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SCHEDULE OF FEES 2026/2027
Covering the period
1 August 2026 to 31 July 2027

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1. FURTHER EDUCATION UK STUDENTS – 16-18 AND ADULT

1.1 FULL-TIME & PART TIME STUDENTS (For SKFL Courses - see Section 10; for Employer Responsive see Section 5)

1.1.1 DfE Funded 16-18 and 19-25 with an EHCP (Educational Health and Care Plan) including T levels

	Tuition Fees	Examination Board and Registration Fee	Materials, Residential and Other Course Related Contributions
16–18	NIL* (DfE Fee Remission)	NIL	FULL

- * Where a student commences a two-year programme aged 16–18 and becomes 19 for the second year, no tuition or examination fees should be charged for that year. However, if the learner aim changes for the second year, the student will be liable for fees in the second year of their course. For this purpose, an AS level followed by A2 level course over two years counts as a two-year programme.
See Section 8.1 for policy on examination resits and examination non-attendance.

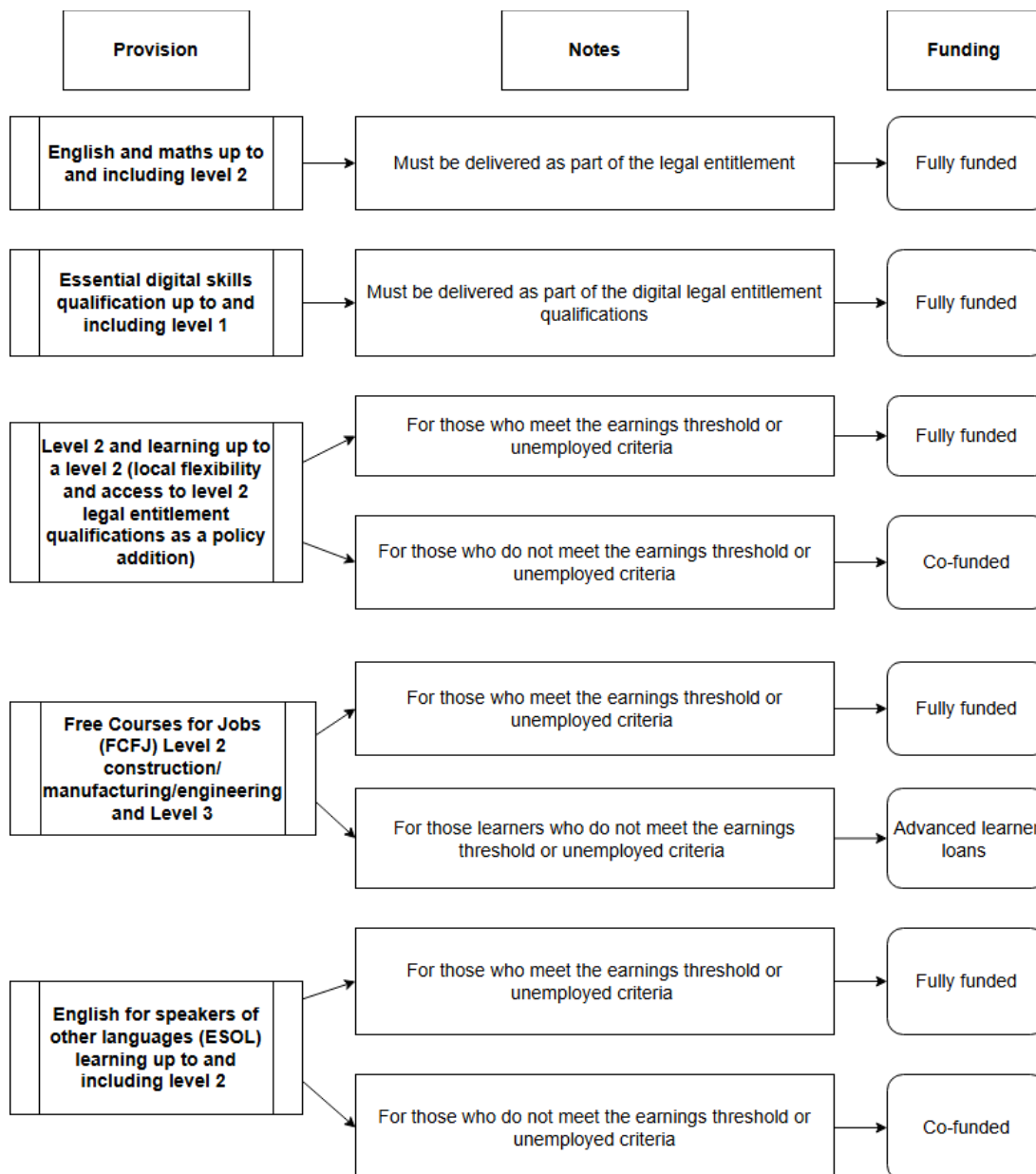
1.1.2 Government Contribution Table

ASF funding is only available for eligible individuals residing in areas of England outside of devolved authority areas, which is determined by the student's home postcode at the start of their qualification. Individuals resident in a devolved authority area cannot be funded by the ASF. The level of government contribution for funded ASF is as follows:

Table 1: 19 to 23-year-olds

Provision	Notes	Funding
English and maths up to and including level 2	Must be delivered as part of the legal entitlement	Fully funded
Essential digital skills qualification up to and including level 1	Must be delivered as part of the digital legal entitlement qualifications	Fully funded
First full level 2 legal entitlement (excluding English and maths)	First full level 2 must be delivered as part of the legal entitlement qualifications	Fully funded
Learning aims up to and including level 2 (local flexibility offer)	For those who meet the earnings threshold or unemployed criteria	Fully funded
	For those who do not meet the earnings threshold or unemployed criteria	Co-funded
Full level 3 legal entitlement	Full level 3 must be delivered as part of the legal entitlement qualifications	Fully funded (via ASF)
Free Courses for Jobs (FCFJ) Level 2 construction/manufacturing/engineering and Level 3	For those who meet the earnings threshold or unemployed criteria or are above the earnings threshold, have not achieved a full level 3	
Learners above the earnings threshold and have achieved a full level 3		Advanced learner loans
English for speakers of other languages (ESOL) learning up to and including level 2	For those who meet the earnings threshold or unemployed criteria	Fully funded
	For those who do not meet the earnings threshold or unemployed criteria	Co-funded

Table 2: 24+



Notes:

Definitions used in the adult skills budget (ASF):

Earnings threshold

Eligibility for full funding is based on an earnings threshold. Learners who earn below £26,800 will be fully funded. The policy entitlement includes learners who are unemployed, employed or self-employed. Learners can be funded up to and including level 2 and the level 3 offers.

Evidence must be seen of the learner’s gross annual wages in these circumstances. This could be a wage slip or a UC statement within 3 months of the learner’s learning

start date, or a current employment contract which states gross monthly/annual wages. Please note this is not an exhaustive list, but the decision to award full funding to an individual who would normally be eligible for co-funding must be evidenced.

Unemployed

The eligibility criteria for ASF funding includes having earnings below the threshold of £26,800. This includes individuals with no earnings, such as those who are unemployed or economically inactive.

The 4 legal entitlements

DWP funded ASF includes support for 4 legal entitlements to full funding for eligible adult learners.

These entitlements are set out in the [Apprenticeships, Skills and Children Learning Act 2009](#), and enable eligible learners to be fully funded for the following qualifications:

- English and maths up to and including level 2 for individuals aged 19 and over who have not previously achieved a GCSE grade A* to C or grade 4 or higher, or have been assessed as having an existing skill level lower than grade 4 (even if they have previously achieved a GCSE or equivalent qualification in English or maths)
- first full qualification at level 2 for individuals aged 19 to 23
- first full qualification at level 3 for individuals aged 19 to 23
- EDSQs or DFSQs, up to and including level 1, for individuals aged 19 and over, who have digital skills assessed at below level 1

The legal entitlements for level 2 and level 3 follow the definition of fullness in the full level 2 and full level 3 sections respectively. A learner can only be fully funded for one vocational qualification from the entitlement qualifications list when exercising their legal entitlement.

Policy entitlements

Learners who meet the residency eligibility criteria and are below the earnings threshold criteria (including the unemployed) will also be fully funded for qualifications within policy entitlements that include:

- FCFJ

- level 2 local flexibility
- heavy goods vehicle (HGV)
- 19 to 24 work placements
- the sector-based work academy programme (SWAP)
- The King's Trust
- English for speakers of other languages (ESOL)

Fee type	Full time		Part time	
	Fully funded	Co-funded	Fully funded	Co-funded
Tuition (T)	NIL	Specified on course file	NIL	Specified on course file
Materials (M)	FULL	FULL	FULL	FULL
Exam and Registration (E)	NIL	FULL	NIL	FULL

Fees are set by Curriculum Directors at a course level based on subject sector knowledge, market conditions and competition.

For fees for advanced learner loans no additional charges will be made for materials, examinations or any supplementary qualifications that support the main programme.

Note:

- Where examination and registration fees are chargeable, those for supplementary (additional) subjects will be charged at full cost.
- Where a full-time student with a NIL tuition fee enrolls on a part-time course which is relevant to the full-time course, the part-time course will also attract a NIL fee. However, for part-time courses which are not relevant, fees will be due as per tables in 1.1. The Curriculum Director has the authority to determine relevance of part-time courses.
- The minimum tuition, examination or materials fee is £10.

1.2 TAILORED LEARNING

As part of the Adult Skills Fund (ASF), tailored learning brings together what was AEB Community Learning, formula funded AEB non-regulated learning (previously delivered through adult skills) and any new employer facing innovative provision that is not qualification based.

Students must be eligible for Adult Skills funding to be enrolled onto a Tailored Learning Programme.

The Primary purpose of tailored learning is to support learners into employment and to progress to further learning, in line with the overall purpose of the ASF. It will, however, also support wider outcomes including using it to improve health and wellbeing, equip parents / carers to support their child's learning and develop stronger communities.

Tailored Learning funding must not be used for learning that is:

- Eligible for funding through an advanced learner loan
- Primarily, or the sole intent of the learning is for leisure purposes

Fees must be charged to those who can pay and used where possible to extend provision to those who cannot. The earnings threshold as referred to above will be used to determine whether students will pay a fee.

1.3 INFILL ON TO FULL-TIME COURSES

Where a student needs to infill onto a unit or a module of a course which is full-time, they should be charged for the element that they are undertaking.

1.4 RESITS/REPEATS

All previously full-time students returning to repeat their studies on a part-time basis are to be charged for the element they are undertaking.

All examination resit fees and Examination Board Registration, where necessary, are payable in full. This applies to 16-18 and adult students (See Section 8.1).

1.5 NOTES TO ABOVE TABLES

- (a) Reducing or increasing fees to react to market conditions (see Section 6)
- (b) These charges also apply to franchise students. However, these may be subsumed within the franchise payment.
- (c) All tuition fees should be rounded up to the nearest whole pound (£)
- (d) Payment methods – see Section 7
- (e) On benefit = DfE definition – see Section 14
- (f) No reduction for pensioners, unless as a means tested benefit or those set in the DfE guidelines.

- (g) Definitions for age, country of residence – see Section 14.
- (h) A discount of 50% will be offered to DMU employees attending Leicester College courses
- (i) Different charges may apply to College staff attending courses depending on circumstances. The MIS Manager or Staff Development should be consulted before staff are enrolled.
- (j) The fee a student is charged at enrolment is based on their age, employment status, residency and qualification history, from information the student provides. If this information is subsequently found to be inaccurate or incorrect at any point in the year, and as a result further fees are chargeable, these will be invoiced to the student, and they will be fully liable for the fees.

2. HIGHER EDUCATION STUDENTS

2.1 HONOURS DEGREE, FOUNDATION DEGREES, HNC/HND/HTQ and CERT HE.

The cap on HE tuition fees for undergraduate students in England has increased for HE courses starting in the academic year 2026-27.

The increase in HE tuition fees will apply to all new start students enrolled for 2026-27.

For returning students, the college has committed to honouring the tuition fees stated at the start of a learning aim. Therefore, higher education students enrolled on two-year programmes that began in 2025-26 will not be affected by the fee increase in their second year (2026-27). This is true regardless of whether the student is enrolled on a Pearson Higher National or a DMU 'validated' award.

However, students enrolled in one-year HNC programmes in 2025-26 who progress to a one-year HND programme in 2026-27 will be subject to the increased tuition fee for the HND.

DMU 'franchise' programmes are subject to the fee policies of the University.

Fees for higher education for UK students are to be charged as follows:

	Academic Year 2026/27
Full Time	£6,525
Accelerated Degree	£9,795
Part Time	£3,270

These fees apply to De Montfort University franchised courses and Leicester College courses.

No additional charges to the above fees can be made. Any exceptions to the above require awarding organisation and Office for Students approval.

2.2 RESITS/REPEATS

Repeating the same programme year and level is charged at the above flat fee rates. Any module/unit resit with attendance will be charged at £800 per 15 credit module (pro rata).

2.3 INFILL ONTO MODULE/UNITS

Where a student is required to resubmit an assessment component but is not required to repeat the entire unit with attendance, a fee of £30 per hour will be charged. This typically applies where a higher education (HE) student requires one-to-one academic tutorials, guided access to physical resources (such as specialist workshops), or needs to attend selected lessons to refresh knowledge or skills.

3. PRE-16 PROVISION

3.1 All income for pre-16 activity, with the exception of Elective Home Educated (see 3.2), is based on a Service Level Agreement agreed between the Deputy Principal Curriculum and Quality and the Home Institution. There should be no fees attached to any activities described below in 3.3, however there are set charges for each type of provision.

3.2 Young people aged 14 or 15 who are being electively home educated, can take College courses on an infill basis. These students will be entered on the ILR and will count towards the College's student numbers for lagged funding in the following year. Local authorities and parents are no longer expected to pay fees for this provision.

3.3 CHARGES FOR PROVISION

3.3.1 Alternative Provision (Infill): Charges are based on the DfE Study Programme Funding Bands for 16 and 17 year olds. The Home Institution will be charged the equivalent income that the College would normally gain for the number of hours studied. Anything below 299 hours (Band 1) will be charged at the full time full cost rate of £10.00 per hour.

3.3.2 Home Educated: Students can be entered on the ILR to obtain funding, in the same way as part time 16-19 students. Their programme must be less than 580 hours. They may be charged materials fees.

3.3.3 Qualifications: This provision is for discreet cohorts of pre-16 students. These will be charged at £10 per hour per student for 2026/27 with a minimum of 10 students in the group plus any materials, PPE or uniform and Awarding Organisation registration fees. This must be agreed in a service level agreement with the Home Institution.

3.3.4 Taster Programmes: Activity usually related to marketing. These will be charged at £10 per hour per student for a group of 10 minimum, plus any materials and uniform costs.

3.4 Refunds should be dealt with in accordance with Section 9.

3.5 Any queries or requests for authorisation for allowing an under 16 student to enrol should be directed to the Distance Learning Manager for Re-engagement.

4. UNFUNDED STUDENTS

4.1 INTERNATIONAL STUDENT RECRUITMENT

The College does not hold a Home Office Student Sponsor Licence and does not actively recruit international students from abroad.

Accordingly, this section relates specifically to those UK resident students who have been assessed as unfunded students as they do not meet the criteria to be home funded status under the relevant DfE or Student Finance England funding rules.

4.2 UNFUNDED FEE PAYING STUDENTS

Applicants / students who do not meet the requirements set out in the various DfE rules for Further Education funding or Student Finance England rules for Higher Education funding are required to pay full fees to cover the cost of their studies. They must pay fees for each individual course on which they enrol.

For example, a student on a full-time FE course plus GCSE Maths and English must pay fees for each enrolment.

Any additional support provided to unfunded fee-paying students cannot be charged to the student, under the Disability Discrimination Act (DDA), so needs should be assessed and the practicalities of providing support need to be considered.

Staff members who have completed Right to Study assessment training are the only people who are authorised to advise on the funded/unfunded fee status of students already resident in the UK.

From time-to-time applications are received from people who are in the UK temporarily on a Standard Visitor (Tourist) Visa, or similar. These people are permitted to study with us and still require a Right to Study assessment to confirm and document their Right to Study and their fee status – although it will automatically be unfunded, irrespective of the applicant's age.

Any questions or specific enquiries regarding Right to Study status and unfunded fees should be referred to the Right to Study and Funding Senior Advisor and Student Services Team Leaders.

4.3 CHARGE RATES FOR UNFUNDED STUDENTS

Students who do not have home funded status will be charged the full funding value that the College would have received for that course for a student, who did not have to pay any fees.

4.4 FULL COST COURSES

As there is no funding receivable for home status or unfunded students undertaking full cost courses, all students will be charged the same full cost fee.

5. EMPLOYER RESPONSIVE (subject to final Government confirmation)

5.1 APPRENTICESHIPS

- 5.1.1 Fees charged will be in line with the maximum funding band set by the government for each apprenticeship standard. Employers and the College must agree a negotiated price for training and assessment, taking into account prior learning, experience, knowledge, skills and behaviours, which may reduce the overall cost. Where the College delivers apprenticeship programmes to its own staff, these must be delivered at full cost in line with funding rules.
- 5.1.2 For levy paying employers apprenticeship funding will be paid monthly from the employer's Apprenticeship Service (DAS) account over the duration of the programme. A proportion of the total funding is retained for end point assessment (EPA) and is only released on completion of the assessment. This is typically 20% of the funding band. If the employer's levy funds are exhausted before the end of the programme, the apprenticeship will convert to a co investment arrangement as detailed in 5.1.3.
- 5.1.3 From 1 August 2026 co investment arrangements change significantly:
- Levy paying employers
Employer will pay 25% of training costs
Government will pay 75%
 - Non-levy paying employers
For apprentices aged under 25 100% government funded
For apprentices aged 25 and over employer contributes 5%
- 5.1.4 All employers must register on the Apprenticeship Service (DAS) and:
- Levy paying employers must manage their digital account to fund apprenticeships and monitor expiry of funds.
 - Non levy employers must reserve funding for each apprenticeship

From April 2026 levy funds will expire after 12 months reduced from 24 months.

- 5.1.5 The apprenticeship standards funding rules set out the arrangements for changes in the circumstances of the employer (e.g. withdrawal, employer change, redundancy). In broad terms both funding and employer contributions are only payable while the apprentice remains in learning. Any additional fees charged by the College are non refundable unless the student has withdrawn in the first 6 weeks of the apprenticeship.
- 5.1.6 Charges for exam resits and exam non-attendance will be as per Section 8.1.

5.2 NON-APPRENTICESHIP WORKPLACE DELIVERY

- 5.2.1 The DfE will fund any regulated qualification and/or learning aims at an employee's workplace. They must be approved for DfE funded ASF and available on find a learning aim.
- 5.2.2 English and maths qualifications are fully funded for those students who have not achieved A*-C GCSE's or 9-4 in these subjects. The qualification must be included on the DfE legal entitlement offer.
- 5.2.3 Queries as to the eligibility of workplace learning qualifications for DfE funding should be taken up with the funding team
- 5.2.4 Fees for students aged 19+ undertaking a qualification which is not DfE funded in the workplace will be charged at a rate to ensure that a 50% contribution is achieved.
- 5.2.5 Charges for exam resits and exam non-attendance will be as per Section 8.1.
- 5.2.6 Any refunds will be as per Section 9.

6. REDUCED AND ENHANCED FEES, DISCOUNTS TO EMPLOYERS

6.1 REDUCED AND ENHANCED FEES

- 6.1.1 It is incumbent on the College to maximise fees. Government policy is to rebalance the proportion of fees between the state and individuals or employers. Accordingly, government funding for fee-paying students is reducing year-on-year to be replaced by higher levels of fee income.
- 6.1.2 Curriculum Directors are encouraged to charge higher fees than those stated in tables 1.1 wherever the market will bear the increase. Advice on the interpretation of market conditions and fee levels can be sought from the Deputy Principal Finance and Corporate Services.
- 6.1.3 Fees can also be reduced to react to market conditions, but this is not encouraged. The Deputy Principal Finance and Corporate Services has the authority to reduce fees.

6.2 DISCOUNTS TO EMPLOYERS

In exceptional circumstances, the Deputy Principal Finance and Corporate Services has the authority to discount fees to employers or to training providers. There are other arrangements for Full Cost or Cost Recovery Courses (not funded by DfE). Please refer to Section 13 for further details. These courses have to follow set guidelines, and your Curriculum Director will be able to assist in the preparation of pricing for these courses.

6.3 OTHER TRAINING PROVIDERS

In exceptional circumstances other training providers' fees will be subject to individual negotiation. A charge below the College rate of £10.00 per hour will however require the agreement of the Deputy Principal Finance and Corporate Services.

7. PAYMENT METHODS

7.1 ACCEPTABLE PAYMENT METHODS

The College operates a cash minimisation policy. Payments should be made using secure electronic methods wherever possible.

All fees are due on enrolment and payable by:

- Credit card
- Debit card
- Direct Debit

Cash payments will not normally be accepted. Only in exceptional circumstances where electronic payments are not reasonably accessible to the student, will payment by cash payments be allowable.

7.2 PAYMENT BY INSTALMENTS FOR SELF TO PAY STUDENTS

Where the combined fee is £150 or greater and a student has difficulty in paying it in full on enrolment then it is acceptable to offer instalments. It is important to note that the student must comply exactly with their liability to the College when they opt to pay by instalments. Fees are still payable in FULL even if the student withdraws from a course. This liability is exactly the same as a student who opts to pay fees in FULL at enrolment time.

In opting to pay by instalments, should the student default on any payments, then the College may make interest charges and further administration charges, and the full amount may become payable immediately. It is important to advise students to contact the Credit Control section in the Finance Department if they have problems settling debts.

Students can pay by instalments where the combined fees are £150 or greater. Combined fees can mean that the course fees alone may be or exceed £150, or together with other fees payable, e.g. material, examination, registration. For payments less than £150 the payment must be made by one of the acceptable payment methods (see above) upon enrolment.

Instalments must be paid by direct debit. Direct debit collections can be set up to be made on either the 1st or 15th of the month.

For fees greater than or equal to £150, but less than £700, the student can pay over three equal instalments.

For fees greater than or equal to £700, but less than £895, the student can pay over seven equal instalments.

For fees greater than or equal to £895, the student can pay over nine equal instalments.

The maximum number of nine instalments will be reduced where necessary to ensure that the full amount is received prior to the end of the course.

For courses of 12 weeks or less in duration, where the fee is in excess of £150, payment is required in two equal instalments.

At the discretion of the Director of Finance the payment plan may be extended in exceptional circumstances.

7.3 PAYMENT BY EMPLOYERS

A student may have made an agreement for course and other fees to be paid by their employer or sponsor.

Where it has been confirmed, as part of the enrolment process that the fees for the student are to be paid by a sponsor or an employer, then official confirmation of this must be submitted to the College. This must be in the form of an official letter on the company's letter head.

7.3.1 Payment Terms

The College must receive the letter of authority of payment by a third party at enrolment otherwise the student will be asked to pay the fees. Payment is due from the sponsor within 30 days of invoicing, except for employer contributions under the new apprenticeship funding mechanism, which will be paid in accordance with section 5.1 above.

7.3.2 Withdrawals

Where a company or sponsor has made an agreement to pay the fees in the form of an official letter, then full fees are payable by them in the event of the student leaving before completion of the course. The company is entitled to send a replacement if agreed with the course tutor and it is feasible for another student to take up the course place.

Where another student takes the place, the Deputy Principal Finance and Corporate Services has the discretion to defer part of the fees remaining for later on in the year or for the following academic year. The outstanding fees will depend on the number of terms that the original student attended. If any exam entries have been made for the original student, then these must be paid as the College may have already incurred the cost.

If a student has left the employment of the company who had agreed to pay the fees, then the student may be liable for any outstanding fees, but this is a matter for the student and their former employer. It may be possible that the student has changed employment and the new employer is willing to pay the fees. In this event, it is acceptable for the liability to the College to be transferred provided the company confirms this in writing on official letter-headed paper.

7.4 DEBT COLLECTION

Details of debt collection processes and sanctions to be taken against students who do not pay fees when due, are contained in the Financial Regulations.

The College reserves the right to

- refuse enrolment for a course if the student has any outstanding fees.
- withhold certificates or results (where permitted)
- exclude the student from attending the College
- pursue recovery of outstanding debts.

8. EXAMINATION, MATERIAL, ADDITIONAL SUPPORT AND OTHER FEES

8.1 EXAMINATION FEES

NB: ALL EXAMINATION FEES SHOULD BE ON THE COURSE FILE.

Primary Learning Goal

Examination and Registration Fees, for categories of students where such fees are chargeable, will be collected at enrolment or as part of an instalment plan.

The curriculum area sets the registration fee in line with the charge from the awarding body.

Additional Subjects

Examination fees for supplementary (additional) subjects for categories of students where such fees are chargeable will be charged at FULL cost.

Resits

All examination resit fees are payable in full by the student, with the exception of Functional Skills, ESOL and Skills for Life ("SKFL") (see section 10).

The fee charged for employer responsive resits will be the Awarding Body resit fee, with the exception of Functional Skills.

For T level assessments the College will provide resit opportunities at no cost, where the student has achieved a grade E or below. The student will be required to pay resit fees where non attendance or malpractice is evident, or for grade improvement from grade D upwards.

Charges for resit fees must be charged to the student/employer and not borne by the College. Any waivers of resit fees should follow the fee waiver process, as set out in section 9.

Non-attendance

A fee of £50 will be charged per subject for all GCSE exams no shows. This covers the cost of entry plus the associated administration and invigilation costs.

For all other examinations, where the students have not paid for their exam in any related course fees, an administration fee of £5 will be charged for non-attendance at an exam, unless there are extenuating circumstances.

8.2 MATERIAL, RESIDENTIAL, DBS AND OTHER FEES

The College will charge for materials and other fees such as residential courses, for categories of students where such fees are chargeable. These fees should be set and collected at the start of the year. Where Disclosure and Barring Service checks on students are necessary, the cost will be met by the College for 16-18 students. Adult students will be required to meet the cost of DBS checks.

8.3 CERTAIN EXCEPTIONS

There are certain exceptions to payment of some fees due to either the nature of courses or the method of funding. Certain courses and/or students may be funded by special grants and fees for materials, kits and other related fees may be payable from funds that the College has applied for and received.

In the event of uncertainty, clarification should be sought from the MIS Manager or the Deputy Principal Finance and Corporate Services regarding payment of fees.

8.4 ADDITIONAL SUPPORT

Charges are not necessary for Additional Support provided to DfE funded students as this work is separately funded.

In addition, charges cannot be made for Additional Support provided to individual students funded from other sources as to do so would be discriminatory under the Equality Act 2010. However, where it is anticipated that there will be a demand for Additional Support from students in a particular non-DfE funding stream, this should be costed and included in the price for all students. Advice on such cases should be sought from the Head of Learning Support.

The market may determine that additional charges are not possible and, in this case, advice should be sought from the Deputy Principal Finance and Corporate Services as for other fees charged which do not make an adequate contribution.

Where additional support needs are identified for non-DfE funded students, (including LEA under 16's, school links, overseas, Employer Responsive, full cost) additional support should not be provided until:

- i. The student is enrolled
- ii. Authorisation is given by the Director of Student Services.

9. WITHDRAWALS, REFUNDS, FEE WAIVER POLICIES, LEARNER SUPPORT FUND AND LEARNER SUPPORT

9.1 WITHDRAWALS

Course fees are still chargeable for students who withdraw from a course for reasons not listed below.

9.2 REFUND POLICY

Due to risks of money laundering under the Proceeds of Crime Act refunds, when agreed, will only be made to the account holder and by the same payment method as the original payment was made, except where the original payment was made in cash or cheque, whereby the refund will be made by BACS.

Refunds will only be paid under the following basis:

9.2.1 College cancellation of the course:

A full refund is due.

9.2.2 Student withdrawal from a course in non-exceptional circumstances:

- (a) Courses of 24 weeks or longer (full-time and part-time) - If withdrawal is within the first six weeks, a full refund is due, subject to a £25 administration charge. After this time no refunds will be made.
- (b) Courses of more than 2 weeks but less than 24 weeks - If withdrawal is within the first two weeks, a full refund is due subject to a £25 administration charge. After this time no refunds will be made.
- (c) Courses of less than 2 weeks, if no more than one attendance, a full refund is due subject to a £25 administration charge. After this time no refunds will be made.

9.2.3 The waiving of the £25 administration charge is at the discretion of the Student Services Manager and Student Services Team Leaders.

9.2.4 Student withdrawal from a course in exceptional circumstances:

If a refund is deemed to be due for one of the reasons detailed in this section, the following rules are to be applied in calculating the amount:

- (a) Courses of 24 weeks or longer (full-time and part-time)

- i. If withdrawal is within the first six weeks, a full refund is due.
 - ii. If withdrawal is after six weeks, a part refund is due based on the proportion of the course completed.
- (b) Courses of more than 2 weeks but less than 24 weeks
 - i. If withdrawal is within the first two weeks, a full refund is due.
 - ii. If withdrawal is after two weeks, a part refund is due based on the proportion of the course completed.
- (c) Courses of less than 2 weeks
 - i. If withdrawal is after one attendance, a full refund is due.
 - ii. If withdrawal is after more than one attendance, a part refund is due based on the proportion of the course completed.

9.2.5 Exceptional circumstances where refunds can be considered are:

- (a) The student transferring to another course where the difference in fee can be refunded or becomes due under the authority of the Student Services Manager.
- (b) Serious illness or hospitalisation evidenced by a medical certificate under the authority of the Student Services Manager.
- (c) Serious illness or hospitalisation of a partner, parent or child necessitating full-time care by the student evidenced by a medical certificate under the authority of the Student Services Manager.
- (d) Misinformation about course fees and costs if the student can demonstrate this clearly to the Deputy Principal Finance and Corporate Services.
- (e) Poor quality of service if a complaint has been upheld through the College's complaints procedure. Under the authority of the Student Services Manager who will take the advice of the Deputy Principal Finance and Corporate Services who may agree an ex-gratia payment if appropriate.
- (f) Other exceptional circumstances can be considered at the discretion of the Deputy Principal Finance and Corporate Services who will be consulted by the Student Services Manager.

9.2.6 Apprenticeships

The apprenticeship standards funding rules have to be followed with regards to refunds to students covered by the new apprenticeship funding mechanism.

9.2.7 HE Students

For HE students refunds are calculated in line with the Student Loans Company liability dates.

- (a) A full refund is given if the student withdraws in the first two weeks from their individual start date for the first year of their distinct learning aim.
- (b) After two weeks (see above), if a student withdraws before the first day of the second term, 75% of the fee is refunded.
- (c) If the student withdraws before the first day of the third term, 50% of the fee is refunded.
- (d) If the student withdraws after the first day of the third term, no refund is due.
- (e) This refund policy applies for students in receipt of a student loan, self funding students and students whose fees are being paid by a sponsor.
- (f) Monies paid to the College by the Student Loans Company cannot be refunded to a student.
- (g) The Leicester College HE Student Protection Plan outlines the action the college will take in the unlikely event of significant material change to a course or programme. The college does not offer compensation in the form of payment for additional travel costs, tuition, maintenance costs or lost time.

9.3 PROCEDURE

- 9.3.1 All requests for a refund or waiver must be made in writing within 3 months after the end of the course.
- 9.3.2 Refunds due to College cancellation of the course and withdrawal in non-exceptional circumstances can be paid on the authority of Student Services Manager and Student Services Team Leaders. The Student Services Manager is responsible for consulting the Deputy Principal Finance and Corporate Services where appropriate.
- 9.3.3 The Principal and Deputy Principal Finance and Corporate Services can authorise refunds or waivers in the absence of the Student Services Manager.
- 9.3.4 The Student Services Manager will keep a log of all requests and endeavour to process them within three weeks of receipt. Applicants will receive a written notification of the outcome of their application.

College staff can contact the Student Services Manager to check on the progress of individual applications.

9.3.6 Appeals against the decision of the Student Services Manager. will be considered by the Principal and must be made within 15 working days of the decision being made.

9.4.6 IELTS refunds will be dealt with by the IELTS office.

9.4 LEARNER SUPPORT AND COLLEGE SUPPORT FUND

Students unable to pay any of the fees should be referred to Student Services who will assess whether they are eligible for assistance through the various financial funds administered by the team. The team are available at enrolment to offer advice and assistance to students who may be facing financial hardship with respect to the payment of fees.

10. SKILLS FOR LIFE LITERACY AND NUMERACY (SKFL) AND ESOL COURSES

10.1 SKFL

There are specific courses the College runs that are not subject to any College fees. This also includes exemption from examination fees and examination re-sits. These courses are generally Skills for Life (SKFL) courses.

There are various reasons where exemption from course fees might apply. These are:

- Where a course or students aim is exempt as a Skills for Life, literacy or numeracy qualification.
- Where students are exempt because of their personal circumstances
- Where courses are subsidised from specific grants or funds e.g. local authority grants such as Single Regeneration Bids (SRB)

10.2 ESOL

Courses in English for Speakers of Other Languages (ESOL) became subject to fees due to a change in government policy from 2007/08. Students on these courses may still not be subject to fees if any of the active benefits can be applied. There are no exam or resit fees for ESOL students eligible for DfE funding.

Staff members who have completed fee status assessment training are the only people who are authorised to advise on the home/overseas fee status of students.

11. INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM (IELTS)

Fees charged for IELTS, and the refund policy adopted, are in accordance with the guidelines set out by the British Council. Details can be obtained from the IELTS office.

12. ASYLUM SEEKERS

- 12.1** Asylum seekers are eligible for agency funding as long as they meet the following conditions:
- they have legally been in the UK while their claim is being considered by the Home Office for six months or longer and no decision has been made: or
 - they are receiving local authority support under s23C or s23CA Children Act 1989 or the Care Act 2014.
- 12.2** An individual refused asylum will also be eligible if:
- they appeal against a decision made by the UK Government against granting refugee status and no decision has been made within six months of lodging the appeal; or
 - they are granted support under Section 4 of the Immigration and Asylum Act 1999; or
 - they are receiving local authority support for themselves under section 23C or section 23CA of the Children Act 1989.
- 12.3** If eligible for agency funding, then fees should be charged in accordance with Section 1.1. Limited support may be available towards the fees charged. This is at the discretion of the Deputy Principal Finance and Corporate Services.
- 12.4** For level 3 asylum seeker students, they may not be eligible for Advanced Learner Loans and therefore should be charged as full cost. It is the SLC who confirm whether the student is eligible for the loan.
- 12.5** Asylum seekers are required to have a fee status assessment every year, or whenever they commence a new course of programme of study.

13. FULL COST FUNDED COURSES AND OTHER SERVICES

- 13.1** The College will react to market needs in running courses and training programmes for commercial and industrial customers as well as public organisations and individuals.
- 13.2** The need to be competitive is recognised. However, the College must also ensure that it is able to recoup its direct costs and overheads. It must also ensure that it is able to make a contribution to the ongoing running costs and future investment needs.
- 13.3** Therefore, when courses do not attract DfE funding (usually for bespoke consultancy, short courses or similar) the College operates a separate policy for the calculation of charges to students/commissioning organisation.
- These charges will be calculated on the basis of:
- agreed margin of surplus (target minimum 50% of income).
 - market pricing; and
 - client relationship.
- 13.4** A spreadsheet which enables a target price to be calculated is available from the Accounting Team. There is a minimum rate of £10.00 per hour for Full Cost funded courses. The provisions of paragraph 6.1 apply to this rate. Accordingly, if the spreadsheet gives a lower hourly rate or percentage margin, the authority of the Deputy Principal Finance and Corporate Services must be sought before charging it.
- 13.5** The DfE requires that a student must be made aware if a qualification is being offered by the College only as a commercial full cost course, but that qualification could attract government funding via a grant or loan with another provider.
- 13.6** Curriculum areas can offer discounts up to 10% on full cost courses providing that a reasonable contribution is still made from the course.

14 DEFINITIONS

AGE

For the purposes of tables in Section 1.1 (full and part-time students), a 16–18 year old student is aged 16, 17 or 18 on 31 August at the beginning of the academic year when the student begins a programme of study.

Example: If a student is age 18 on 31 August 2026 and starts a course in January 2026 having attained the age of 19, the fee policy applies as for 16–18 year old students.

For the purposes of section 5, Employer Responsive, age is determined as that at the start of the programme.

If any further clarification of age eligibility is needed, please contact the Funding and Planning team.

RESIDENCY ELIGIBILITY

Individuals will be eligible for ASF funding if they are resident in areas of England outside of devolved authority areas, the learning is taking place in England, and they are ordinarily resident in the UK on the first day of learning.

The permanent residency of an individual in England (as in, not a temporary address for duration of learning taking place), immediately prior to enrolment determines eligibility for cash funded ASF.

Individuals who are not eligible for funding

Funding is not available for individuals who do not meet the residency eligibility criteria. Examples of individuals who do not meet the eligibility criteria include individuals who are:

- here without authority or lawful status
- resident in the UK on a student visa
- in the UK on holiday, with or without a visa
- in the UK on a sponsorship visa
- subject to a biometric residence permit or residence permit that imposes a study prohibition or restriction

This list is not exhaustive.

Dependants of all individuals with sponsorship visa status, with the exception of seasonal workers, are eligible for ASF funding.

Learners with limited length visas

Funding is not available for learners who would not have enough time on their visa to complete their course and who do not intend to, or would not

be eligible to, renew their visa. Where a course continues past a learner's visa expiry date, the College may, at their discretion, fund that learner only where there is documented evidence indicating that the learner intends to, and is likely to be eligible to, renew their visa.

Learners who have applied for an extension or variation of their immigration permission

Any person who has applied for an extension or variation of their current immigration permission in the UK is still treated as if they have that leave. This only applies if the application was made before their current permission expired. Their leave continues until the Home Office decides on their immigration application. Their leave will continue where they have appealed or sought an administrative review of their case within the time allowed to them for doing so.

Therefore, a person is considered to still have the immigration permission that they held when they made their application for an extension, administrative review or appeal, and their eligibility would be based on this status.

This is on the basis that the College has confirmed at enrolment that the learner intended to and will be eligible to renew their visa.

EEA and Switzerland frontier workers

An EEA or Switzerland frontier worker is someone who is employed or self-employed in the UK who resides in the EEA or Switzerland and returns to that residence in the EEA or Switzerland at least once a week. Unlike other categories, a frontier worker or their eligible family member does not have to be resident in the UK on the first day of learning in order to have an eligible residency status.

British Overseas Territories

- Anguilla
- Bermuda
- British Antarctic Territory
- British Indian Ocean Territory
- British Virgin Islands
- Cayman Islands
- Falkland Islands
- Gibraltar
- Montserrat
- Pitcairn, Henderson Island, Ducie and Oeno Islands
- South Georgia and the South Sandwich Isles
- St Helena and its dependencies (Ascension and Tristan da Cunha)
- Turks and Caicos Islands

EEA

The EEA comprises of the following countries:

- All Member States of the European Union

You can access a list of member states on the [EU website](#).

With respect to EEA nationality, note that any Cypriot national living on any part of the island qualifies for EU residency and is considered an EU national.

- Iceland
- Liechtenstein
- Norway

The table below lists territories that are categorised as being within the EU and or territories that are categorised as being part of the listed countries such that they satisfy our residency requirements for the purposes of the ASF funding rules.

Country	Territories
Denmark	The following is part of Denmark: Greenland and Faroe Islands
Finland	The following is part of Finland and the EU: Aland islands
France	The following is part of France and the EU: the French DOMS (Guadeloupe, Martinique, French Guiana (Guyana) and Saint Pierre et Miquelon). The following is part of France: Overseas dependencies French Polynesia and Saint Barthélemy
Germany	The following is part of Germany and the EU: Tax-free port of Rostock
Netherlands	The following is part of the Netherlands: Antilles (Bonaire, Sint Eustatius and St Maarten) and Aruba
Portugal	The following is part of Portugal and the EU: Madeira and Azores
Spain	The following is part of Spain and the EU: the Balearic Islands, Ceuta and Melilla

Andorra, Macau, Monaco, San Marino and the Vatican are not part of the EU or the EEA.