



1 Introduction

1.1 Purpose

The purpose of this policy is to provide a mechanism through which an applicant can appeal a fee or funding decision for further education programmes delivered by Middlesbrough College where they perceive relevant published funding regulations may have been breached.

1.2 Scope

This policy includes admission and enrolment for full-time and part-time further education programmes and apprenticeships offered by the College.

The policy covers:

- residency
- fees
- fee remission

This policy does not include Higher Education admissions which is subject to a separate HE Admissions Appeals Procedure.

1.3 Aim

The aim of this policy is to ensure that the College provides a transparent framework to allow appeals to be fully and rigorously investigated.

The rights and interests of students and the College will be protected at all times and at all stages of the process.

Framework

1.4 Initial decision

An initial decision on student eligibility for funding and/or fee remission will be made by enrolment staff at the point of enrolment. This is based on the documentation provided by the student to support any claim with reference to the residency/fee remission guides published by Registry.

These guides reflect funding rules published annually by the relevant funding bodies including the Education and Skills funding agency (ESFA) and various combined authorities with whom the College have a funding arrangement.

All relevant documentation will be scanned and uploaded to the student's record to support the funding and/or fee remission claim.

1.5 Review

If the student produces documentation other than that prescribed in the Registry guides, the decision may be referred to the Head of Registry for consideration. A decision will be made on the same day.

If the documentation can sufficiently evidence the required status of the student, the student may be enrolled. All relevant documentation must be scanned and uploaded to the student's record.

If the College cannot be satisfied that the student meets the criteria required for eligibility for fee remission, the student will be required to pay a fee.

If the College cannot be satisfied that the student meets the residency requirements to enable funding to be claimed, the student's enrolment may still be accepted for part time adult funded courses only. With the agreement of the relevant Assistant Principal, the student will be enrolled as a full cost student and will be required to pay the relevant fee.

If the student subsequently provides additional documentation in support of a funding or fee remission claim, which was relevant to the start date of the course, this will be reviewed, and the student's record updated if appropriate.

1.6 Panel review

If the student feels that a decision has not been dealt with in accordance with the College's policies, principles, and procedures, they may request the decision be independently reviewed.

Requests will be referred to the FE Funding & Fees Appeal Panel who will review the process to ensure that:

- procedures followed were in accordance with College policy
- any new material evidence not provided earlier in the process is also considered.

The FE Funding & Fees Appeal Panel will comprise at least three members and, dependant on availability, will be chaired by either:

- Vice Principal Finance & Registry
- Vice Principal Quality & Performance
- Vice Principal Students & Communication

Additional representatives will be selected from:

- Executive Director Policy Funding and Management
- Associate Director Quality or Head of Data and Performance
- Associate Director or representative of the relevant curriculum area

Appeals must be made in writing by using the FE Funding & Fees Appeal Application form in appendix 1 stating the reason for the appeal and providing any additional information.

Any decision reached by the FE Funding & Fees Appeal Panel will be final.

1.7 Timeline

Requests for an appeal to the FE Funding & Fees Appeal Panel will be acknowledged within 5 working days.

Any decision will be communicated within 20 working days of the appeal submission.

2 Notification of decision

If the appeal is upheld, the decision will be communicated in writing including an explanation of the action that will be taken by the College.

The decision will also be communicated, via email, to the relevant Associate Director and the Head of Registry so the necessary arrangements can be made to ensure the student is enrolled if they still wish to do so.

If the appeal is not upheld, this will be communicated in writing explaining the basis for the decision.

FE Funding and Fees Appeals Policy

Reference: MC90
Issue No: 1
Approval Date: March 25
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Appendix 1

FE Funding & Fees Appeal Application Form

Please email this form to RegistryData@mbro.ac.uk and include any supporting documents in support of your appeal.

Date of Application:	
Forename:	
Surname:	
Student Ref No (if available):	
Email address:	
Telephone number:	
Home address:	

What are the grounds for your appeal?	Please provide further explanation
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College Policy and Procedures not followed	
New material evidence - please list the evidence you wish to submit for panel consideration in determining your appeal and include your evidence with this form:	

Declaration

	Insert Y / N
I confirm that all the information supplied is true and accurate to the best of my knowledge.	
I acknowledge that it is my responsibility to ensure that I have fully completed this form and included the supporting evidence.	
I am aware that any person named in my submission may be contacted to seek clarification for further information.	

Student Signature:		Date:	
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