponsorship through Tier 4 licence procedures.

13.6 The Full Time Further Education course fees for 2025-26 are £8,500 for each year.

13.7 A deposit of 50% is required upon acceptance of an offer of a place for both Full & Part Time FE. The remainder of the fee must be paid prior to the commencement of the course unless the learner enters into an instalment agreement with the college. Refer to Section 11.

13.8 The Part Time Further Education course fees for 2025-26 will be based on the number of hours taught.

13.9 All fees paid are non-refundable, unless entry to the UK is denied. In such cases 95% of the learner's deposit will be refunded.

13.10 If additional learning support is required, this will be charged in addition to the international fee above.

13.11 All Higher Education course fees both direct and non-direct are listed on the College website. A deposit of 50% is required upon acceptance of an offer of a place for Full time HE provision. The remainder of the fee must be paid prior to the commencement of the course unless the learner enters into an instalment agreement with the college. Refer to Section 11.

13.12 For further information on international learner conditions and procedures, please contact the Student & Customer Services Team.

International HE Applicants

13.13 It is a prospective learner's responsibility to identify whether they will require a visa in order to study their chosen course. More information can be found on the gov.uk website. It is worth noting that in 2020 the regulations and processes around HE study in the UK changed, and the 'Tier 4 Visa' was replaced by the Learner Visa route. Most international learners will need a Learner Visa in order to live and study in the UK during their course.

13.14 Learners who are applying for a Learner Visa will require a Certificate of Acceptance for Studies (CAS) from Yeovil College as part of the entry requirements to the UK. Detailed information, including timeframes, and other documentation and evidence which will be required as part of the application process, can be found online via the gov.uk website.

13.15 International Higher Education applicants are required to pay a non-refundable application fee of £1000 prior to the confirmation of a place and provision of a CAS to progress a visa application. The costs associated with the applicant attaining an appropriate Learner Visa for entry into the United Kingdom will be carried by the applicant. More information on these costs can be located on the gov.uk website.

13.16 There are restrictions to the courses that Student Visas can cover. These are listed online on the gov.uk website. Not all courses offered at Yeovil College University Centre meet these criteria. It is the responsibility of prospective learners to contact the University Centre to identify whether their chosen course meets the requirements to be eligible for a Student Visa. Applicants must also demonstrate the appropriate English Language qualification to meet UK Visa and Course entry requirements. Entry requirements are typically published on the College website, and prospective learners are welcome to contact the University Centre team with any queries.

13.17 The Full Time Higher Education course fees are calculated on the basis of the published Home fee + £1,000 (non-refundable application fee) for each academic year.

13.18 All fees paid are non-refundable, unless entry to the UK is denied. In such cases 95% of the learner's deposit will be refunded.

14. REFUNDS

14.1 If the College cancels a course, we will contact the learner and automatically refund any tuition fees paid by the learner for the course by the original payment method. For an HE learner this will be in line with the 14 day payment terms outlined in the HE Refund and Compensation Policy.

14.2 If a learner studying on a programme for which liability for 100% of tuition fees are incurred at the point of commencement, and subsequently withdraws due to a serious medical condition or other exceptional circumstances and wishes to have their fee liability reduced to reflect their period of engagement, the learner must write to the Head of Finance attaching a medical certificate or other supporting documentation as evidence. Requests will be reviewed on an individual basis.

14.3 Where an application for a refund is declined by the Head of Finance, the Head of Finance will advise the learner directly.

14.4 If a learner wishes to appeal, they must write to the Vice Principal Finance & Resources within 14 days of receipt of notification of the refund refusal.

15. FINANCIAL SUPPORT AVAILABLE

15.1 A range of financial assistance including Bursary, Hardship Fund, Diagnostic Support Funds, and the loan of a laptop device may be available to support learners who are assessed as being in need of financial assistance.

15.2 Higher Education learners studying a programme 'recognised for funding purposes' by the Office for Students should refer to the HE Student Bursary, Hardship and Diagnostic Support Fund Policy for more information.

15.3 Other learners should refer to Student Support Funds Policy or more information.

15.4 Any learner who is experiencing financial difficulties can speak to a member of College staff who can signpost to support, including the free 24/7 student support app available to Yeovil College learners, or the referral service for food parcels.

16. OTHER

16.1 Apprenticeships: In May 2017, the government reformed the way that employers contribute to the funding of apprenticeship provision, employers will now contribute to funding apprenticeships from their main levy pot if they have an annual wage bill greater than £3m or contribute 5% to apprenticeship funding (from April 2019) if they have 50+ employees and an annual wage bill of less than £3m, employers with less than 50 employees and an annual wage bill of less than £3m who have an apprentice aged 16-18 will have the 5% contribution waived. Employers that are interested in exploring apprentice options with Yeovil College should contact the Employer Engagement team directly.

16.2 Professional and Full Cost Recovery Courses: these should be fully costed and make a contribution to overheads plus a surplus in accordance with the current Employer Engagement fee paying guidelines.

16.3 Late starters: these learners should be charged the full fee if they start after the course has commenced.

16.4 External Candidates: an administration charge of £150 in addition to the exam fees will be made to any candidate whom the college enters for an examination and who is not a registered learner of the college. Where the costs of providing exam centre services exceeds £150, additional charges may be made to the learner. The college reserves the right to refuse any such entry.

16.5 The college reserves the right to vary any fee levels to enable it to respond to exceptional circumstances, individually negotiated contract opportunities, or market conditions.

17. RESPONSIBILITY AND AUTHORITY

17.1 All staff enrolling learners onto courses are responsible for ensuring that all fees, remissions or discounts are applied in accordance with this policy.

18. RELATED POLICIES AND PROCEDURES

18.1 This policy must be applied in conjunction with the procedures that set out fees and rates for the current year and are updated annually.

18.2 The following documents should be read in conjunction with this policy:

- Customer Feedback Policy & Procedure (including complaints)
- Financial Regulations 2024
- Admissions Policy
- Student Support Funds Policy
- HE Student Terms and Conditions
- Student Protection Plan
- HE Refund and Compensation Policy
- Access and Participation Plan
- HE Student Withdrawal and Temporary Suspension of Studies Policy
- Student Loans Company guidance documentation, including on Attendance Confirmation Periods[4]

If this document is required in an alternative format, please contact university.centre@yeovil.ac.uk.

[4] https://www.heinfo.slc.co.uk/resources/guidance/student-information-service-user-guide/

Appendix 1

OTHER CHARGES

Fee Type	Amount	Scope – Courses	Scope – Learners
Exam Fee	Awarding Body Fee + 10%	Courses with Exams + Registration/ Certification	All learners (excluding 16-18, 19+ FT and Skills for Life)
Exam Re-sit Fee	Variable + 10%	Applies to all courses	Applies to all learners
Exam Fee - Private Candidates	Variable	Applies to all courses	Applies to private candidates
Specialist course materials/kit fees and charges (no refund)	Variable	Variable	All learners, including those entitled to fee remission