

Tuition Fees and Remission Procedures 2024/2025

1. Introduction

These procedures should be applied within the context of the College Tuition Fees and Remission Procedure.

2. Fee Payment

- 2.1. All fees must be fully paid at the time of enrolment or within the period prescribed by the College.
- 2.2. The total fee charged at the start of the course will include the tuition fee, as calculated using this procedure, and additional costs such as examination fees and equipment costs.
- 2.3. Any disagreement with fee level must be made known and resolved prior to enrolment.
- 2.4. Anyone claiming that someone else should be invoiced, such as a sponsor (e.g. employer), must provide written evidence of consent from the sponsor. Should the sponsor later refuse to pay the student will become liable for any outstanding fee. It should be noted that payment terms are 30 days from receipt of an invoice.
- 2.5. Students who fail to make tuition fee payments will be asked to leave their course (see 2.1)
- 2.6. Any fee waiver or deferred payment terms must be agreed with EMIS staff prior to enrolling and starting classes.
- 2.7. Fee remission/waivers only apply to persons regarded as home residents and those who are covered by the regulations associated with the EU Withdrawal Agreement or Ukrainian Extension Scheme.
- 2.8. All full-time learners will pay a registration fee on enrolment of £15
- 2.9. Where sponsors are responsible for payment no fee remission will be available.

3. Refund Procedure

- 3.1. The College will refund full or partial fees for the following reasons
 - 3.1.1. Where the course fails to mature.
 - 3.1.2. Where the College makes a goodwill gesture in response to exceptional circumstances (judged by the Director of EMIS following written representation).

In such circumstances the following charge will be applied to a refund:

Date of withdrawal	Fee charged
1st September to Monday 16 th September 2024	Zero
Tuesday 17 th September 2024 to Monday 6 th January 2025	40%
Tuesday 7 th January 2025 to Monday 7 th April 2025	80%
8 th April 2025 onwards	100%

**Further Education
Tuition Fees and Remission Procedure for 2023/24**

Fees will be rounded up where appropriate
Fees are charged for each academic year of a course

Fee Type	Rate for 2024/25	Rate for 2023/24
FE Courses (UK Students and those covered by regulations relating to EU Withdrawal Agreement & the Ukrainian Extension Scheme) FE Courses for EU students Funded by DfES/EU Full-time (EU students only) Part time courses:	Nil £89/annual hour (courses 30 weeks or more) £3.30/hr (courses up to 29 weeks)	Nil £85/annual hour (courses 30 weeks or more) £3.15/hr (courses up to 29 weeks)
Nationals Outside the UK (not covered by regulations relating to EU Withdrawal Agreement or the Ukrainian Extension Scheme) Full time Part time	 £5,500 Pro rata	 £5,500 Pro rata
Exam board Fees Costs passed on to part time students. Free for main programme of study for full-time students.	Cost	Cost

Please note: the college also runs commercial courses which are priced separately and outside this procedure and fee waivers will not apply to such courses.

Further Education Tuition Fees and Remission Procedure 2024/25

Note: Where fee waivers are applied the first £15 of the fee will be payable before application of the waiver.

None of the below apply to persons funded by government schemes, Higher Education Students or Non UK Students (not covered by the EU Withdrawal Agreement or Ukrainian Extension Scheme). The College can require the student to provide documentary proof of their circumstances.

1) Unemployed people in receipt of income-based Jobseeker's Allowance or the income support element of the Employment Support Allowance. - evidenced by 'in receipt' of benefits documentation.	100% relief
2) Persons in receipt of Universal Credit (based on equivalent state benefits judgements)	100% relief
3) Persons in receipt of benefits for a disability or health condition - evidenced by benefits documentation	100% relief
4) Refugees or asylum seekers in receipt on the equivalent of income based benefit (assistance under the terms of the Immigration and Asylum Act 1999) and their dependents.	100% relief
5) Ukrainian adults and family members supported through the Ukraine Extension Scheme.	100% relief
6) People studying basic skills courses and generic ESOL courses	100% relief
7) Persons under the age of 19 not funded by any other government scheme – evidenced by official document with date of birth included.	100% relief
8) Persons in receipt of Working Family Tax Credit with NHS Exemption.	100% relief
9) Persons in receipt of Pension Credit	
10) Certain courses funded by ESF or taster courses may be offered free of charge at College management discretion.	
11) Peculiar circumstances of hardship may be referred, in writing, to the Director of EMIS who may make a discretionary reduction or remission of fees based on the evidence presented.	

Higher Education Tuition Fees 2022/23

*Fees will be rounded up to the nearest pound where appropriate
Fees are charged for each academic year of a course

Fee Type	Rate for 2024/25	Rate for 2023/24
HE course fees		
Full-time – Undergraduate e.g. degree	TBC	£9,000
Full-time – Non Undergraduate e.g. foundation degrees, HNDs	TBC	£7,500
Part time – first year	TBC	£36 per credit £720 per module (20 credits)
Professional Certificate in Education and Professional Graduate Certificate in Education Courses	TBC	£900 per 20 credits
Nationals from Outside UK (Not covered by the regulations associated with the EU Withdrawal Agreement).		
Full time	Priced Individually at cost.	Priced Individually at cost.
Part time	Priced Individually at cost.	Priced Individually at cost.
Exam board Fees Costs passed on to part time students. Free for full-time students.	Priced Individually at cost.	Priced Individually at cost.