Policy name: Fees Policy 2026-27

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Contents

1. Background

1.1. This Policy sets out the requirements for the charging of fees and the rationale behind the College's fee structure.

1.2. Fees in most cases are subject to government guidelines, via the Education and Skills Funding Agency (ESFA), Greater London Authority (GLA) and the Office for Students (OfS) which provide the statutory framework in which the fees are decided for Home or EU learners. For example, the guidelines may determine that a student is entitled to full funding and does not pay any fee.

1.3. The Fee Policy is supplemented by detailed procedures and guidance (together 'the Guidance') see Annexe 1 which are updated annually to reflect the changing requirements from the funding bodies, including rates, eligibility for fee waivers

1.4. The Fee Policy, together with the Guidance, is designed to provide clear criteria for course charges and to avoid ambiguity and inconsistency.

2. Scope

2.1. The Fee Policy encompasses all fees and charges associated with courses offered by Barnet and Southgate College including those for:

- 16–19-year-olds
- 19+ year olds
- 24+ on level 3 or higher programme
- Employers
- International learners
- Learners on commercial courses
- Higher Education learners

2.2. All fees are charged annually and reviewed annually unlessotherwise stated.

3. Intent

3.1 The Fee Policy ensures that the method of calculationof all fees charged to learners and employers is fair and transparent.

3.2. The Fee Policy is designed to explain the procedures for setting fees and for deciding on the level of fees.

3.3. Learners should be aware from the Policy of how to claim a refund and appeal against refund decisions. https://www.barnetsouthgate.ac.uk/student-support/refund-application

The overriding principle is that learners should pay fees in accordance with the ESFA, GLA and OfS policies.

4. Payment of Fees

4.1. Payment of Fees - General

4.1.1 All learners are expected to pay or decide for an Advanced Learner Loan or Student Loan, to pay their fees in full at or before enrolment, agree payment method at point of enrolment (i.e., instalments) or in line with specific course conditions. Subject to course criteria the College will allow payment by instalments.

4.2 Advanced Learner Loans

4.2.1 The ESFA and GLA set out the circumstances in which an adult learner's programme will not be funded. In these circumstances, the learner may either pay the fee due in accordance with this policy and the guidance, or if applicable take out an Advanced Learner Loan from the Student Loan Company (SLC) to fund their course.

4.2.2 At enrolment if a learner can demonstrate that they have applied for an Advanced Learner Loan prior to enrolment and either that their application has been approved or that it is awaiting approval, no further upfront tuition fee is payable. This would be confirmed by providing a customer reference number during enrolment. UK nationals normally get approval within 48 hours.

4.3 HE Courses and Student Loans

4.3.1 The College is registered with OfS and is therefore in receipt of grant funding from OfS for Higher Education courses approved by the OfS. This also means that learners enrolled on these courses are able to access a tuition fee loan from the Student Loan Company (a Student Loan).

4.3.2 At enrolment if a learner can demonstrate that they have applied for a Student Loan prior to enrolment and either that their application has been approved or that it is awaiting approval, no further upfront tuition fee is payable. This would be confirmed by providing a customer reference number during enrolment.

4.4 Advanced Learner and HE Student Loans

4.4.1 The learner will be required to pay the full fee **immediately**, unless payment by instalments is agreed if:

- There is no application for an Advanced Learner Loan or HE Student Loan; or
- approval is not received within 6 weeks of the first day of learning; or
- the loan is subsequently cancelled or withdrawn for any reason.

4.4.2 For the avoidance of doubt, if the learner does not comply with 4.4.1, the learner will be given one week to resolve, otherwise they will have their access to college suspended, and we may follow up with debt collection.

If because of 4.4.1, the learner is required to pay the full fee immediately, but subsequently a loan is approved, the College will refund the fees paid up to the amount of the loan approved.

4.4.3 If a learner withdraws from a course after the second week of a course, the learner will be required to pay until the end of term of the date of withdrawal, this will be calculated as the difference between fee due and the amount paid by way of the loan, in relation to HE Loans only.

4.4.4 The implications of clauses 4.4.1 to 4.4.4 will have been explained through the relevant sponsor forms.

4.5 Commercial (Full cost courses)

4.5.1 Learners on full cost courses must pay the course fees in full, with no fee remission or discounts.

4.6 Payment by Instalment

4.6.1 The College offers instalment plans for learners. The operation of these is set out in the Guidance (Annexe 1).

4.6.2 For the avoidance of doubt:

- If the learner withdraws from their course, they will remain liable for any outstanding balance of fees;
- If the learner defaults for the first time on any instalment, they will be allowed to resolve the outstanding amount within 10 working days. Any subsequent default will mean the balance of the outstanding fee is payable in full immediately.
- If the learner defaults on any instalment, they may not be entitled to pay fees for future courses by instalment.
- Due consideration will be made to learners who are struggling to make an instalment payment, at any particular time. Learners should contact Course Fees Course.Fees@barnetsouthgate.ac.uk to discuss.

4.7 International learners and learners not eligible for ESFA, GLA or OFS Funding

A learner who does not meet the ‘Home Student’ requirements will be considered an International Learner. These learners will not be eligible for ESFA, GLA or OFS funding and will be obliged to pay International Fees.

In general, the ‘Home student’ is a learner who is ‘ordinarily’ resident in the UK for the 3 or more years prior to the start of their course. Most other learners will be considered an International Learner. There are exceptions to this rule and further guidance on the requirements can be found here: https://commonslibrary.parliament.uk/eligibility-for-home-fee-status-and-student-support-in-england/

5. Basis of fees

5.1 Courses funded by the ESFA, GLA and OfS will be charged in accordance with the Funding Guidelines given in the current specifications for Further Education Colleges.

5.2 Tuition fees will not be charged to learners aged 16-18 in full-time or part-time education funded through the ESFA. For the purposes of the ESFA Funding Guidance ‘18’ means under 19 on 31 August in the calendar year when the learner commences a programme of study. Certain categories of learners aged 19 and over are also exempt from tuition fees, provided the exemption meets the ESFA/GLA funding rules.

5.3 The maximum tuition fee payable for ESFA and GLA devolved funded provision will be as stipulated by the relevant funding body.

5.4 The maximum amount for an Advanced Learner Loan will be determined by the funding value as set out in the ESFA Funding Guidance and related documentation.

5.5 The maximum for an HE course will be the maximum permitted by OfS before approval from the Office for Fair Access is required.

5.6 The College may vary fees below the maximum levels set out below to reflect market conditions, competition, and other factors.

5.7 The elements of the fees payable and who must pay are in the Guidance.

6. Fee Refunds and Cancellations

6.1 The College will only refund fees in exceptional circumstances, details of which are set out in the Guidance.

6.2 To receive a refund of fees, learners must put a request in writing by completing a request for refund of course fees form. https://www.barnetsouthgate.ac.uk/student-support/refund-application

7. Sanctions

7.1 The College will seek to recover any outstanding fees due as previously described.

7.2 If a learner fails to pay the fees due after such follow up, the College will apply the following sanctions:

- withdraw a learner’s IT and library access.
- suspend access to the College.
- prevent progression to the next year/session.
- exclude the learner from the College.
- exclude from access to work placements.

7.3 In addition, the College may refer the debt to a third-party agency for collection.

Annex 1: Fee Policy Guidance Notes 2026/2027

Barnet and Southgate College Fee Policy 2026/27 confirm that all fees are due at the time of enrolment, but there are several exceptions to this rule. In exceptional circumstances, learners may pay fees using one of the available instalment plans. On appropriate courses, learners may also fund their studies with either an Advanced Learner Loan or Higher Education Student Loan from the Student Loans Company.

Registration, Material Charges and Deposits

- Some courses attract registration, material charges and/or deposits, students will be made aware when they apply, these charges are payable at enrolment.

Instalment Plans

- Instalment plans are only available on eligible courses.
- Instalment plans are not available where the fees total less than £200 and/or less than 12 weeks (about 3 months) duration.
- All instalment plans are to be paid via the college's recurring card payment system.
- Learners must pay a deposit at the time of enrolment as advised.
- If a learner withdraws from a course, the balance of any unpaid fees is payable in full, unless determined otherwise by the college.

Advanced Learner Loans

- Advanced Learner Loans are available to fund most level 3 and above courses.
- All learners aged 24 and over can fund fees with an Advanced Learner Loan (subject to eligibility).
- Learners aged between 19 and 23 who already hold a full level 3 qualification may choose to fund their studies with an Advanced Learner Loan (subject to eligibility).
- Learners with no approved loan after 6 weeks (about 1 and a half months) from the start of course will be asked to pay the fees in full or to set up an instalment plan. If a loan is subsequently approved and paid to Barnet and Southgate College, then any fees paid by the learner will be refunded up to the amount of the loan subsequently received.
- If a learner withdraws from a course, the balance of any unpaid fees is then payable in full, unless determined otherwise by the college.
- Learners taking out an Advanced Learner Loan are not required to pay exam fees.

Higher Education Loans

- Higher Education Student Loans are available for most Higher Education Courses.
- Loans must be fully approved by the end of the sixth week of study. Learners with no approved loan after this date will be asked to pay the fees in full or to set up an instalment plan.
- If a loan is subsequently approved and paid to Barnet and Southgate College then any fees paid by the learner will be refunded up to the amount of the loan subsequently received.
- Where the course fees are not paid, or the loan not approved, then the

learner shall be withdrawn from the course. This includes where a student defaults on an instalment.

- Where a learner withdraws after two weeks no refund of fees paid will be made but no further tuition fees will be charged.
- Where the fees are paid for by a loan from the Student Loans Company (SLC), the College will inform the SLC that the learner has withdrawn from their course and claim no further funding. Once instalments have been paid by the SLC they are non-refundable.
- Learners taking out a Student Loan are not required to pay exam fees.

Employer to Pay

- Where a learner has an employer or sponsor who has agreed to pay fees upon receipt of an invoice, the learner must produce a letter from their Employer/Sponsor requesting that they be invoiced for the value of the fees. The letter must contain the following information:
    - The letter must be on official company headed paper or e-mail;
    - Includes the full name of the learner;
    - The value that they require to be invoiced;
    - Include a purchase order number and the words ‘Please invoice’;
    - Must be the original document;
    - Must be signed by an authorized officer;
    - The learner will be required to pay any difference between the invoice value and the value of the fees due;
    - Barnet and Southgate College will take all reasonable steps to invoice and follow up on invoice payments, however if an invoice remains unpaid, the learner will be required to pay any outstanding fees due in full;
    - If a learner withdraws from a course, the balance of any unpaid fees is then payable in full.

Examination, Resit and Re-mark Fees

- Examination fees are not charged separately but are usually incorporated into the college's tuition fee.
- Where a learner requests to be entered for a resit examination the learner will be liable for the cost of the resit entry plus a £30 administration fee.
- English and Maths resits are excluded from the resit fees.
- When a learner requests a re-mark of examination script the learner will be liable for the cost of the remark fee plus a £30 administration fee.
- Where learners request a replacement certificate the learner will be liable for the cost of replacement plus a £30 administration fee.

International learners

- Full international fees for all courses are to be paid by learners who are not eligible to be funded by the ESFA, GLA or OFS. There are no reductions or fee discounts available for international learners.
- A 10% non-refundable deposit is payable to secure a place at the college for non-visa learners
- Learners applying for a student visa are required to pay the first academic year’s

tuition fee in full. Please contact the International Officer for further information.

- All fees must be paid before the course start date.
- International Fees are £12.50 per hour, capped at £7,500 per academic year. Please contact the International Officer for the full list of international fees.

Refunds (applies to all except for OfS funded courses and International Learners)

- Refunds are only payable where the college is at fault (for example where a course is closed).
- If a learner withdraws from a course, whether this is directly or through unauthorized non-attendance, no refund of payments already made will be authorized and any outstanding fee balance becomes due.
- All refunds must be claimed using the correct refund claim form and authorized by an appropriate, authorized member of staff.
- If a refund request is made because of alleged poor teaching and or against the conduct of a teacher, the college will primarily carryout a detailed investigation to substantiate if a refund is due.
- All refunds must be claimed within the academic year.

International Learner refunds

If a student has to withdraw their application (e.g. due to the visa application being refused) a £100.00 administration charge will be deducted from the payment made. Refund requests must be made in writing and be accompanied by official confirmation of visa refusal. Students must have an appropriate visa, which is valid for the whole period of study, before commencing their course. Obtaining a visa is the student's responsibility and any student abandoning their course due to problems with their visa is not entitled to a refund. Full/part refunds will only be made if the course is cancelled/curtailed and no suitable alternative is offered. If a student withdraws from a course, a refund will not normally be made. In all circumstances, a refund of fees will be at the discretion of the Governing Corporation.

First Full Level 2 and 3 Entitlement

- Fees may be remitted for learners aged between 19 and 23 if they have not previously gained a full Level 2 or 3 qualification.
- Not all qualifications are eligible for full level 2 and full level 3 entitlement.
- Learners who are not eligible for a full level 2 or a full level 3 entitlement must pay any fees chargeable for their course. Advanced Learner Loans are available for most Level 3 courses for learners aged 19+.
- The college will be advised of and check if any learners who claim a first full level 2 or 3 entitlement but already hold a full level 2 or 3 qualification. Any learners identified will be required to make full payment for any outstanding fees.

Low Income Threshold

- Employed learners on an individual income of less than £28,860 for 2026-27 a year for those with a home postcode in the GLA devolved area, and £25,000.00 a year for those outside London, may be eligible for full funding on courses up to level 2 if they would be eligible for co-funding.
- Evidence of income dated within the prior three months will be required.

Free Courses for Jobs (FCFJ)

From April 2021, any adult aged 24 and over who wants to achieve their first full level 3 qualification, which is equivalent to a technical certificate or diploma, or 2 full A levels, will be able to access some fully funded courses linking to jobs in a range of sectors. This offer will be called the Level 3 Adult Offer and applies only to the prescribed qualifications within the published offer (i.e., aims in category 45 and 46).

In addition to the above the government will also fund a learner aged 19-23 who has not achieved a full level 3 but wishes to undertake one of the qualifications contained within the national skills offer. If the qualification is categorized as a full level 3 qualification, the legal entitlement will apply, provided it is their first full level 3 qualification.

The college will check learners' eligibility under this offer. If it is later identified that a learner has already achieved a full level 3 qualification, they will be required to make full payment for any fees due.

Annex 2: Contribution Table

Provision	19- to 23-year-olds	24+ Unemployed or low income	24+ other
English and Maths, up to and including level 2 qualification (Must be delivered as part of the legal entitlement) Essential Digital Skills and Functional Digital Skills qualifications up to and including Level 1 (Must be delivered as a part of digital legal entitlement qualifications)	Fully funded*	Fully funded*	Fully funded*
Level 2 (excluding English and Maths) (First full level 2 must be delivered as part of the legal entitlement)	Fully funded* (first and full) (Level 2 provision for local flexibility offer will not be funded for 19-23's year olds who do not have a first full Level 2)	Fully Funded	Co-funded+
Learning to progress to level 2	Fully funded^ (up to and including level 1 delivered from local flexibility)	Fully funded	Co-funded+
Level 3 (First full level 3 must be delivered as part of the legal entitlement)	Fully funded* (first and full) Loan-funded** (previously achieved full level 3 or above and exhausted eligibility for FCFJ)	Loan-funded	Loan-funded
Level 3 free courses for jobs Offer	Fully Funded: Learners without a full level 3 or above or	Fully Funded	Fully Funded – Learners without a full

****NOTE: Once a learner has been funded for FCFJ they will have exhausted their eligibility for FCFJ offer**	Learners with full level 3 or above but meet the definition of unemployed or who receive a low wage.		level 3 Loan funded otherwise.
English for Speakers of Other Languages (ESOL) learning up to and including level 2	Co-funded+ Fully funded –unemployed or in receipt of a low wage	Fully funded	Co-funded+
Learning aims up to and including level 2, where the learner has already achieved a first full level 2 or above (local flexibility and legal entitlements).	Co-funded+ Fully funded –unemployed or in receipt of a low wage	Fully funded	Co-funded+
Learning aims up to and including level 2, where the learner has not achieved a first full level 2, or above	N/A	Fully funded	Co-funded+

British Sign Language (BSL), up to and including level 2 where the learner's preferred language is BSL***	Fully funded	Fully funded	Fully funded
Eligible learning aims which support the upskilling of teaching or learning support staff to deliver improved specialist provision for learners with SEND	Fully funded	N/A	Fully funded

[n]GLA will introduce a funding uplift for English and Maths
*Must be delivered as one of the English and Maths, and/or first full level 2 or first full level 3 qualifications required as part of the legal entitlements.
^Must be delivered as entry or level one provision from local flexibility.
** Availability of loans at level 3 does not replace the legal entitlement to full funding for learners aged 19 to 23 undertaking their first full level 3.
+ Low Wage flexibility may apply,