


• Charging Policy

Name of Policy	Date Effective	Review Date	Signature
Charging Policy	1 August 2018	31 July 2019	

Fee Charging Policy – Learners/Employers

This Policy statement is in reference to payment by the Learner/Employer of charges, relating to the cost of services provided by FW Solutions Ltd.

Course Fees:

- The Directors of FW Solutions Ltd set the fees for each course offered and these are reviewed on an annual basis but are also subject to a change in funding circumstances and government legislation.
- The fee for each student is determined by the subject, the course, the mode of study, the number of academic credits that can be achieved and the student's fee status.
- During a Learner's initial sign up, students will be given information with regards to fees and how this can be funded. The exact fee and source of funding will be confirmed in a letter once they are registered.
- Our funding is provided by the following organisations:
 1. ESFA (Education and Skills Funding Agency)
 2. Employers
 3. Students (Advanced Learner Loans – Student Loans Company)

▪ **Payment of Fees and Charges**

Unless otherwise stated, learners who are funding their own study must pay their fees as agreed with the FW Solutions Ltd representative at their initial sign up meeting. Applications for funding to cover the cost of tuition fees will be applied for before the initial sign up meeting. Tuition will not commence until this funding has been confirmed with the appropriate funding provider. Learners who are subject to the Advanced Learner Loan criteria will need to complete the appropriate paperwork and submit to the SLC in a timely manner. The SLC will provide information of acceptance within a published timescale. The Student Loans Company will pay your fees directly to FW Solutions Ltd.

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- **Help and advice on payment**

If you are required to apply for a loan to cover the cost of your tuition fees, you can find further information at the following locations:

www.gov.uk/advanced-learner-loans

If you do not have internet access, you can find out further information by contacting your FW Solutions Ltd representative or by contacting head office.

- **Withdrawing, changing course, repeating course or interruption of study**

Under certain circumstances it may be necessary to suspend or withdraw a learner due to personal or business circumstances. In the first instance you should contact your Teaching and Learning Co-ordinator who will discuss it with you. If a learner is suspended or withdrawn, it is the responsibility of FW Solutions Ltd to inform the funding provider. Learners who do not complete the relevant course components within the agreed timescale may be subject to further charges at the discretion of the Managing Director.

FW Solutions Ltd does not provide private funding and is therefore not liable under the guidelines of the Consumer Credit Agency. All guidance regarding Advanced Learner Loans is provided after consultation with all relevant documentation issued by the Student Loan Company (SLC) and any discrepancies or questions not covered by the 'frequently asked questions' resources will be referred back to the SLC for clarification.