DOCUMENT DETAILS

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Summary				

DOCUMENT CONSULTATION & APPROVAL

Consultation person / body	**Date passed**
HE Academic Board	
Learning and Quality Committee	

Approval body	**Date approved**
Board	

IMPACT ASSESSMENT

A significant negative impact has been identified in the following area and a full impact assessment / risk assessment is available.

Equality & diversity	No
GDPR	No
Health & safety	No
Safeguarding	No

Friendly version of policy available	No

POLICY CHANGES

Key updates	**Impact**	**Section reference**
Inclusion of references to Lifelong Learning Entitlement (LLE)- Policy Objective	None	2
Inclusion of references to Lifelong Learning Entitlement (LLE)- Payment of Fees	None	3.3
Inclusion of references to Lifelong Learning Entitlement (LLE)- Fee Liability for withdrawn students on per-credit programmes - self-funded and LLE funded	None	3.13
Inclusion of a Per Module Study and Combinations (LLE and self-funded) table	None	Appendix A

Section 1- Introduction

The college is committed to ensuring that:

- Its fees are fair and represent value for money.
- Potential students are provided with clear information about fees and payment methods.
- Any barriers to participation presented by tuition fees and associated charges are mitigated by providing flexible payment options and/or by assisting learners to access appropriate financial support.
- Fee collection procedures are fair and reasonable.

Section 2- Policy Objective

This policy covers tuition fees, examination fees and other fees payable by higher education (HE) students on ‘prescribed’ courses for 2027-28. Prescribed higher education courses currently offered by the college comprise higher national certificates, higher national diplomas, foundation degrees, PGCEs and Certificates of Education, Bachelor of Arts, Bachelor of Science, and Bachelor of Engineering (honours) degrees and ‘top-up’ degrees. The policy also applies to students who study on a modular basis, on eligible modules, utilising the Lifelong Learning Entitlement (LLE). The LLE is expected to apply only to approved courses and study modes, as defined by the UK Government and Student Loans Company (SLC). Not all courses or study options will be included.
Eligibility for funding, course coverage, and the level of funding available will be determined by national student finance services (such as Student Finance England), the Student Loans Company, and not by the College.

In line with government policy, Nottingham College will charge fees in accordance with the college’s access and participation plan approved by the Office for Students (OfS). Tuition fees are reviewed and set annually by the executive leadership team (ELT) and governors. Fees are set for year 1 of the course and will normally remain unchanged for its duration.

Section 3- Policy Statement

3.1 Definitions- Home and International Fee Status

3.1.1 Home Students
Under this category a home fee student is someone who meets all the following criteria on the first day of the academic year. The first day is 1 September (for courses starting in the autumn), or 1 January (for courses starting in the spring).

✓ **You are settled in the UK**
‘Settled' means being allowed to live in the UK without any immigration restriction on the length of your stay. If you have the right of abode (including those people who have this by virtue of a certificate of entitlement to the right of abode), or indefinite leave to enter/remain (ILE/R), in the UK, then you are 'settled'. If your passport describes you as a 'British citizen', then you also have the right of abode and are, therefore, settled.

AND

✓ **You are ordinarily resident in the UK and have been for the full three-years before the first day of the academic year.** Ordinarily resident means that your main home is in the UK, and you are choosing to live in the UK.

AND

✓ **The main reason for your being in the UK was not to receive full-time education.** This means that for any part of the three years before the first day of the academic year, you must not have been here wholly for education.

3.1.2 International students

An international fee student is someone who does not fall under one of the home fee definitions. This is not a complete list of categories and there is more information on the UKCISA fee status pages. If you are made an offer of a place, you will be given the opportunity to say if you think you should be a home fee student.

*It is important to note that the college cannot sponsor international students that require a study visa. EU students without settled or pre-settled status are classed as international students.

While arrangements for EU students remained the same during the transition period, as of 1 January 2021, there are changes for EU students who wish to study higher education at the college. Full details can be found be found on the government website at: www.gov.uk/student-finance

Applicants are required to declare their fee status when they complete their UCAS application or via the college's application form for part-time applicants. The college will check information in the application relating to fee status, including nationality, country of residence, address and declared fee status. Evidence of fee status will be checked at enrolment.

As we operate under current UK legislation, the college is not able to exercise discretion when determining an applicant's fee status.

3.2 Fee Framework

For all students, full fees will be charged, and fees will be reviewed and set annually. A scale of HE tuition fees will be published on the college's website:
https://www.nottinghamcollege.ac.uk/study/university-level/fees-loans-and-support

3.3 Payment of Fees

Fees for all HE courses become due for payment at the point of enrolment.

3.3.1 Student loans

Students taking a loan from their national student finance service (e.g. Student Finance England) must evidence the entitlement letter confirming that the loan has been approved at enrolment. For clarity, an application request made by the student is insufficient evidence that the loan company will be paying the fee. Students remain personally liable for their fees until such confirmation has been received.

Students who have not had their tuition fee loan application approved at the point of enrolment will be required to set up a payment instalment plan committing to pay by 3 instalments.

If the approved loan confirmation is not received by the college before the first instalment date, then the student remains liable for the course fees, and these must be paid in line with the instalment agreement dates.

The standard three payment plan will be due to commence in December 2027, followed by February 2028 and May 2028.

Students studying on a per module basis and waiting for modular LLE student finance approval may have different instalment dates depending on when the module starts and finishes. The Higher Education Office can provide further advice to individual students concerned.

3.3.2 Self-funding students

Students paying their own fees can spread the cost of their study by agreeing an instalment plan at point of enrolment. The standard instalment plan is 3 payments (December, February, and May as above), however, up to 6 equal monthly instalments can be agreed, with the initial payment due at the point of enrolment. Self-funding students can choose their preferred payment date of each month, in line with college policy, thereafter.

Students studying on a per module basis may have different instalment dates depending on when the module starts and finishes. The Higher Education Office can provide further advice to individual students concerned.

3.3.3 Sponsored students

Sponsored students remain responsible for ensuring that all tuition fees are paid promptly. Students whose employers have agreed to pay their fees will be required to produce an e-mail/letter on headed paper or purchase order from their employer at the point of enrolment confirming that they will cover a proportion or all the course fees. The authority should be signed by a senior responsible person in the sponsoring organisation.

If a sponsor fails to pay fees (in line with our terms of business), the sponsorship facility will be cancelled, and the student will be required to arrange payment directly to the college.

3.3.4 Deposit

When enrolling on a HE course, students who have not had their tuition fee loan application approved at the point of enrolment will be required to pay a deposit of £100. This deposit is refundable upon the first tuition fee payment instalment being received.

Self-funding students paying their own fees using the standard instalment plan of 3 payments (December, February, and May as above), will be required to pay a deposit of £100. This deposit is refundable upon the first tuition fee payment instalment being received.

This deposit may be waived should there be evidence of significant financial hardship. All exemptions will be subject to approval by the Assistant Principal HE and Director of Finance.

3.4 Payment by Instalments

Fees for all HE courses become due for payment at enrolment. Arrangements for instalment payments are in place to support students who decide not to take a student loan. Standard instalment plans are agreed by the Chief Financial Officer annually. When paying by instalment, students will be encouraged to pay by direct debit mandate. Collection dates for the 2027-28 academic year will be:

December 2027 (34%) **February 2028 (33%)** **May 2028 (33%)**

Alternative instalment plans are available. Please discuss this at the point of enrolment. Students studying on a per module basis may have different instalment dates depending on when the module starts and finishes. The Higher Education Office can provide further advice to individual students concerned.

For students who fail to pay their fees by the due date, the finance team may agree a revised instalment plan with the student to ensure prompt collection of the fees due.

3.5 Fee Refunds

Fee refunds are normally only made in the following circumstances:

- The college closing a course.
- Fees have been wrongly assessed.
- Where there are exceptional circumstances for withdrawing from a course.

Tuition fees charged by Nottingham College are for the programme of study attended. The college will not discount or refund tuition fees because of trade union action, bank holidays, staff sickness or other exceptional circumstances that may result in the college being closed.

The college adheres to current UK legislation concerning the requirements of the *Proceeds of Crime Act 2002* and *Money Laundering Regulations 2003*. Refunds for fees paid originally by debit/credit card are refunded back to the original card.

For other forms of payment, refunds paid will only be made directly to the student concerned or to an official student sponsor. Please see the **HE Refunds and Compensation Policy** for further information.

3.6 Pro rata and Repeat Fees

Students normally complete a full programme of study and are required to pay the full fee set for the course irrespective of their start date. This also applies to students repeating a period of study. For students taking a bespoke programme (such as a fixed number of modules or credits), then a pro-rata fee will be calculated by the HE Office. The college reserves the right to charge for administration and awarding body registration fees as appropriate.

3.7 Fees for repeating modules/year of study

Students may be required to repeat study where they have not made sufficient academic progress or have chosen to transfer to a different course. All applications to repeat should be made to the HE office following discussion with the relevant course leader(s).

Those students required to repeat any part of their programme of study will need to consider the financial implications of doing so. Advice is available from the relevant national student finance provider (e.g. Student Finance England) or the college's HE office.

The level of tuition fee charged during a period of repeat study will depend on the number of modules and/or academic credits involved. Again, contact the HE office for advice on individual circumstances. Students required to repeat an entire year will be charged the full fee. Eligibility for student finance will depend on the number of years of study funded to date. Students are strongly recommended to confirm eligibility with the HE student finance provider prior to re-enrolment. Student finance eligibility and/or conditions are subject to change. The latest guidance is available at www.gov.uk/student-finance.

All requests to repeat a period of study without payment of fees must be approved by the college's Director of Finance. Evidence of exceptional circumstances will be required in all cases.

3.8 Debt Recovery Procedures

Potential students are advised that the college actively pursues all outstanding accounts and, in certain cases, may decide to use the services of an external debt collection agency.
Until all outstanding debts have been cleared in full, HE students with outstanding tuition fees will not be permitted to:

- progress on their course, or to the next stage of their course,
- attend the graduation ceremony,
- receive their certificate,
- receive their academic transcript or any confirmation of results.

For the avoidance of doubt, terminating study with the college (for whatever reason) does not exempt or release students from their obligation to pay any fees due.

3.9 Bursaries

Bursaries may be available to full-time HE 'home' students. The extent and scope of any bursary 'offer' will be considered on a student-by-student basis and will be means-tested where appropriate. The extent to which any bursaries are payable will depend entirely on the availability of funds for distribution; no guarantee of payment is either made or implied on receipt of a bursary application or acceptance of the same.

Please refer to our college website and **HE Bursary Policy** for more information.

3.10 Cooling-off Period

Nottingham College operates a 14-calendar day 'cooling-off' period for HE students. A student can withdraw up to and including 14 calendar days after enrolment and they will not be liable for fees. This will be calculated for each individual student based on their actual date of enrolment.
For clarity, the day on which a student enters their contract (by enrolling) is discounted and 'day 1' of the cooling-off period is the following day. **The 14-day period includes weekends.**

3.11 Withdrawal

Any student withdrawing from a course will be charged for fees from the date of enrolment until whichever is the later of:

1. The date formal notice of withdrawal was received by the college or
2. The date of last recorded attendance or
3. The date the student was formally withdrawn by the college

Students who decide to withdraw will be liable for course fees on a sliding scale, depending on the date that the college is informed in writing of the decision. Non-attendance of timetabled sessions does not constitute a withdrawal.

To withdraw from a course, the student must notify their course leader by letter or email.

3.12 Fee Liability

No fees will be charged if the student withdraws within 14 calendar days from the **date of enrolment**. This is in line with the 14-calendar day 'cooling-off' period allowed under consumer protection law.

In line with most higher education providers, the college charges fees for withdrawn students on standard full or part-time HE courses funded through their national student finance service as follows:

Term	Period description	% of full course fee charged
0	From the date of enrolment until the end of the 14-calendar day 'cooling-off' period	0%

1	From the expiry of the 14-calendar day ‘cooling-off’ period until the end of Term 1 (when college closes for Christmas)	25%
2	From the start of Term 2 (January) until the Easter break	50%
3	From the start of Term 3 (after Easter) until the end of the academic year	100%

For those self-funding through instalment plans, tuition will be charged up to the end of the college term in which they were withdrawn.

Expiry of the 14-calendar day ‘cooling-off’ period will be calculated for each individual student based on their actual date of enrolment.

For clarity, the day a student enters their contract (by enrolling) is discounted and ‘day 1’ of the cooling-off period is the following day.

In calculating a final invoice, any payments received (e.g. from the student, sponsor or Student Loan Company) will be deducted before arriving at the balance due.

3.13 Fee Liability for withdrawn students on per-credit programmes - self-funded and LLE funded

If a per-credit student withdraws from their programme of study, the fee charged will be based on the number of credits the college determines have been undertaken at the point of withdrawal.

The amount charged will be calculated using the standard cost-per-credit rate. Fees will be based on the credits for which the student enrolled and the extent of study completed before withdrawal, regardless of whether the credits were completed or achieved.

Appendix A

Nottingham College
Tuition Fees for Home Fee Status Higher Education Students
2027-28

Full-time courses have a credit value of 120 credits and are charged at £68.75 per credit

Part-time fees are calculated on a credit basis and charged at £68.75 per credit

Per module study is calculated at £68.75 per credit and this is multiplied by the number of credits studied. Please note that for LLE funded study, the minimum number of credits to apply for LLE student finance is 30 credits.

Higher education tuition fees for home fee status students in 2027-28 academic year will be as follows:

Bachelor (Honours) Degrees

Full-time (all years)	£8,250.00
Part-time (5 year programmes)	£4,950.00
Part-time (6 year programmes)	£4,125.00

Bachelor (Honours) Degrees – top-up degrees only

Full-time	£8,250.00
Part-time (all years)	£4,125.00

Foundation Degrees

Full-time (all years)	£8,250.00
Part time (all years)	£5,500.00

HND/HNC

Full-time	£8,250.00
Part-time (all years)	£4,125.00

Per Module Study and Combinations (LLE and self-funded)

30 Credits	£2062.50
45 Credits	£3093.75
50 Credits	£3437.50
60 Credits	£4125.00
75 Credits	£5156.25
85 Credits	£5843.75
90 Credits	£6187.50
105 Credits	£7218.75
120 Credits	£8250.00