NWSLC

NORTH WARWICKSHIRE & SOUTH LEICESTERSHIRE COLLEGE

Tuition Price Policy 2026-27(v4)

North Warwickshire and South Leicestershire College

Policy Author: Deputy Principal

Lead Owner: Chief Operating Officer

Target Audience: Staff / Students / Public

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Document History

Version Number	Amended By	Date of Revision	General Revision Description
v3	VPCQS	April 2025	Review of dates and policy content.
V4	VPQ	March 2026	Review of dates, policy content and course fees.

Tuition Price Policy 2026-27v4

1. Principle

1.1 Fees are where possible to be charged in line with the levels assumed within the funding methodologies and restrictions of the colleges' principal funders. This has the advantage of ensuring regulatory compliance and the consistent treatment of learners while providing an objective referral point.

1.2 There are areas where this does not apply or where the College for competitive or other reasons wishes to charge different fees and it is these areas that this policy is focused on.

1.3 This electronic version is the definitive version of the Policy.

2. Introduction

2.1 The objective of the Tuition Price Policy is to maximise income, which requires prices to be commercially appropriate to both learners and employers, in the context of providing a high quality learning and training experience.

2.2 Specific leads are identified for the setting of College prices. No price shall be published or communicated except with the prior approval of the following staff members.

Funding / Learning Area	Lead Member of Staff
All DfE funding; adult learning except: • Apprenticeships, and • Work placed learning.	Deputy Principal
All HE funding	Deputy Principal
All commercial, apprenticeships, work placed learning and leisure training	Deputy Principal

2.3 The College's Marketing Team is responsible for ensuring that no prices are communicated through College publications, except where approved by the above staff members.

3. Related Policies, Procedures and Documents

3.1 Equality Diversity and Inclusion Policy

3.2 Higher Education and Further Education Admissions Policy

3.3 Student Recruitment Policy

3.4 Special Educational Needs and Disabilities and Additional Learning Support Policy

3.5 Other policies may be identified from time to time as circumstances change and may be added to this list

4. Government Funded / Sponsored Courses

(Where funded by Government or (normally) by a loan provided by the Government or one of its agents).

Programme	16-19	19+
Education and Training (classroom) **FULL TIME**	Free except for some charges for • non-essential course materials • Trips / residentials (Exams are not charged except for re-sits)	Learners on Level 1, 2 and Entry who are not eligible for full funding will pay 50% of the value of the qualification (as detailed on LARS or equivalent) in line with statutory guidelines. Learners aged 19-23, where it is their first full level 2 or first full level 3 will be fully funded if they chose a qualification from the level 3 legal entitlement or Free Courses for Jobs list Learners aged 24 or over where it is their first full level 3 will be fully funded through the Adult Skills Fund subject to their qualification appearing on the approved list. Learners aged 19 and over with prior level 3 attainment will be required to cover the full cost of the qualification. It may be possible for the learner to apply for an Advanced Learner Loan to cover the fees, subject to their individual circumstances. The fee will equal the full value of the qualification as detailed on LARS (or equivalent) Additional charges for: • Any non-essential course materials • Trips / Residentials (Exams are not charged except for re-sits).
PART TIME	Free for tuition and exam fees (Exams are not charged except for re-sits).	As above – qualification value and individual personal circumstance will dictate tuition fee not FT or PT status. Exam fees and materials to be paid at enrolment.
Online and Distance Learning Academy Learners	Free	Free although a £100 cancellation fee will apply
Apprenticeships	Levy paying employers will pay the full cost of the agreed funding band using their Digital Apprenticeship Account. Where there are insufficient funds within a levy paying employers account, they must co-invest 5%. For non-levy employers, the government will fully fund apprenticeship training costs, up	Levy paying employers will pay the full cost of the agreed funding band using their Digital Apprenticeship Account. Where there are insufficient funds within a levy paying employers account, they must co-invest 5% of the agreed funding band. An employer contribution fee of 5% will be required for all non-levy paying employers recruiting an apprentice aged 22 or over.

Programme	16-19	19+
	to the funding band maximum for apprentices who at the start of their apprenticeship are aged between 16 and 21 years old (or 15 years of age if the apprentices 16th birthday is between the last Friday of June and 31st of August) and for those that are aged between 22 and 24 and have either an education, health and care plan (EHCP) Employers must meet, in full, any costs above the funding band limit for any apprenticeship, which re agreed by the employer and NWSLC. These payments will need to be made directly to NWSLC.	Employers must meet, in full, any costs above the funding band limit for any apprenticeship, which re agreed by the employer and NWSLC. These payments will need to be made directly to NWSLC.
Direct Funded Full Time Higher Education Provision	N/A	Tuition Fee £6100 per year Students may incur additional costs that are not included within the tuition fee such as the purchase of recommended reading books, subscriptions, specialist equipment and materials, printing and photocopying costs, and course-related stationery. Travel and accommodation for placements and study trips may be applicable. A more detailed overview of specific additional costs will be outlined in the interview.
Direct Funded Part Time Higher Education Provision	N/A	Learners will be charged the full-time equivalent tuition fee, which will be proportioned over their duration of study, i.e. learners on a 2 year programme will be charged £3050 per annum. Students may incur additional costs that are not included within the tuition fee such as the purchase of recommended reading books, subscriptions, specialist equipment and materials, printing and photocopying costs, and course-related stationery. Travel and accommodation for placements and study trips may be applicable. A more detailed overview of specific additional costs will be outlined in the interview.
Higher Education Credits		£50.84 per credit 15 credit unit: £762.50 30 credit unit: £1525

5. School Courses / Services

5.1 Schools fees are as follows:

i. Full time Inspire £22,500 per learner per year, or as per tendered value.

ii. Other course to be charged based on negotiation with individual schools and local authorities

6. Commercial Courses

6.1 **Over-Riding Principles**

In setting appropriate prices for the College's high quality services, staff should normally:

i. Seek to maximise the contribution at the highest level possible;

ii. Secure at least a 50% contribution;

iii. Seek approval from the appropriate "lead" (see above) where considering a lower contribution rate.

The price of a course should be set at a minimum level comparable to that which the College is funded for by the DfE. This is approximately £100 per group taught hour x the number of hours to be delivered. This price then needs to be divided by the expected group size to arrive at a price per learner.

Lower prices (and contribution rates) may be acceptable other than those stated in this policy, but only with the prior approval of the above lead. Acceptable reasons for such approval might include:

i. Clearly identifiable local competition;

ii. Where the increased number of learners generated would significantly outweigh the reduced cost / learner (noting that variable costs may increase);

iii. Synergies with other courses, which do make a more than adequate financial return;

iv. A considered decision to have a loss leader.

6.2 **Commercial Training for Private Organisations (full cost recovery)**

Prices shall be calculated or reviewed by the Chief Operating Officer in consultation with the Deputy Principal on a case by case basis. The prices shall take into account staffing, expenses, materials and exam registration.

6.3 **Leisure and Adult Learning Courses for Individuals**

Where demand within the community exists, the College proposes to set the following structure:

Price to be Charged Per Person

	Min class size of 10
10 Hour Programme	£100
15 Hour Programme	£140
20 Hour Programme	£190
30 Hour Programme	£280

The above costs are for tuition only. Material costs need to be determined and charged.

7. Policies

7.1 Learner Loans (Advanced Learner Loans and HE Learner Loans)

Where learners are arranging loans to pay their fees, the liability for the fee remains with the learner. While the College will do all it can to support the learner secure the loan, should an application be unsuccessful, or a loan be withdrawn for some reason, the learner will still be liable for the full fee.

The College will seek confirmation of loan payment at enrolment. Where confirmation is not available at enrolment a Loan Application Notification will be issued and signed by the learner to declare that should the loan application prove to be unsuccessful, the learner will be liable for the full fee and an alternative payment plan must be confirmed. Confirmation of loan approval must be in place no later than 6 weeks from the start date of the associated course. Where confirmation of loan payment is not in place at 6 weeks from the start of the associated course the learner will be automatically withdrawn from programme.

7.2 Refund Policy

Full refunds will only be made if the College cancels the course, it is over-subscribed, or the learner withdraws within two weeks of the course starting. This enables the learner to ensure they are happy with the course and also for the College to cancel the course if it becomes unviable. After this two week period the full fee is payable. .

Where learners wish to apply for a refund due to exceptional circumstances they must write to the Director of Finance . Any claims accepted will be subject to an administration fee of £10. If the learner has attended more than 6 weeks, then the College will retain a proportion of any fees in respect of one term. There will be no refund after the end of term one in respect of exceptional circumstances.

For HE provision please refer to the HE Refund and Compensation Policy for full details.

Full refunds for Higher Education Fees will only be made if a student withdraws within the 7-day cooling-off period. The 7-day cooling-off period begins on the start date of the course.

Term 1 - Students are liable for 25% of the Tuition Fee from day 8 of the start of the course.

Term 2 - Students are liable for 50% of the Tuition Fee from day 1 of the first day of the second term.

Term 3 - Students are liable for 100% of the Tuition Fee from day 1 of the first day of the third term.

For schools courses, should a school wish to withdraw a placement with us, the full cost of the placement will be charged for the year once a student has been with us for more than 6 weeks, and no refund will be provided. Prior to this a charge is made for the weeks they are enrolled with us until we receive written confirmation of a withdrawal. If a student joins mid-year, then a full cost of the remainder of the year will be applicable, and no refund will be provided.

7.3 Payment by Instalments

Courses which cost more than £300 may be paid in three instalments, the first being due at enrolment, followed by two further payments for a 1/3 each dated the next two subsequent months. This will be done through Direct Debit. As with a loan, an instalment plan does not change the fact that the learner is liable for the full fee. Should they withdraw before all instalments have been paid, the outstanding instalments remain payable subject to the College refund policy.

7.4 International Learners

Learners from the EU who continue to be eligible for funding will be charged the same rates as for domestic learners, this will be kept under review in light of possible changes to government guidelines and/or legislation following Brexit.

The price for other international learners shall be determined on a case by case basis, but will need to cover:

i. The normal tuition fee and other course costs;

ii. The funding that the College could have drawn down from the ESFA or OFS if they had been a UK or EU learner;

iii. Additional costs incurred in respect of Border Agency and support requirements.

The above costs are likely to be a minimum of £5,000 p.a. for levels 1-3 and £6,795 p.a. for higher education.

7.5 **Debt Collection**

Where a loan has been cancelled by either the learner or the Learner Loans Company, the learner is still responsible for paying the full fee to the College.

Heads of Department and the Commercial Team shall ensure that invoices are raised promptly, preferably monthly.

Outstanding debts shall be pursued by the Finance Team using the normal legal means of enforcement, including through the courts if necessary.

7.6 **Waiver to Fee Policy**

A large number of learners will be automatically eligible for "fee remission", for example, they are on certain types of means tested benefit or in receipt of low wage. However, there may be other circumstances when the fees outlined in this policy would be inappropriate.

Fees may be waived or reduced on an individual basis by Chief Operating Officer where they are content that there is a valid commercial reason behind the decision, and which does not have a detrimental impact on the curriculum area's budget.

Registration, examination and material fees shall not be waived.

All waivers shall be copied to CIS and Finance.

7.7 **Exam Re-Sits**

The College reserves the right to request payment for exam re-sits

8. Equality Analysis

8.1 By virtue of the provision of the Equality Act 2010, the College has a duty to have due regard to the need to:

i. Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct;

ii. Advance equality or opportunity between people of different groups;

iii. Foster good relations between people from different groups.

8.2 In implementing this Policy and associated procedures, the College will actively take these aims into account as part of its decision-making process and will demonstrate how this has been undertaken.

8.3 Where necessary a full equality impact assessment will be undertaken.

8.4 The College will ensure that those who are disadvantaged in obtaining progression, employment or access to Higher Education will be identified by the Guidance Service and invited to attend an annual guidance interview.

9. Data Protection Impact Assessment

9.1 Data Protection Impact Assessments (DPIA) are an essential part of the College's accountability obligations under the UK GDPR. Conducting a DPIA is a legal requirement for any type of processing, including certain specified types of processing that are likely to result in a high risk to the rights and 4 freedoms of individuals. Under UK GDPR, failure to carry out a DPIA when required may leave the College open to enforcement action.

9.2 A DPIA, relating to any relevant areas within this Policy and Procedure, will therefore be undertaken to enable the systematic analysis, identification and minimisation of data protection risks and to demonstrate how the College complies with its data protection obligations.