



RESOURCES NE LTD (ReNE) TUITION FEE POLICY FOR 2024/25

Background

1. ReNE reviews its fee policy on an annual basis and has seen fee levels rise as Government funding has been targeted on specific groups of adult learners.
2. As of the 25/4/2024 the ESFA have not fully confirmed 2024/25 funding guidance, small operational changes may be required to respond to the ESFA's requirements.
3. Due to competition law requirements and restrictions, the Education and Skills Funding Agency (ESFA) is not empowered to set fees. The setting of fees remains a matter for ReNE and is a key role identified within the Instrument and Articles of Association and the Financial Memorandum. However, the ESFA and ministers continue to retain an interest in the levels of income raised by ITP's through fees and each year as Government policy is to balance the contributions for adult learning between the state, individuals and employers.
4. The principles underlying the proposed Fee Policy for 2024/25 remain consistent with prior years. The key changes are:

Section 17 has been added to the policy.

5. The charging of fees relates primarily to adult learning, either paid by individuals or employers and fee policies always recognise established fee remission categories, in particular for 16-18 learners where legislation requires tuition fees not to be charged and for adults in receipt of certain benefits. In recent years remission categories have included those learners studying first full level 2 qualifications and some basic skills courses. ReNE has also established and maintained additional remission categories outside of national policy in the interests of supporting the local community and providing a pathway into learning and employment.
6. Guidance on the **eligibility of EU Nationals**, Nationals of European Economic Community Countries or Irish citizens can be found here www.gov.uk/guidance/studying-in-the-uk-guidance-for-eu-students
7. Guidance on the eligibility to ESFA funding for types of immigration status can be found here <https://www.gov.uk/government/publications/adult-skills-fund-funding-rules-for-2024-to-2025/adult-skills-fund-funding-rules-2024-to-2025#individuals-with-certain-types-of-immigration-status-and-their-family-membershttps://www.gov.uk/government/publications/adult-education-budget-aeb-funding-rules-2023-to-2024/esfa-funded-adult-education-budget-funding-rules-2023-to-2024#individuals-with-certain-types-of-immigration-status-and-their-family-members>

Fee Remission Categories

8. The current policy includes reference to the national fee remission categories as required by the funding guidance, including those for 16-18 learners and adults either unemployed, self employed or employed who's income threshold is less than £25,000 and those who are economically inactive.
9. All 16-18 year old and 16-24 year old learners with an Education, Health and Care plan (ECH plan) are fully fee remitted as a blanket national policy entitlement. Employers of 16-18 apprentices and 19+ apprentices with an EHC plan or who have been in local authority care and who are with a small employer with less than 50 employees will not be liable to pay any fees for the programme. For adult learners the following will apply from 2024-25:

Fully Remitted Fees

Provision	Learner
Students undertaking English and maths learning aims up to and including Level 2 as part of their legal entitlement.	Adults aged 19+
Unemployed, employed, or self-employed, adults up to and including level 2 and the eligible level 3 offers, if you earn below £25,000 annual gross income and those who are economically inactive but seeking work.	Adults aged 19+
English for speakers of other languages (ESOL) learning up to and including level 2 if your annual income is less than £25,000 and those who are economically inactive but seeking work.	Adults aged 19+
Level 2 Legal Entitlement qualifications if your prior attainment is less than a full level 2	Adults aged 19-23 as at 31/08/2024
Level 3 Legal Entitlement qualifications if your prior attainment is less than a full level 3	Adults aged 19-23 as at 31/08/2024
Level 3 Free Courses For Jobs qualifications if your annual income is less than £25,000 and those who are economically inactive but seeking work.	Adults aged 19+
Essential Digital Skills qualifications (EDSQs) OR Digital Functional Skills qualifications (FSQs), up to and including level 1, for individuals aged 19 and over, who have digital skills assessed at below level 1	Adults aged 19+

Contribution towards cost of study (co-funded)

Provision	Learner
Apprenticeships	Apprentices of non-levy employers, and where levy employers have fully utilised their levy. These employers will pay the full fee required by the ESFA.
Entry, Level 1 and Level 2 qualifications	Learners aged 19 and over who's income exceeds the earnings threshold
Level 3 or 4 qualifications	Learners aged 19+ who do not qualify for full-funding have access to Advanced Learning Loans.



10. In addition, the ReNE has developed and set its own fee remission categories which include:
 - a. Staff on ReNE delivered courses: where the course is deemed essential to the employee's personal development plan (PDP) ReNE will support the full cost of the programme.
 - b. ReNE staff will also receive support as follows
 - i. Attendance on AEB funded course in their own time – the standard fee will be waived.
 - ii. Attendance on other college programmes the fee will be discounted by 50%
11. Students funded through the student loan system via Student Finance England will not receive any refund of monies paid to ReNE by SFE and will not be liable for any unpaid fees. However, if SFE recovers any amounts received by ReNE, then ReNE reserves the right to recover those fees from the student
12. Exceptions to the policy for the amount of fees liable by the student in the event of withdrawal will only be made on production of a medical certificate which evidences the inability of the student to complete their studies.

Fee Policy for 2024/25 – Further Education

13. In 2024/25 ReNE is seeking to increase local demand so is not increasing fees
14. ReNE will continue to charge 'Market Rate' fees where these are likely to be greater than the assumed national fee.
15. Any departure from the fee policy in relation to the charging of fees below policy levels will need to be supported by market evidence and a full business case to ensure that appropriate information can support any decision process. Departure from the Policy in this instance must be authorised by the Managing Director.
16. Full cost and commercially competitive course offerings will continue, ReNE will cost each programme individually to reflect group size, delivery location, material, staffing costs and the competitive landscape in each individual sector. Programmes will normally be priced on a full cost recovery basis, including a minimum margin of 20%. All pricing decisions for full cost and commercial courses are subject to approval by the Managing Director.
17. Some Commercial Courses run by ReNE will have different Terms and Conditions, these will be confirmed at the time of booking.

Arrangements for Fee Refunds on withdrawals

18. The following fees are payable if a student is paying their own fees, or they are being paid by a sponsor: If you withdraw from the course
 - a. and have not started: full refund.
 - b. and have attended less than 4 weeks: full fees less an admin charge of £30 will be refunded
 - c. and have completed less than 50% but more than 4 weeks: 50% of the fee will be refunded.
 - d. and have completed 50%: No refund will be due.



19. Exceptions to the policy for the amount of fees liable by the student in the event of withdrawal will only be made on production of a medical certificate which evidences the inability of the student to complete their studies.

The Further Education Advanced Learning Loan System

20. Advanced Learning Loans (ALL) are available for qualifying students over the age of 19+ who study level 3 programmes and are not eligible for fee remission. No public funding support is available for these students.
21. As with all other fee-paying students, those funding through an ALL are at all times personally responsible for paying their fees.

Arrangements for student withdrawals

22. Students using the ALL system for funding their studies who withdraw before the end of the course will not receive any refund of monies paid to ReNE by SFE and will not be liable for any unpaid fees.

Full Cost and Commercial Programmes

23. Full cost and commercially competitive course offerings will continue, ReNE will price each programme individually to reflect group size, delivery location, material, staffing costs and the competitive landscape in the sector being serviced. Programmes will normally be priced on a full cost recovery basis, including a minimum margin of 20%. All pricing decisions for full cost and commercial courses are subject to approval by the Managing Director

Discretion

24. The Managing Director will continue to have discretion to set fees at a higher level than the assumed rate to reflect the market conditions. This must be agreed before the commencement of any delivery of the programmes under consideration and should not change once the academic year has begun other than in exceptional circumstances.
25. Discretion to charge fees lower than required by this policy may only be exercised as part of the curriculum planning process and must be approved by the agreement of the Managing Director.

Apprenticeship Programmes

26. Employers paying the Apprenticeship Levy will pay fees directly from their digital apprenticeship accounts.
 - a. These employers will need to pay a top up of 5% of the monthly cost, if their Apprenticeship Levy Account has insufficient funds to meet the cost of the apprenticeship.
27. Employers who do not pay the Apprenticeship Levy will be required under the Agency funding rules to make a co-investment payment towards the total cost of the apprenticeship training of 5%.
 - a. Small employers may be entitled to remission when employing individuals 21 and below.



28. The ReNE will set its initial fees for apprenticeships at the top of the published band within which each apprenticeship framework or standard qualification is placed by the Agency. Each fee is reviewed to consider any prior learning and cost of delivery, in accordance with ESFA requirements.
29. The fee of 5% charged to non-levy paying employers through co-investment is mandatory and cannot be waived under any circumstances. However, it should be noted that co-investment fees not paid within 90 days of the commencement of a programme automatically leads to withdrawal of funding by the funding agency.
30. Levy paying employers will pay the full chargeable fee through the Digital Apprenticeship Account in accordance with the system and scheme rules set by the Agency.
31. ReNE however has agreed payment of the apprenticeship 5% will be collected by invoice for the full sum or direct debits instalments based on the length of programme with a minimum £25 per month contribution.

School students attending ReNE

ReNE will raise an invoice at the time of enrolment and will bill individual schools termly.



Course Fee Credit Policy

Introduction and Background

ReNE has a strong interest in collecting fees as early as possible to ensure cash liquidity and to reduce the effort and cost involved in chasing late and overdue debts.

However it is equally in the ReNE's interests to encourage students to enrol on its courses particularly as some students find it difficult to pay all of their fees in advance of their course starting.

It is therefore important that ReNE allows students to settle course fees in certain circumstances through the granting of credit and payment by instalments. In order to minimise the risk of losses, the policy for granting of credit and the ability to pay by instalments must be strictly followed.

Policy

Important points about responsibility for fees

- The payment of student tuition fees is the responsibility of the student and the student alone.
- The student will be responsible for fees irrespective of whether they are paid by their employer or any other third party organisation.
- In the event of fees remaining unpaid, ReNE will seek to recover fees from the student.

Individuals –

Payment of fees by instalments is only permitted in the following circumstances:

Students studying Further Education courses;

ALL of these conditions must be met:

- The total student fee for the year is £175 or greater.
- The course lasts for more than 3 months.
- The student has relevant identification and valid bank account details.

Instalment payments will only be authorised for direct debits.

Fees under £1,000 may be paid by 4 instalments, 25% deposit payable at enrolment, with a further 3 consecutive monthly payments (payable by direct debit) until the debt is settled.

Fees over £1,000 may be paid by 4 instalments, 25% deposit payable at enrolment, with a further 3 bi-monthly payments (payable by direct debit) until the debt is settled.

Students will be sent a Standing Order form from either Signable or DocuSign to enable ReNE to process the final 3 instalments based on the criteria above.

If ReNE does not receive a completed Standing Order form within 30 days of the commencement of the course, a £30 administration fee will be applied to the account for each month that the completed form or full payment has not been received.

If your employer wishes to pay your Course fees, when you enrol you will need to provide;

- A purchase order or if the company does not do purchase orders a letter on headed paper detailing the costs covered at the start of each academic year of study. Details to be provided are -
 - Name of Student/s
 - Course details
 - Amount of fees
 - Agreement that they are funding the course

Fees are payable in full and will be due for payment 30 days from the date of invoice. The enrolled student will at all times be liable for the full payment of fees relating to their course, irrespective of the payment method applied to the course of study.

Apprenticeship co-investment invoices – either 30 days from date of invoice or via direct debit payments (minimum per month £25 based on the length of the course) – employer contract advises which method of payment.

Collection of Payment Instalments

Overdue Instalments

A failure to make payment on the due date will result in all outstanding fees being immediately due from the student. Continued failure to pay course fees may result in removal from the course of study.

In respect of overdue instalments, the Finance Team will inform the student of a failure to make a payment and obtain agreement to amend future Standing Orders or take payment via card over the phone.

If the above agreement has not been made a letter/email will be sent to the student to inform them that they may be excluded from their exams and ReNE facilities if the overdue instalment is not received within a specified time.

Finance will advise the Contract Manager and the tutor that the student has outstanding fees and ask the student to contact Finance straight away. Failure to pay may lead to withdrawal from the course.

Details of the outstanding debt will be processed by the Finance Team and subject to the standard debt recovery procedure. This includes referral to a debt collection agency or application to the Small Claims Court as appropriate.

Once the debt recovery has entered this phase of collection, tutors should not engage in the provision of advice in relation to those fees. At all times students should be referred to RENE Finance Team.

ReNE will make a charge of £30 for each payment where collection has been refused.