



## **FEE POLICY**

	<b>FEE POLICY</b>
<b>Version:</b>	Final
<b>Author:</b>	Vice Principal Finance & Planning
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<b>Date of Next Review</b>	March 2027
<b>Principal's Signature</b>	

## Equality Impact Assessment Form

The completion of the Equality Impact Assessment (EIA) will help us to ensure that our policies, procedures and practices do not discriminate or disadvantage people and also improve or promote equality.

**In relation to: disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.**

1. Please explain if you identified any inequalities or possible discrimination in the policy, procedure or practice?

There are variances in the fees paid depending on the age of students and qualifications taken but these are set by the funding body rules, so application of these rules ensure that all students are treated fairly within the structure of them.

2. If identified, how have you changed the policy, procedure or practice to remove or mitigate the inequality or discrimination?

N/A

3. Any follow up actions required?

N/A

## **Purpose**

The purpose of this Policy is to set out Shipley College's approach to fee setting for all courses delivered by the College.

## **Scope**

This Policy applies to all Shipley College courses.

## **Responsibility**

It is the responsibility of all staff to comply with the requirements of this Policy and for Heads of Department to ensure its implementation. Policy and practice is overseen by the Vice Principal Finance and Planning.

## **Principles**

### **1) Study Programme and Part Time Vocational Courses within the Programme attracting funding from the DfE or local funding body**

Courses to be priced based on minimum student numbers and market sensitivity, to aim to contribute £140 per teaching hour including the funding body income, taking into account the assumed mix of remission and fee paying students.

The fee for a Full-time study programme is only payable by students over 19; this will be calculated on an individual basis and circumstances based on the funding rate of the qualification.

In line with the DfE requirements, no compulsory administration, enrolment, registration, or examination fees for 1<sup>st</sup> attempts will be charged to students aged 16-18 in full-time or part-time education.

### **2) Course Fee Remission (19+ Funded Courses only, including Tailored Learning courses)**

Remission of course fees will continue to be provided to those students who fulfil the DfE/West Yorkshire Combined Authority eligibility criteria in a given year. Such students may be able to receive assistance with course and exam fees from the Discretionary Learner Support Fund provided to the College by the funding body.

### **3) Courses not attracting funding from the DfE but eligible for Advanced learning loans**

Fees will be set in line with maximum loan value, which is set by reference to the funding the course would attract for students eligible for full DfE funding. Only in exceptional cases will the fee be higher than this value, in which case the student will be liable to pay the excess directly to the College. Where the College feels that market sensitivity applies and the course can be viable at a lower or higher fee then this will be agreed with SLT.

**4) Courses not attracting funding from the DfE or local authorities (Full cost recovery)**

Courses to be priced based on minimum student numbers and market sensitivity to aim to contribute a minimum of £80 per teaching hour. Any variation below this to be discussed with the Vice Principal Finance & Planning.

**5) Apprenticeships**

Apprenticeship fees are based on the funding cap set by the DfE and agreement with the employer on the fee needed to cover the specific costs of the individual apprenticeship and a contribution to cover overhead costs. Where required by the rules on DfE apprenticeship funding, a 10% contribution will be collected from employers.

**6) Other Courses**

For courses that do not fall into any of the categories above, fees will be agreed with the company, funding body, client etc. in accordance with guidelines established by the SLT and the Corporation's Financial regulations.

**7) Class cancellation & refund policy**

Prior to the start of a course, the College will consider an application for the refund of fees. The College will refund fees if the course fails to start or if it is cancelled by the College within 3 weeks of the start date due to low enrolments. Once the course has started, refunds are not available in any other circumstances.

If a class is cancelled for reasons beyond the College's control, such as bad weather, the College will attempt to give as much warning as possible. While every attempt will be made to replace a cancelled class where payment has been made by the student, we regret that the College cannot guarantee to do so. Where it proves impossible to do so, the College will not make a refund.

**8) Monitoring and reporting**

Compliance with Policy and Procedures will be monitored by the Vice Principal – Finance and Planning during the curriculum approval process.

Annual review of the above by Corporation – Finance & Resources committee will review the Policy and recommend it to the Corporation.

**9) Related to other documents**

This Policy links to section 5 of the Financial Regulations which sets out more general principles of collecting fees, payment of fees by instalments, refunds of fees and policy for discounting fees.

Advice for students is given in the College prospectus and on the website.