


# POLICY DOCUMENT

## • Fee Charging

Name of Policy	Date Effective	Review Date	Signature
Fee Charging Policy	05 September 2022	05 September 2023	

### 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/Realise 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 delivery model, the number of academic credits that can be achieved and the student's fee status.
- During a Learner's initial IAG meeting, 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; private funding
  3. Employers; Apprenticeship levy funded through the Apprenticeship Service
  4. Employer; co-investment for certain apprenticeships
  5. Student Loans Company (SLC) for (Advanced Learner Loans - ALL)
  6. Learners – Self Funded

#### 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' Business Development Director, Rebecca Warden. Applications for funding to cover the cost of tuition fees will be applied before the initial sign up meeting. Tuition will not commence until this funding has been confirmed with the appropriate source.

Learners who are subject to the ALL criteria will need to complete the appropriate paperwork and submit to the Student Loans Company (Student Finance England) in a timely manner. The SLC should provide information of acceptance within a published timescale. The SLC will pay your fees directly to FW Solutions Ltd on a monthly basis whilst the learner remains in learning.

#### 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:

<https://www.gov.uk/advanced-learner-loan>

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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 TLC 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 body. Learners who do not complete the relevant course components within the agreed timescale may be subject to further charges at the discretion of the Business Development Director. Please also refer to the Absence and Withdrawal Policy

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

### **Policy Review**

Overall responsibility for this Fee Charging Policy within FW Solutions Ltd and the implementation thereof lies with Lesley Rimmington, Quality Director.

This policy will be reviewed annually by Lesley Rimmington, Quality Director, Rebecca Warden, Business Development Director and Janet Williams, Office Manager.

This Fee Charging Policy is Version 5 and was amended and adopted on 05 September 2022.

This Fee Charging Policy is due to be reviewed on 05 September 2023.