

Tuition Fee Policy 2023/24 (HE Extract Only)

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1.0 Tuition Fee Policy - General

1.1 General

This policy applies to all of The Manchester College and UCEN Manchester students. The Manchester College and UCEN Manchester are trading divisions of LTE Group.

All fees will be waived for Further Education (FE) students aged 16-18 (full and part time) where they are UK or EU citizens subject to the definition within the EFSA Funding Guidance for 16 to 19 education **2023/24** regarding eligibility and residency. All other aged 16-19 students, primarily those outside the EU and EEA without settled or pre-settled status, will be subject to tuition fee charges, as set out in section 4.0.

The College will charge a tuition fee for Further Education students aged 19+ who do not qualify for tuition fee remission from the Education and Skills Funding Agency (ESFA). Examination / registration fees and material fees will be chargeable, where applicable. Further Education Tuition Fees are reviewed annually in line with the ESFA funding rules and guidance from other government departments.

Higher Education Tuition Fees are reviewed annually in line with Office for Student guidelines, the Access and Participation Plan, the Teaching Excellence Framework and with due regard for financial viability and market forces.

Following exit from the European Union students from the EU/EAA who do not have settled or pre-settled status will be treated as overseas students.

1.2 Employer to pay / Sponsor to Pay

Where the employer is to pay the fees they will be invoiced for 100% of all fees no later than 30 days following the date of enrolment (30 day payment terms).

Students must provide a signed letter on headed paper or a purchase order from their employer confirming support is available at enrolment before they are permitted to enrol via this method.

1.3 Unpaid fees

If outstanding fees are not paid by the due date(s), the College / UCEN Manchester reserves the right to prevent students from attending their programme(s) of study and / or preclude them from participating in relevant examinations / assessments and / or withhold certificates (HE only) and / or barring from graduation ceremonies. Where continuing students have not settled outstanding fees by the end of the academic year in question, they will be prevented from re-enrolling onto the subsequent year of study via a finance block placed on the student record in the student record system. This will be placed on instruction from the Finance Department. The finance block can only be subsequently removed on confirmation from the Finance Department.

Students that have taken a place on a course will be liable for their fees even if they choose to leave the course early. The College / UCEN Manchester will pursue the outstanding debt and the services of an external Debt Recovery Agent will also be utilised and they in turn will use all due legal processes to recover the debt. In such cases it is usual for interest and court costs to be added to the debt by the County Court.

1.4 Financial support

In cases of hardship, financial support may be available from the Discretionary Learner Support Funds for age 19+ ESFA funded students, the bursary fund for ESFA funded students and the Advanced Learning Loan bursary for students taking an Advanced Learner Loan. This is subject to assessment as outlined in the Learner Support Fund Policy and in line with the relevant funding guidance. Higher Education students have access to financial support as detailed in the UCEN Manchester Financial Support Package.

1.5 Workforce development

Staff may be supported financially regarding with course fees from the staff development budget at the discretion of the Principalship. The application process will be publicised annually and staff will be notified if their application has been approved, the notification will state the level of financial support approved for their College or UCEN Manchester programme. For approved applications, the member of staff will be required to complete and sign a Training Agreement prior to the start of their programme. **Courses cannot be started until funding is agreed.**

Staff must take a copy of the notification approving the funding support to enrol.

Where staff have to contribute towards fees, (i.e. tuition and/or other fees) they shall be required to follow the principles outlined within this policy document.

1.6 Learner Agreement

All students are required to pay the full fees due at enrolment (where assessed as a fee payer), unless electing payment by instalment as detailed in 5.3.1. All students must complete and sign the Learner Agreement stating that they accept liability for the full amount of fees due. In addition, the Learner Agreement limits the College's / UCEN Manchester's liability in terms of losses suffered by students in the event of the College / UCEN Manchester breaking its agreement with the student.

All Advanced Learner Loan and Higher Education Loan students are required to complete a recurring card payment mandate or direct debit mandate at enrolment. Should the student's application for a loan not be approved by Student Finance England by 31 October, for a standard

academic year course, the direct debit or recurring card payment and collections will commence from ~~December~~ **mid-November**.

1.7 Waived fees

Where the College / UCEN Manchester has waived tuition fees / examination fees / registration fees or any reason, students will become liable for these fees if they fail to participate in the relevant examinations / assessments without just cause or do not maintain satisfactory attendance. The College / UCEN Manchester reserves the right to recharge students for the cost.

1.8 Variations of policy / fees

Once established, tuition fees (on the course file) can only be amended on the authority of the Principal or Deputy Principal (Planning and Performance).

1.9 Equality Impact Assessment

Having varied means and methods of payment, this policy will have no impact on the College's / UCEN Manchester's commitment to equality and diversity.

The following sections will be submitted to TMC Board for review and recommendation for approval in May 2022

- 2.0 Further Education**
- 3.0 Full Cost Recovery**
- 4.0 International**

5.0 Higher Education (HE)

A student’s assessment on requirement to pay tuition, examination and material fees is determined as part of the enrolment process. Where it is assessed that fees are due, the intended method of payment will also be determined at enrolment. The basis on which fees are to be paid, with associated liabilities, are set out in sections 5.1 to 5.8.

Invoices will be sent to all employers no later than 30 days following the date of enrolment and are due for payment within 30 days. Methods of payment for invoices include BACs payment, telephone payment with debit or credit card, or cheque.

Please note that in all cases a learner agreement form must be completed at enrolment, this confirms the student’s agreement with the Higher Education Terms and Conditions for 2022/23. In addition, the learner agreement limits the UCEN Manchester’s liability in terms of losses suffered by students in the event of the UCEN Manchester breaking its agreement with the student. New students are issued with a copy of the terms and conditions as part of the enrolment process and are signposted through UCAS. In addition, a copy of the terms and conditions is available through the UCEN Manchester website.

Confirmation invoices will be sent to all students and / or sponsors, irrespective of payment method, by the end of the month following course commencement. Appropriate adjustments will be made subsequently, as and when additional information becomes available and confirmation of payment method will also be sent.

Students who are experiencing financial difficulties in paying any fees should seek help at the earliest opportunity through contacting the Income Credit and Collections team or the Future U Careers Employability and Business Relations Welfare team.

5.1 Tuition Fee

Tuition Fees are reviewed annually and are set as follows:

Programme	New students 2023/24 Cost per annum	Continuing Students who commenced 2022/23 Cost per annum	Continuing Students who commenced 2021/22 Cost per annum
Pricing Tier A Range			
BA (Hons) Acting	£8900	£8900	£8900
BA (Hons) Musical Theatre	£8900	£8900	£8900
BA (Hons) Dance and Performance	£8900	£8900	£8900
BA (Hons) Theatre and Performance	£8900	£8900	£8900
BA (Hons) Vocal Studies and Performance	£8900	£8900	£8900
BA (Hons) Technical Theatre and Stage Management	£8900	£8900	N/A
BA (Hons) Film Production and Content Creation	£8900	£8900	£8900

Programme	New students 2023/24 Cost per annum	Continuing Students who commenced 2022/23 Cost per annum	Continuing Students who commenced 2021/22 Cost per annum
BA (Hons) Make-Up Artistry	£8900	N/A	N/A
BA (Hons) Special Effects Make Up Artistry	£8900	N/A	N/A
FdA Make Up Artistry/	£8900	£8000	N/A
FdA Special Effects Make Up Artistry	£8900	£8000	N/A
BA (Hons) Photography and Social Practice	£8900	£8000	£7500
BA (Hons) Graphic Design & Branding	£8900	£8000	£8000
BA (Hons) 3D Game Art & VFX	£8900	£8000	£8000
BA (Hons) Design for Digital Media (D4DM)	£8900	£8000	£8000
Pricing Tier B Range			
All other Full-Time Honours degrees and Top Up Degrees	£8000	£7200	£7000
All other Full-Time Foundation Degrees	£8000	£7200	N/A
All Higher National Diploma (HND) (2 year courses)	£8000	£7200	N/A
All Higher National Diploma (HND) (1 year Top Up from HNC)	£8000	N/A	N/A
All Higher National Certificate (HNC) (1 Year course)	£8000	N/A	N/A
All Certificate / Diploma in HE courses	£8000	£7200	N/A
University Preparatory Year Extended degrees	£4000	N/A	N/A
Masters Provision			
MA Directing (Theatre Directing / Musical Direction)	£7500	N/A	N/A
Teacher Training*			
Certificate in Education	TBC	£3680	£3680
PGCE Professional Graduate Certificate in Education	TBC	£3680	£3680
PGCE Postgraduate Certificate in Education	TBC	£3680	£3680
PGDipE Postgraduate Diploma in Education	TBC	£3680	£3680
BA/BA (Hons) Education and Professional Development	TBC	£4430	£4430

* Fees agreed with University of Huddersfield

Part-Time Programmes

Fees for part-time higher education courses will be charged at 50% of the corresponding full time fee.

Fees for individual modules/units being studied will be charged on a pro rata basis of the corresponding full time fee within each pricing tier, based upon the number of credits being studied.

5.1.1 Equivalent Level Qualifications

Home or EU (with settled or pre-settled status) students who have already completed a previous undergraduate programme of study will be classed as an Equivalent or Lower Qualification (ELQ) student. For students commencing courses after August 2012, this will not affect the level of tuition fees they are required to pay but they may not be eligible for any financial support. Tuition fees may be affected by previous study if the student falls into either of the following categories:

- Students classified as either Home or EU with settled or pre-settled status for fee purposes and currently undertaking an undergraduate programme of study which is of an equivalent or lower level than a qualification already held.
- Students classified as either Home, EU with settled or pre-settled status for fee purposes and undertaking a graduate taught programme of study which is of an equivalent or lower level than a qualification already held.

This does not apply to students, regardless of your year of entry, who are:

- In receipt of Disabled Student's Allowance (DSA).
- Wishing to undertake a graduate research programme of study.
- Undertaking the Certificate in Education, Professional Graduate Certificate in Education and Postgraduate Certificate in Education or Postgraduate Diploma in Education.

5.2 Student Finance England/Wales/NI (SFE)

For students intending to pay via a tuition fee loan from SFE and where students' assessments are pending, they will not be required to make a payment towards tuition fees when enrolling. If students require assistance completing the SFE loan application, guidance can be provided by UCEN Manchester - 'Future U' Careers Employability and Business Relations team. Any student who is not paying in cases where an assessment is pending or provisional are to be made aware of the Fee liability, as set out in 5.2.1.

All Higher Education Loan students are required to complete a recurring card or direct debit mandate at enrolment. **Refusal to complete the mandate will prevent enrolment onto the course.**

Should the student's application for a loan not be approved by Student Finance England by 31 October, for a standard academic year course, the recurring card payment or direct debit will be activated and collections will commence from ~~December~~ **mid – November** onwards.

For January start courses, should the student's application for a loan not be approved by Student Finance England by 28 February, the **recurring card payment** or direct debt will be activated and collections will commence from April.

A similar profile will apply for students enrolling at any other point in the year. I.e. should the student loan not be approved by the end of the month after enrolment, the instalment collections will commence during the third month after enrolment. Instalments will be in line with 5.3.1

Where a student is not in receipt of the full fee due from SFE (whether by financial assessments or application amount), the balance of fees is payable, as per section 5.3.

5.2.1 Fee Liabilities

The UCEN Manchester policy in terms of fee liability mirrors the SFE methodology (except where an employer / sponsor pays the fees), whereby a student's total fee liability is determined by confirmation of attendance at three liability points during the academic year;

Date of liability	Fee Liability
Start date of term 1	25%
Start date of term 2	50%
Start date of term 3	100%

5.3 Fee Payment

All other non-loan students pay in full at the time of enrolment by debit or credit card. An alternative payment method is available, as detailed in 5.3.1 below, however, final payments must be before the earlier of the last day of the course or the end of May for standard academic year courses commencing in September/October.

5.3.1 Paying by Instalment

Two forms of instalment are available to students, and in both cases a Recurring Card mandate or Direct Debit mandate must be completed by the student. Payment by Instalment can be made by either Two Part Payment Option or a Multi Part Payment Option, as follows;

Two Part Payment Option

The student is required to pay at least 50% of the total fee at the point of enrolment and to complete a Recurring Card mandate or Direct Debit mandate form for the remaining 50%. The outstanding payment will then be taken by the UCEN Manchester, approximately one month after enrolling, and will be claimed by Direct Debit on either the 1st or 15th of the month, or by recurring card payment on the day of the month selected by the student at enrolment, to suit the individual preference of the student.

Multi Part Payment Option

If a student wants to spread the payment of fees over a longer period, they can do so by taking advantage of the Multi Part Payment option. Students who opt for the Multi Part Payment option, must pay at least 33% of the total course fee at the point of enrolment and then complete Recurring Card or Direct Debit mandate for the remaining balance to be collected in instalments.

The first payment for the remaining balance must commence in the month following enrolment and the number of instalments that a student can take out to cover the outstanding balance will relate directly to the balance of the total fees he/she is required to pay. Consequently, the higher the outstanding balance, the more instalments a student will be allowed to spread their payment over, subject to the full fees being collected before the earlier of either the course end date or the end of May for academic year courses.

When completing Recurring Card or Direct Debit Mandate with a student it should be made clear that they are entering into a written agreement with UCEN Manchester to pay their fees over an extended period. In doing so UCEN Manchester has agreed to waive the requirement to charge the full fee up front.

Students that have taken a place on a course will be liable for their fees (as set out in 5.2.1) even if they choose to leave the course early, subject to 5.4 below. If a Direct Debit instruction is cancelled or agreed Card payment declined, the Income and Credit Control team will pursue the outstanding debt. The services of an external Debt Recovery Agent will also be utilised and they in turn will use all due legal processes to recover the debt for UCEN Manchester. In such cases it is usual for interest and court costs to be added to the debt by the County Court.

The table below sets out the scale of instalments that will apply to the Multi Part Payment Option.

There is no administration charge for students who pay by instalment.

If a student needs to discuss or amend a payment arrangement, they should contact the Income and Credit Control team, who will assess the request.

Fee Amount	Paying by Direct Debit	Paying by Recurring Card Payment
	Direct Debit instalment plans are monthly only. Collection dates are the 1 st and 15 th of the month	Card payment instalment plans are either Weekly, Fortnightly or Monthly. Payments can be taken on any calendar day
Fees up to £300	50% to be paid at enrolment 50% to be paid approximately one month from enrolment	50% to be paid at enrolment 50% to be paid approximately one month from enrolment
Fees between £301 to £1000 All fee's need to be paid prior to course end date	33% to be paid at enrolment 67% Maximum of 6 monthly instalments. Minimum instalment amount is £100	33% to be paid at enrolment 67% - Instalments Weekly / Fortnightly or Monthly The plan will span a maximum of 6 months Minimum instalment amount is £100
Fees over £1001 All fee's need to be paid prior to course end date	33% to be paid at enrolment 67% Maximum of 8 monthly instalments Minimum instalment amount is £100	33% to be paid at enrolment Instalments need to be Weekly / Fortnightly or Monthly The plan will span a maximum of 8 months Minimum instalment amount is £100

5.4 Refunds / credits / waiving fees

5.4.1 A reduction or waiver in fees will be applied for students if;

- a) UCEN Manchester closes their class or
- b) The student withdraws within the first two weeks of the commencement of the programme of study
- c) The student withdraws after the first attendance confirmation, at which point they will be liable for the fee in accordance with section 5.2.1
- d) There are individual exceptional circumstances as approved by the Vice Principal
- e) A complaint is upheld

5.4.2 In the event that continuation of study is not possible, the following will apply:

This policy applies to all students, irrespective of whether they are students in receipt of tuition fee loan, students paying their own fees or students paying fees via a sponsor.

Course Closure Scenario	Refund / Compensation for fully completed and current year of study only			
	tuition fees	travel	maintenance costs	Other / Bursary
Teach out available by LTE Group at an existing LTE Group location	N	N	N	N

Teach out unavailable: Offered at validating partner or other local provider on same or comparable course, within 20 miles of existing delivery location.	N*	N	N	N
Teach out unavailable: Offered at validating partner or other provider on same or comparable course, over 20 miles away from existing delivery location. Offer accepted by student.	N*	Y	N	N
Teach out unavailable: Offered at validating partner or other provider on same or comparable course, over 20 miles away from existing delivery location. Offer rejected by student.	Y	N	Y	Y

*Where the course fee of the new course at the validating partner or other provider is higher than that currently charged by LTE Group trading as UCEN Manchester, a differential amount will be awarded (i.e. the difference between the two course fees).

Where travel compensation is available the travel expenses will be reimbursed to the student if claimed within 3 months of travel. The allowable claim will be based on a mileage rate of 25 pence per mile where travelling by car or the cost of public transport, evidenced by receipts, standard class fares only.

In exceptional personal circumstances, subject to written application, if it is deemed that the time to travel to the validating partner is excessive when compared to the commute time to the existing delivery location the student will be entitled to a refund of all tuition fees and maintenance costs paid in respect of completed and current years of study. This will be determined on a case-by-case basis.

5.4.3 No refunds will be processed until there is confirmation that the original tuition fee payment has been cleared in the LTE Group’s bank account. Refunds and / or compensation may take up to three weeks to process.

5.5 Additional Fees

Where any additional fees chargeable by UCEN Manchester they are set on a course-by-course basis and are due for collection in accordance with the procedure outlined above. Where this is not the case, which is exceptional, the following procedure shall be followed:

- a) Student to pay: ~~100%~~ of additional fees will be payable at the time of enrolment **in full or in two instalments.**
- b) Employer to pay: additional fees will be invoiced within 30 days of the enrolment.

Where additional fees are chargeable they will be clearly stated in the course information section on the UCEN Manchester website.

5.6 Bursaries and Scholarships

A range of financial support is available for students, guidelines and criteria are as detailed in the UCEN Manchester Financial Support package.

5.7 Break in Study

In the event of a SFE funded student temporarily withdrawing after an attendance confirmation point no refund of fees will be made. Students who temporarily withdraw with an agreed break in study are required to remain registered with UCEN Manchester throughout the period of the break in study. The balance of the year's fees for the outstanding modules that remain to be completed will be due once studies recommence.

5.8 Credit Re-assessment

Where a student is required to be re-assessed for credit and required to complete this with attendance as determined by the Examination Board this will be charged pro-rata to the number of credits being re-assessed. Note that there will be no charge for re-assessment without attendance.

E.g. 1x 20 credit module being re-assessed with attendance = (20 credits/120 credits on FT programme) tuition fee

Date Approved:	March 2022
Approved by:	UCEN Manchester Divisional Board of Governors
Review Date:	March 2023
Responsible Manager:	Divisional Finance Director (College & UCEN)
SMT Lead:	Deputy Principal (Planning and Performance)
Accessible to Students:	Yes
Relevant to 16-18:	No
Relevant to 19+:	No
Relevant to HE:	Yes
