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## 1. Introduction

- 1.1. Welcome to Tameside College's Tuition Fees Policy. This policy embodies our commitment to transparent, fair, and student-focused financial practices within our institution.
- 1.2. This policy serves as a framework for outlining the structure of tuition fees, available funding options, procedures and criteria for refunds, and the procedures in place to support students facing financial difficulties.
- 1.3. By establishing clear guidelines, we aim to provide clarity and support as you navigate your educational costs and manage your financial obligations. We are dedicated to providing equitable solutions that align with our values of fairness and integrity in line with the Equality Act 2010.

## 2. Purpose

- 2.1. The purpose of this policy is to ensure clarity and fairness for students while also meeting the obligations set out by relevant legislation (such as the Consumer Rights Act 2015) and regulation (Education and Skills Funding Agency & Greater Manchester Combined Authority for Further Education (FE) and Office for Students (OfS) for Higher Education (HE)).
- 2.2. Through this policy, we aim to;
  - Provide you with clear information about your financial responsibilities, including tuition fees and associated costs, as well as available sources of financial support.
  - Outline the circumstances where we will offer refunds in the unlikely event that it is not possible to preserve the continuation of study as a result of the withdrawal of a programme of study.
- 2.3. Where you are enrolled onto a HE course the [Office for Students \(OfS\)](#) requires all education providers to have a [Student Protection Plan](#), which must be read in conjunction with this policy as it;
  - assesses risks to continuation of study and outlines measures to mitigate these risks.
  - explains potential risks and details our response if these risks become real, thus reassuring current and prospective students that we have measures in place to ensure the continuation of study in the majority of situations.
- 2.4. When we mention the College's inability to support continued study, it means the College has either stopped or plans to stop:
  - an education programme before a student can enrol, or a programme that a student is currently enrolled in before they finish it.
  - Applications and continuation are closely monitored on a programme-by-programme basis and decisions would be made in a timely manner.

- With our partner Universities for Higher Education (the University of Huddersfield and the University of Chester) we have an institutional level agreement to teach out any programme that will no longer run at Tameside College.
- 2.5. The risk that we will no longer deliver programmes at Tameside College is low because recruitment to programmes is good and is growing year after year.
- 2.6. This policy has been written taking into account the guidance given by relevant legislative bodies and regulators and should be read alongside the following related documents:
- Complaints Policy & Procedure (FE and HE)
  - HE Programme Suspension, Termination and Compensation Policy
  - HE Extensions and Extenuating Circumstances Policy
  - Student Protection Plan
  - Enrolment Terms & Conditions (FE and HE)

### **3. Scope**

- 3.1. This Policy applies to all future, current and past (left the college up to 6 months ago) at Tameside College. Where a complaint has been raised, extended timescales may apply and are detailed in those policies
- 3.2. This policy covers the Tuition Fees, Debt Management, Funding and Financial Assistance
- 3.3. The policy is intended to provide a clear and simple framework so that you can understand when you may be entitled to compensation or refund of tuition fees and how to make a claim.
- 3.4. It does not include changes to or termination of programmes where all enrolled students who would normally have been expected to complete at the date of termination have done so.
- 3.5. If you have any queries about this policy and procedure, please contact the Vice Principal Finance and Infrastructure through the finance email of [finance@tameside.ac.uk](mailto:finance@tameside.ac.uk)

### **4. Tuition Fees - General**

- 4.1. Tuition fees will be due for all courses offered by the College, which will be set and adjusted based upon the Education and Skills Funding Agency (ESFA), Greater Manchester Combined Authority (GMCA) and Office for Students (OfS) funding assumptions and guidance from other government departments. These adjustments mean that some courses are fully funded by the ESFA or GMCA.
- 4.2. The Vice Principal Finance and Infrastructure and the Corporation Board conducts annual reviews of the tuition fees to ensure that changes from the external bodies and other market forces are taken in account in setting fees, and fee remission, to facilitate education in the most accessible way possible.
- 4.3. Students methods of payment will be determined at enrolment and will include declarations and liability forms. Methods of payments and implications for non-payment are included in section the sections below. Where tuition fees are subject to fee remission, the College will do

this at this stage. Details of circumstances where fees can be remitted are included in section 5.1 of this policy.

- 4.4. Fees stay the same throughout the academic year, however, there may be limited instances where market factors determine a change is required in fees to ensure education remains accessible. Any such adjustment will require approval from the Principal with careful consideration and justification to the responsibilities of the College to relevant guidance from the external bodies in section 4.1 and the Competition and Markets Authority (CMA).
- 4.5. If outstanding fees are not paid by the due date(s), the College reserves the right to prevent learners from attending their programme(s) of study and / or preclude them from participating in relevant examinations / assessments and / or barring from graduation ceremonies. Where continuing learners haven't settled outstanding fees by the end of the academic year in question, they may be prevented from re-enrolling onto the subsequent year of study via a finance block.

## **5. Fees – Further Education**

- 5.1. Tuition fees for Further Education are considered with reference to the funding rates guidance from Education & Skills Funding Agency (ESFA) and the Greater Manchester Combined Authority (GMCA). GMCA Funding & Performance Management Rules.
- 5.2. Where a learner is co-funded then either the learner or their employer will need to make a contribution towards the costs of learning to add to the GMCA's contribution. The 'assumed contribution' for 2025/26 is 50% of the un-weighted Adult Rate.
- 5.3. Where a learner is not eligible for any grant funding, the tuition fees set for learners aged 19+, who already have a FL3 qualification on level 3 and above courses, are aligned to the higher of Education & Skills Funding Agency/Greater Manchester Combined Authority (GMCA) fully funded rates for 2025/26, or the market rate.
- 5.4. The ESFA and GMCA require colleges to remit fees in a number of cases. The College's fees policy adopts these requirements which are summarised below. No learner will be charged tuition fees for funded courses if they are:
  - 16-18 year olds or 19-24 year olds with an EHCP in either full time or part time education. Such learners will continue to receive free tuition in any consecutive subsequent year of study of the same qualification.
  - All learners studying an Entry or Level 1 programme, who do not have a Level 2 qualification and need Entry/Level 1 to progress to Level 2.
  - All learners studying a first full level 2 programme (as defined in the Funding Rules) who do not already hold a full level 2 qualification
  - Learners aged 19 to 23 on a first full level 3 programme (as defined in the Funding Rules) who do not already hold a full level 3 qualification

- Learners aged 19 or over on a level 3 programme on either the list of GMCA approved qualifications or included in the National Skills Fund initiative (conditions apply).
- Unemployed (as defined by the GMCA) learners actively seeking work (self-declared) and in receipt of the following benefits: Job Seekers Allowance, Employment Support Allowance or Universal Credit. For universal credit, learners earned income from employment (disregarding benefits) must be less than £345 a month (learner is sole adult in their benefit claim) or £552 a month (learner has a joint claim with their partner).

This can, under certain circumstances exclude learners aged 19 to 23 on level 3 who already have a FL3 qualification and aged 24+ on level 3 to 6 courses

- Other learners (as defined by the GMCA) who receive other state benefits not listed above and their earned income from employment (disregarding benefits) is less than the adult single universal credit claimant amount or joint universal credit adult rate

**and**

- want to be employed into more sustainable employment and their earned income from employment (disregarding benefits) is less than the adult single universal credit claimant amount or joint universal credit adult rate and the college is satisfied the learning is directly relevant to their employment prospects and the local labour market needs

This can, under certain circumstances exclude learners aged 19-23 on level 3 to 6 courses who already have a FL3 qualification and aged 24+ on level 3 to 6 courses

- Learners in receipt of low wage, earning less than living wage for GM residents (minimum wage for non-GM residents) annual gross salary.
- Learners aged 19 and over, excluding apprentices, are eligible for full funding to take GCSE English and Maths if they do not currently have these qualifications at grades A\* to C or grade 4 or higher, no matter what other qualifications they already hold. If a learner needs to 'retake' their GCSE English and Maths because they did not achieve an A\* to C or grade 4 or higher, the learner must not just re-sit the examination, but also carry out the necessary learning.

5.5. In all cases appropriate documentary evidence must be made available to the College.

5.6. Remission of fees are only awarded to students on government funded courses and do not apply for full cost courses (FCR). Evidence of hardship must be provided.

5.7. Examination and registration fees: Examination and registration will be included within the single tuition fee, except in the following circumstances where the funding regulations allow the charging for examination resits, based on the costs determined by the Awarding Body and in consultation with subject teacher. This applies in the following situations:

- Where an acceptable level of work completion has not been reached.

- If you fail to attend an exam without a valid reason. We accept illness, certified by a doctor or other health care professional, as a valid reason for absence.
- You resit an exam due to previously failing the examination or to improve your grade.

5.8. Additional fees to Tuition fees may be applicable and details of these are included within the course information and prospectus. Such fees, which can be subject to Bursary funding include;

- Disclosure and Barring Service (DBS) checks, where students will be charged the fees set by DBS.
- Uniforms, where students must buy and pay for them directly from the supplier.
- Equipment and Clothing. Where such clothing or equipment is necessary for a learner's health and safety, and the learner is aged 16-18 years or is entitled to full remission of fees, a charge will only be made if the learner retains such clothing or equipment. If the learner does not wish to retain clothing or equipment required for health and safety reasons, the learner may borrow the clothing or equipment free of charge. In certain circumstances, learners may be eligible for bursary support. For more information please see the Bursary Policy.

5.9. Fee Liability. FE students who are required to pay tuition fees and withdraw from or defer their studies during the year will be charged a proportion of the fee for their programme as set out below.

- For students on programme's of more than 12 weeks;
  - Withdrawal 21 days prior to the course start date: Pro-rata charge between course start date and request to withdraw, less a £20 administration fee.
  - Withdrawal 21 days after course start date: 100% charge
  - For students on programme's of less than 12 weeks; 100% charge
- For programme's of less than 12 weeks, if you withdraw 14 days prior to the start date, you will be entitled to a full refund. No refund will be due for withdrawal after this timescale.
- If you enrol online, under the United Kingdom's Distance Selling Regulations you have the right to cancel your enrolment and request a full refund within 14 working days. Cancellation of your enrolment must be made in writing quoting your details and course code within 14 working days of the date of confirmation that your payment has been processed to [finance@tameside.ac.uk](mailto:finance@tameside.ac.uk) Refunds to credit/debit cards usually take 3 to 5 working days.

## 6. Fees - Higher Education

6.1. Tuition fees for Higher Education (HE) are considered with reference to OfS funding guidance and local market forces. For HE students who start in 2025/26 tuition fees are:

- Full Time: £5,995 per academic year

- Part Time students: the fees are based on the proportion of their full-time equivalent (FTE). For example, a part-time course with a 0.5 FTE would have a fee of £2,978.

6.2. Tuition fees are normally charged on an annual basis. For example, for a programme being delivered over two or more years, you can expect to pay a tuition fee for each year of study.

6.3. Additional fees to Tuition fees may be applicable and details of these are included within the course information and prospectus. Such fees include;

- Disclosure and Barring Service (DBS) checks, where students will be charged the fees set by DBS
- Uniforms, where students must buy and pay for them directly from the supplier.
- Equipment and Clothing. We will charge for equipment, special clothing and/or materials.

6.4. Fee Liability. HE students who are required to pay tuition fees and withdraw from or defer their studies during the year will be charged a proportion of the fee for their programme as set out below. If you start your programme at another time of the year the fee will be adjusted accordingly to reflect the below timeframes. For students leaving in:

- First 14 days of study - no charge
- Term 1 - 25% charge
- Term 2 - 50% charge
- Term 3 - 100% charge

6.5. Where a HE programme is suspended and / or terminated mid-program, reference should be made to the HE Programme Suspension, Termination and Compensation Policy.

6.6. The ESFA and GMCA require colleges to remit fees in a number of cases. Where your chosen course is an Access to HE course, then remission as set out in sections 5.2 and 5.3 may apply.

## **7. Full cost recovery tuition fees.**

7.1. Full cost recovery courses need to be appropriately costed taking into account teaching and support costs, accreditation costs, premises costs, overhead costs and an appropriate margin.

## **8. Methods of payment**

There are a number of ways in which the fees due for your chosen course can be paid, which are set out below;

### **8.1. Advanced Learner Loans**

Where grant funding is not available Advanced Learner Loans provide a source of fees and support to help people aged 19 and over undertake general and technical qualifications at levels 3, 4, 5 and 6 (excluding apprenticeships). Loans are not means tested and are available to eligible students who meet the following criteria:

- They are 19 years old or more on the day they begin their loan-funded course.

- They are pursuing one or more loan-designated qualifications at levels 3, 4, 5, or 6 (refer to Advanced Learner Loan [qualifications designated for loans](#) for more details).

When you apply for a loan, the Student Loans Company (SLC) will access it to determine your eligibility. For further information please see the [Advanced Learner Loan guidance](#) or contact us.

## 8.2. Student Finance Loan

Student Finance England (SFE) plays a crucial role in supporting students pursuing higher education in the United Kingdom. Eligible students can access financial assistance in the form of loans to cover tuition fees and living expenses. The process of applying for a loan through SFE begins with you confirming your eligibility based on residency status, course type, and previous study history. For further information about the process see the [Student Loans Company website](#) and the [Government's step by step guide to applying](#).

If approved, the loan amount is sent directly to us to cover your tuition fees, with any remaining funds for maintenance transferred to your bank account in instalments throughout the academic year. The [Student Finance Calculator](#) can help you see how much funding you are eligible for.

## 8.3. Employer or Sponsor Payments

If an employer or sponsor is to pay tuition or other fees, the employer or sponsor will be invoiced for the full amount. You will be required to provide evidence of your employer or sponsor's agreement to pay the tuition and/or other fees at enrolment through an official means (e.g., written confirmation on employer's headed paper or email to [finance@tameside.ac.uk](mailto:finance@tameside.ac.uk)).

## 8.4. Self Funded

If you are not paying your tuition fees by a method set out above you can self-fund your course using the following options;

- In full by card at the point of enrolment
- For amounts over £200 a Direct Debit option is available;
- For amounts between £200 and £500: A deposit of 20% at the point of enrolment, followed by 2 additional payments of 40% of the total fee
- For amounts over £500: A deposit of 20% at the point of enrolment, followed by 5 additional payments of 16% of the total fee.

If a learner defaults on an instalment, the full outstanding amount becomes immediately payable.



## 9. Non-Payment of Tuition Fees and other costs

9.1. Understanding the rules and procedures surrounding student debt is crucial for every student.

The below information provides an overview of the circumstances under which you may accumulate debt, the notification process for outstanding fees, the steps we may take to recover these fees, and the potential consequences of unpaid debt.

### 9.2. Types of Debt

The circumstances that may cause you to owe the college money are (but not limited to):

- **Equipment:** If you do not return or damage equipment provided by the college.
- **Payment Method Failure:** If your accepted payment method, such as a credit or debit card, fails or is withdrawn. This also includes if a grant or loan from a UK funding authority (like Student Finance England) is not approved or is withdrawn.
- **Sponsor Non-payment:** If your sponsor does not pay the fees.

**Disciplinary Action:** If you have received a fine due to disciplinary action, which could include costs for property damage or replacement, as outlined in the Acceptable Behaviour Policy & Process.

### 9.3. Debt Recovery Procedure

The following steps will be taken if it is discovered that you owe money to the College:

- **First Notification:** Upon the discovery of your outstanding tuition fees or other costs, we will send you a letter to your college and personal email address (that is on file). This letter will detail the amount you owe and how you can pay it. You will be given a reasonable opportunity to settle any outstanding fees and/or charges and information about support available should you require it.
- **Final Notification:** If you still have not paid 30 days after the date of the first letter or been in touch with us, we will send you a final letter. This final letter will again detail the amount you owe and the step we will take if you do not engage with our communications.
- **Further Action:** If you still have not paid the monies owed after receiving the final letter or contacted us to discuss the matter, the Executive Director of Finance and Estates or their delegated authority will consider any further action to recover these fees and/or charges and/or costs. This could include unable to enrol for the next academic year of your programme or future programmes, legal action and/or referring the matter to a debt collection agency.

### 9.4. Support Available

We understand that on occasions factors beyond your control can change your financial circumstances and in recognition of this we have a number of support services that can provide advice and guidance if you find yourself in this situation. Talking to us when you are

aware of your financial difficulties before it escalates will aid us in finding you suitable help with managing your circumstances.

Please contact us if you need to discuss your change in circumstances or need advice and guidance on managing your payments.

## 10. Refunds

10.1. [Refunds](#) refer to the process when a student receives a reimbursement of tuition or fees paid for a programme or service that was not provided. This could include situations such as cancellation of a programme by Tameside College, withdrawal from a programme or situations where the expected educational services are not delivered as promised. Refunds will not be made for any personalised kits or materials which you plan to keep.

10.2. Cancellation of Program: We will offer refunds to students if we are unable to deliver or have to cancel a programme due to operational issues including academic, regulatory, legal, commercial, or financial reasons (for example the designated teacher for the programme is unable to carry out the programme due to unforeseen illness and we are unable to find a replacement teacher).

If these situations arise, we will discuss this decision with you and either find you an alternative programme (where possible) or give you a full refund of any monies paid.

10.3. Withdrawal: Withdrawal refers to the process by which you formally discontinue your enrolment in a programme. The decision to withdraw may be made voluntarily for various reasons, such as personal or academic considerations, financial constraints, or changes in life circumstances. Upon withdrawal, you may be eligible for a refund of tuition or fees paid for the term or portion of the term not completed, depending on the timing of the withdrawal, refer to the Fee Liability and Refunds sections in this policy

10.4. Education not delivered as promised: In exceptional individual circumstances a refund may be considered outside the circumstances detailed in this policy. Where a fee refund is proposed which is outside the regulations, the Vice Principal Finance & Infrastructure or a member of the Executive Team will consider such requests. The decision will take into account factors including (but not limited to):

- What steps we have already taken to mitigate against the rising circumstances that you may or may not have taken advantage of
- Additional tuition costs
- Travel costs as a result of relocation of provision
- Exceptional circumstances beyond your control which may prevent you from continuing your studies, e.g., diagnosis of a severe medical condition.
- How much of the programme has been completed

- 10.5. All refund applications must be submitted with a receipt as evidence of payment of course fees, with any refunds due returned to the original payee and using the same payment method.

## **11. Payments**

- 11.1. Eligibility for refund and/ or compensation and the amounts to be awarded will be considered by the Principal.
- 11.2. Refunds will be made to the bank and account holder (or other financial institution) that originally paid the tuition fee. Refunds will not be paid in cash. If you receive a Student Loan, fees paid by the Student Loans Company will be refunded back to them.

## **12. Deferring your Studies**

- 12.1. Deferring your HE studies means postponing your enrolment or participation in your chosen programme of study for a specific period of time. For further information on the deferral process please refer to the HE Extensions and Extenuating Circumstances Policy and Procedure.

## **13. Review and Monitoring**

- 13.1. We regularly review our tuition fee and debt policy to ensure it stays effective. Led by our Senior Leadership Team, these reviews happen as needed to keep up with the college's needs and external best practices.
- 13.2. Feedback from students, staff, and others involved in the process is important to us. We collect their input through surveys and discussions to identify areas for improvement.
- 13.3. We also analyse complaint data to spot trends and make informed decisions. This information is shared in regular reports with our leadership team and other relevant groups
- 13.4. Based on our findings, we may update our policy after consulting with teachers, administrators, and student representatives. Any changes will be communicated widely in advance.
- 13.5. You can find our policy on our website, and it is also referenced in our Terms and Conditions and Student Handbook. We are committed to creating a responsive policy that meets the needs of our college and its students.

## **14. Equality, Diversity, and Inclusion Statement**

- 14.1. At the core of our institution's tuition fee and debt policy is a steadfast commitment to fostering equality, diversity, and inclusion in full accordance with the Equality Act 2010. We are dedicated to eliminating discrimination, advancing equal opportunities, and fostering an inclusive environment for all members of our college community. This commitment extends to every aspect of our refund and compensation process, ensuring that it adheres to the legal obligations outlined in the Equality Act 2010.

- 14.2. Policies are inclusive of all Tameside College Students, Learners, Enquirers and Alumni, regardless of age, civil status, dependency or caring status, care experience, disability, family status, gender, gender identity, gender reassignment, marital status, marriage and civil partnerships, membership of the Traveller community, political opinion, pregnancy and maternity, race, religion or belief, socio-economic background, sex, sexual orientation, or trades union membership status.

## 15. Glossary

**Enrolment:** The process of officially registering for and participating in programmes or programs offered by an educational institution.

**Fairness:** Equitable treatment of students in the refund and compensation process, ensuring that decisions are made objectively and without discrimination.

**Repayment Plan:** Arrangement made between the college and a student regarding the schedule and terms for repaying Tuition Fees. Repayment plans may vary in duration, monthly payment amounts, and eligibility criteria based on the student's financial situation.

**Student Loans:** Borrowed funds provided to students to finance their education, which must be repaid with interest after graduation. The Student Loans Company offer these loans.

**Transparency:** Openness and clarity in the refund and compensation process, including communication of policies, procedures, and decisions to students and other stakeholders.

**Tuition Fees:** Mandatory charges levied by the college for enrolment in programmes.

**Compensation:** Financial or non-financial redress provided to make up for losses, inconvenience, or harm suffered by an individual as a result of another party's actions or negligence. In the context of higher education, compensation may be granted to students who have been adversely affected by college failures, such as breaches of contract, failure to deliver promised services or inadequate facilities.

**Eligibility Criteria:** Specific requirements or conditions that must be met for a student to qualify for a refund or compensation, such as documentation of harm or loss.

**Enrolment:** The process of officially registering for and participating in programmes or programs offered by an educational institution.

**Fairness:** Equitable treatment of students in the refund and compensation process, ensuring that decisions are made objectively and without discrimination.

**Refund:** the return of money to a person who has paid for a product or service but has not received the expected value or benefit. In the context of higher education, a refund may be

provided when a student withdraws from a programme, when a programme is cancelled by the college, or when the student is dissatisfied with the quality of education received.

**Transparency:** Openness and clarity in the refund and compensation process, including communication of policies, procedures, and decisions to students and other stakeholders.

**Withdrawal:** The formal process by which a student discontinues enrolment in a programme, or institution of higher education, often resulting in eligibility for a refund of tuition or fees.

## 16. Policy Status & Change History

Responsibility: Vice Principal Finance & Infrastructure

Approved by: Corporation Board

Issue Date: May 2024

Last Review Date: May 2023      Next Review Date: May 2025

Version	Description/Detail of Update & Name of Person who has carried out Update	Approval	Date of Issue
May 2022	Head of MIS / ED Finance & Estates. Updates in line with funding rules	Corporation	May 22
May 2023	Head of MIS / ED Finance & Estates. Roll over of years only	Corporation	May 23
May 2024	VP Finance & Infrastructure. <ul style="list-style-type: none"> <li>Updated format to reflect feedback from OU</li> <li>Rationale for fees made clearer</li> <li>Wording included to reference Competition and Marketing Authority (CMA) rules</li> <li>Deposit for instalments now set at 20%, with the balance of payments at set amounts.</li> <li>Removal of admin fee for direct debit payments, due to concern with this being fair &amp; reasonable (vs. nil fee for employer payment)</li> <li>Reduction in NIL fee for HE withdrawals reduced from 1 month to 14 days (in line with SFE guidance)</li> <li>Inclusion of debt recovery process</li> <li>Implication of non-payment of fees strengthened</li> <li>Clarity on where fee refunds will be due when a student withdraws (section 5.9)</li> </ul>	Corporation	May 24
May 2025	Roll over of years and removal of exam certificate being withheld for non-payment	Corporation	May 25

## APPENDIX 1

### College Fee Waivers 2025/2026 Greater Manchester Residents only (Refer to MIS if the learner lives outside GM)

Age is based on start date, NOT on 31 August (unless a learner is 18 on 31<sup>st</sup> August)

2025/2026	Unemployed and on means tested benefits, economically inactive or employed** on low wage* <b>All 19+</b>	19-23 employed	24+ employed
Essential digital skills up to and incl L1	No fees to pay		
English Language and Maths up to L2	No fees to pay without that GCSE grade 9-4 (A*-C)		
ESOL	No fees to pay	Learner to pay tuition fees, unless on low wage*	Learner to pay tuition fees, unless on low wage*
Entry and Level 1 (learning to progress to L2) If learner <b>does not have L2 or above</b>	No fees to pay	No fees to pay	No fees to pay
First Full Level 2	No fees to pay	No fees to pay	No fees to pay
Entry, L1 or L2, <b>where the learner already has a full L2 or above</b>	No fees to pay (need permission from GMCA for second FL2 if on low wage)	Learner to pay tuition fees	Learner to pay tuition fees
L2 (not FL2), where the learner <b>does not</b> already have Full L2 or above	<b><u>19-23 Learner to pay full cost fees</u></b> 24+ No fees to pay	<b><u>Learner to pay full cost fees</u></b>	Learner to pay tuition fees

**College Fee Waivers 2025/2026**
**Greater Manchester Residents only (Refer to MIS if the learner lives outside GM)**
**Age is based on start date, NOT on 31 August (unless a learner is 18 on 31<sup>st</sup> August)**

2025/2026	Unemployed and on means tested benefits, economically inactive or employed** on low wage* <b>All 19+</b>	19-23 employed	24+ employed
Full Level 3	No fees to pay (If First Full Level 3 and aged 19-23, or second FL3 if the qual is on the GM Level 3 list) 24+ no fees to pay if first FL3 and on L3 adult offer list Otherwise Advanced Learner Loan funded	No fees to pay (If First Full Level 3 and aged 19-23, or second FL3 if the qual is on the GM Level 3 list) Otherwise Advanced Learner Loan funded	No fees to pay (If First Full Level 3 on L3 adult offer list, or second FL3 if the qual is on the GM L3 list) Otherwise Advanced Learner Loan funded
Level 3 (not FL3)	No fees to pay (first L3 and on the GM Level 3 list) Otherwise Advanced Learner Loan funded	No fees to pay (first L3 and on the GM Level 3 list) Otherwise Advanced Learner Loan funded	No fees to pay (first L3 and on the GM Level 3 list) Otherwise Advanced Learner Loan funded
Level 3 units (not FL3) up to 14 credits	No fees to pay	<u>Learner to pay full cost fees</u>	<u>Learner to pay full cost fees</u>
Level 4 or above	Loan Funded	Loan funded	Loan Funded

<p><b>If a learner</b> has left the British Armed Forces after completing four or more years of service or who has been medically discharged due to an injury in active service, after completing basic training. Do not enrol, refer to MIS.</p> <p>-----</p> <p>-----</p> <p><b>*Low wage flexibility for Employed learners</b></p> <p><b>Age 19-23</b></p> <p>If you earn less than the real living wage (£20,888 annual gross salary at time of publication), and wish to study a course at entry level, level 1 or full level 2, then your course fees will be waived, for eligible courses.</p> <p><b>Age 24+</b></p> <p>If you earn less than the real living wage (£20,888 annual gross salary at time of publication), and wish to study a course up to full level 2, then your course fees will be waived, for eligible courses.</p> <p>Evidence of gross salary in the form of a payslip dated in the last 3 months is required.</p>	<p><b>**EMPLOYED</b></p> <ul style="list-style-type: none"> <li>other learners (as defined by the GMCA) who receive other state benefits not listed above and their earned income from employment (disregarding benefits) is less than £335 a month (learner is sole adult in their benefit claim) or £526 a month (learner has a joint claim with their partner) and</li> </ul> <p>want to be employed into more sustainable employment and their earned income from employment (disregarding benefits) is less than £335 a month (learner is sole adult in their benefit claim) or £526 a month (learner has a joint claim with their partner) and the college is satisfied the learning is directly relevant to their employment prospects and the local labour market needs</p> <p>This can, under certain circumstances, exclude learners aged 19-23 on level 3 to 6 courses who already have a FL3 qualification and aged 24+ on level 3 to 6 courses</p>
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# College Fee Waivers 2025/2026      Non Greater Manchester Residents

Age is based on start date, NOT on 31 August (unless a learner is 18 on 31<sup>st</sup> August)

2025/2026	Unemployed and on means tested benefits, economically inactive or employed** on low wage* <b>All 19+</b>	19-23 employed	24+ employed
Essential digital skills up to and incl L1	No fees to pay		
English Language and Maths up to L2	No fees to pay without that GCSE grade 9-4 (A*-C)		
ESOL	No fees to pay	Learner to pay tuition fees	Learner to pay tuition fees
Entry and Level 1 (Learning to progress to L2)	No fees to pay	No fees to pay (If First Full Level 2)	Learner to pay tuition fees
		Learner to pay tuition fees (If Learner already has Full Level 2 or above)	
First Full Level 2	No fees to pay	No fees to pay (If First Full Level 2)	Learner to pay tuition fees
		Learner to pay tuition fees (If Learner already has Full Level 2 or above)	
Full L2, where the learner <b>already has</b> a full L2 or above	No fees to pay	Learner to pay tuition fees	Learner to pay tuition fees
L2 (not FL2), where the learner <b>does not</b> already have Full L2 or above	<b><u>19-23 Learner to pay full cost fees</u></b> 24+ No fees to pay	<b><u>Learner to pay full cost fees</u></b>	Learner to pay tuition fees

Age is based on start date, NOT on 31 August

2025/2026	Unemployed and on means tested benefits, economically inactive or employed** on low wage* <b>All 19+</b>	19-23 employed	24+ employed
Full Level 3	No fees to pay (If First Full Level 3 and aged 19-23) 24+ no fees to pay (if first FL3 and on L3 adult offer list)  Otherwise Advanced Learner Loan funded	No fees to pay (If First Full Level 3)  Otherwise Advanced Learner Loan funded	No fees to pay (If First Full Level 3 and on the L3 adult offer list)  Otherwise Advanced Learner Loan funded
Level 3 (not FL3)	No fees to pay (if first L3 and the qual is on the L3 adult offer list) Otherwise Advanced Learner Loan funded	No fees to pay (if first L3 and the qual is on the L3 adult offer list) Otherwise Advanced Learner Loan funded	No fees to pay (if first L3 and the qual is on the L3 adult offer list) Otherwise Advanced Learner Loan funded
Level 3 units (not FL3) up to 14 credits	No fees to pay	<u>Learner to pay full cost fees</u>	<u>Learner to pay full cost fees</u>
Level 4 or above	Loan Funded	Loan funded	Loan Funded

<p><b>If a learner</b> has left the British Armed Forces after completing four or more years of service or who has been medically discharged due to an injury in active service, after completing basic training. Do not enrol, refer to MIS.</p> <p>-----</p> <p>-----</p> <p><b>*Low wage flexibility for Employed learners</b></p> <p><b>Age 19-23</b></p> <p>If you earn less than minimum wage (£20,319 annual gross salary at time of publication), and wish to study a course at entry level, level 1 or full level 2, then your course fees will be waived, for eligible courses.</p> <p><b>Age 24+</b></p> <p>If you earn less than minimum wage (£20,319 annual gross salary at time of publication), and wish to study a course up to full level 2, then your course fees will be waived, for eligible courses.</p> <p>Evidence of gross salary in the form of a payslip dated in the last 3 months is required.</p>	<p><b>**EMPLOYED</b></p> <p>In receipt of a means tested benefit accepted by the College.</p> <p><b>AND</b> Working less than 20 hours per week.</p> <p><b>AND</b> Earning less than universal credit for individual claims (£334.91 per month at time of publication or universal credit for joint claims (£525.72 per month at time of publication).</p>
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