



## Fees Guidance 2023/2024

### 1 Introduction

Middlesbrough College sets its fees annually in accordance with its Fees Policy.

The purpose of this Fees Guidance document is to inform learners and staff how to find out whether a programme of study will be free to the learner or, if a fee is chargeable, how much the course will cost and what facilities are available to learners to spread the cost of any fees payable.

- **Courses will be free for many learners.**
- **The College also offers significantly subsidised course fees for a number of its courses.**
- **For learners who are required to pay a fee, the College can offer monthly payment facilities to help spread the cost.**
- **For some courses, learners aged 19 and over may be able to apply for a student loan to cover course fees.**
- **Higher Education course tuition fees are due in full and can be self-funded, paid by a sponsor or by a loan via Student Finance.**

### 2 How much will my course cost?

The College publishes details of the fees for all its courses on the College Website [www.mbro.ac.uk](http://www.mbro.ac.uk). These published details show the tuition fee and, wherever possible, any additional fees payable such as assessment fees, examination fees and registration fees with the awarding body.

Learners may also be required to pay for essential equipment, materials, uniforms or visits where they are part of the course requirements. Fee information can also be found in the College's printed course guides and the College's website has the most up to date information on all fees.

### 3 Could I get my course free?

Courses that are funded by the Government may be free based upon eligibility criteria.

Please note, following the devolution of government funding for adults, the College is no longer in receipt of funding for the following regions. Any learner wanting to enrol who resides in such an area will have to pay a Full Cost fee with no fee remission available;

- Cambridgeshire and Peterborough
- Greater London
- Greater Manchester
- Liverpool City Region
- North of Tyne
- South Yorkshire
- West Midlands
- West of England
- West Yorkshire

Any learner who falls into one of the categories in sections 3.1 to 3.10 below may be eligible for fee remission where available.

In addition, the College can offer financial support to many learners to cover other related course costs.

**3.1 Full or part-time learners aged 16, 17 or 18** on 31 August in the year they enrol.

**3.2 Unemployed learners in receipt of Job Seekers Allowance (including NI credits only) or Employment Support Allowance or Universal Credit** and take-home pay as recorded on the Universal Credit statement (disregarding benefits) is less than £617 a month (individual claims) or £988 a month (household claims).

**3.3 Learners who are not employed, are actively seeking employment and are in receipt of the following benefits** and take-home pay (disregarding benefits) is less than £617 a month (individual claims) or £988 a month (household claims):

- Council Tax Benefit.
- Housing Benefit.
- Income Support.
- Pension Credit.

**3.4 Learners in receipt of low wage** who are liable for fees but earn less than £33,210 (£20,319 for non Tees Valley residents) annual gross salary

Learners will be required at the point of enrolment to show evidence of benefit and/or earnings, and confirm they wish to enter employment.

**3.5 Learners aged 19 to 23 (at the start of the course) without a full level 2 qualification** are not required to pay for the following:

- Entry or level 1 qualifications (excluding basic skills to support progression to a first full level 2 course).
- First full level 2 qualifications.

- 3.6 Learners aged 19 to 23** (*at the start of the course*), **without a full level 3 qualification** are not required to pay for the following:
- First full level 3 qualification (eligible courses only).
- 3.7 Learners aged 24 and over** (*at the start of the course*), without a full level 3 qualification are not required to pay for the following:
- First full level 3 qualification (eligible courses only).
- 3.8 Learners aged 19 or over** (*at the start of the course*), with a full level 3 qualification but who are either unemployed and on a benefit (as stated in 3.2), or are in employment but earn less than £33,210 (£20,319 for those living outside of Tees Valley) annual gross salary, are not required to pay for the following:
- **An additional** Full level 3 qualification (eligible courses only).
- 3.9 Learners aged 19 or over** (*at the start of the course*), are not required to pay for Stepping-stone and Functional Skills qualifications in English & Maths (excluding ESOL) if they do not already have a GCSE grade C/4 or above in that subject.
- 3.10 Learners aged 19 or over** (*at the start of the course*), are not required to pay for GCSE English or Maths if they do not already have a grade C/4 or above in that subject.
- 3.11 Learners aged 19 and over** (*at the start of the course*), studying at Level 3 and Level 4 (which includes A levels, Access to HE Diplomas, other Diplomas and Certificates), may qualify for a 19+ Advanced Learning Loan.
- 3.12 Learners studying higher education courses (Level 4 and above including Foundation Degrees, HNC's and HND's)** will be liable for settlement of their tuition fee in full. Learners may qualify for a tuition fee loan via Student Finance / Student Loan Company.

## 3.13

**Learners must provide the College with original, and current, documentary evidence of their entitlement to claim FREE enrolment.**

*All of the categories listed above are subject to the learner satisfying UK / EEA residency requirements.*

**If you need further clarification as to whether a course will be free or not please contact the Course Information on (01642) 333600**

**For 19+ Advanced Learner Loan information please contact Student Services on (01642) 333602**

**For workplace learning course fees, please contact us for further guidance (01642) 333600**

## 4 How can I pay my fees?

Fees must be paid for in full at enrolment or learners can sign up for a monthly payment plan to enable them to spread the cost – see details below. Learners can pay for fees by any of the following methods:

- **Cash** (up to a maximum of £10,000).
- **Cheque** (*cheques should be made payable to Middlesbrough College*).
- **Credit or debit card** (*either payment in full or by monthly payment plan*).
- **For some courses, learners may be able to access an Advanced Learner Loan to cover the course fees.**
- Tuition fees can be paid by an instalment payment plan if they exceed £100 and the course has duration of at least 16 weeks. Payments will be collected in equal monthly instalments between the date of enrolment and one month before the end of the course. Payment by instalments can only be used for tuition fees - all other associated fees (e.g. Registration, Exam fees) must be paid in full at enrolment. All instalments must be paid even if the learner withdraws from the course before it ends.

- Learners whose employers have agreed to pay their fees are required to produce a letter from their employer stating their agreement to this at enrolment. The College will then invoice the employer directly for the full course fee.

- **Higher Education courses**

Students enrolled onto higher education courses validated by the Open University or Pearsons (BTEC HNC's/HND's) may be eligible to apply to Student Finance for a tuition fee loan.

## 5 Can I get any financial support for payment of my fees?

For learners on low incomes undertaking government subsidised courses, the College is often able to offer financial support for payment of fees and other costs. Learners requiring information about financial support for course costs should contact the College's Student Services Department on (01642) 333602 or e-mail [studentservices@mbro.ac.uk](mailto:studentservices@mbro.ac.uk).

### 5.1 University programmes of study (Open University)

The College delivers Foundation Degrees, BAs, BScs, BEngs, Cert HE and Cert Ed/PgCE validated by the Open University. Learners undertaking any of these programmes will be liable for settlement of their tuition fee and the College's fee policy will apply.

### 5.2 HNC and HND courses validated by Pearsons

The College delivers Higher National Certificate and Diploma courses validated by Pearsons. Learners undertaking any of these programmes will be liable for settlement of their tuition fee and the College's fee policy will apply.

### 5.3 Apprenticeship Programmes

Where a learner is part of an apprenticeship scheme that is run by Middlesbrough College, Northern Skills or TTE, contributions towards the learning programme by the learner's employer will be set in accordance with the Education & Skills Funding Agency guidelines.

**Employer contributions will be invoiced in accordance with the College's fee policy and the Service Level Agreement in place between the employer and the College / Northern Skills / TTE for the provision of apprenticeship training.**

If a learner enrolls on a course at Middlesbrough College as part of their study for an Apprenticeship Scheme that is being run by another managing agent, then that managing agent will be liable for a course fee that will be set in accordance with the College's fee policy.

### 5.4 Full cost / commercial courses

The College does run some courses which are not subsidised by Government funding. These courses are described as 'full cost'. Fees for 'full cost' courses are set in accordance with our fee policy. These courses will state 'full cost' or 'no remission' in the title. Tuition

fees for 'full cost' courses are always payable in full, but instalment plans are available for many courses to help spread the payments.

## 5.5 Overseas learners who do not satisfy UK / EEA residency requirements

Learners who do not meet residency requirements for government subsidised tuition will be charged for their tuition fees, examination fees and all other associated course fees, and will be subject to restrictions laid down by the UK Border Agency.

The College is required by law to be licensed to enrol learners who are not resident within the EEA. Where a learner who does not satisfy residency requirements is considering enrolling, they should first consult the Student Services Department on (01642) 333602. Tuition fees for part time overseas learners will be set at a 'full cost' rate appropriate to the length of the programme of study. Prices are available on application.

## 5.6 European Funds and Other Grant Funds

The College regularly bids for funds and grants which can be funded by national and local Government departments. Programmes to be delivered within scope of these funds are usually free to the learner and have set criteria to be met.

The College is required to provide evidence of learners' entitlement to these programmes and to report regularly on enrolments. Programmes can vary in length from 6 weeks and will have start dates throughout the academic year.

Learners eligible for enrolling to these programmes will usually not currently be in employment, education or training or have been unemployed for a period of time.

## 6. Can I get a refund if I withdraw from my course?

The College will refund all fees that have been paid, in full, where a course has been cancelled by the college.

Where a learner withdraws from a course an application for refund of fees will only be considered in the following circumstances:

- An application to withdraw is made in writing within 2 weeks of the start of the course.
- Withdrawal is due to the College failing to deliver the course to a reasonable standard.

Where a learner withdraws from a course which has commenced and they have attended for more than 2 weeks, an application for a refund and/or waiver of outstanding fees will only be considered in the following circumstance:

- Withdrawal is due to the exceptional personal circumstances of the learner that prevent continued participation in the course.

In the event of a higher education course being changed from that advertised at the point of enrolment, the learner will have the option of a refund. Please refer to the College Fees Policy document and the section regarding higher education courses.

Where fees have been paid by the Student Loan Company or Student Finance, the refund will be made to them and not the learner.

The College reserves the right to retain fees paid which cover the duration of tuition received.

All applications for a refund or waiver of fees must be made, in writing, to the Vice Principal - Finance & Registry.

The Vice Principal - Finance & Registry will determine if a refund is due.

Appeals against such a decision may be made to the Principal / Chief Executive, whose decision will be final.