Hertford Regional College

Finance Policy

Fees Policy

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1. Introduction

1.1 This document outlines HRC's approach to setting and operation of fees associated with academic provision for the period 1 August 2026 to 31 July 2027. In preparing this document care has been taken to ensure that the recommendations of the Department for Education (DfE) (formerly ESFA) for fees as outlined in the Adult Skills Fund (ASF). Funding Rules have been given due consideration, as well as the 'Higher Education and Research Act 2017' and the Office for Students (OfS) for fees for Higher Education courses.

2. General Principles

2.1 The College aims to maximise income from fees by setting prices based on market demand, while also considering individuals' ability to pay where possible. This document explains how fees are set and when learners may be exempt from paying the full amount. Higher Education (HE) and adult learners aged 19+ studying Level 3 or above are required to pay fees, but these can be supported through student loans provided by the Student Loans Company (SLC).

2.2 Learners or their sponsors, unless they qualify for exemptions/waivers, are to be charged tuition fees and other fees.

2.3 The College must ensure that when a learner starts learning they are aware of fees that they may have to pay, including course fees and other fees during the time spent following the learning aim.

2.4 The College must also ensure that all learners are aware of this Fees Policy; so that if a learner's circumstances change, they are informed of the consequences in respect of the fees which may or may not be charged

2.5 These principles extend to all areas of charging for teaching and related services, including further and higher education, educational and training contracts, and commercial activities. Where the award of a grant supports the activity, then the terms of that grant, if different from the policy principles, must take precedence.

2.6 A Fees Policy will be reviewed annually and will be considered by the Senior Leadership Team (SLT). This will summarise fee levels, concession entitlement and refund policy. Higher rates may be calculated for learners for whom the College does not receive any DfE / GLA or other grant funding as this will essentially represent a full cost delivery. In addition, the College has the discretion to negotiate arrangements with employers for large numbers.

2.7 Fee remission will be offered in accordance with government directives and to learners in groups for whom the DfE / GLA offers discretionary fee compensations.

2.8 Fee refunds or waivers will only be allowed where the College has cancelled a course, there is a justified complaint, or in exceptional personal circumstances.

3. Tuition Fees

3.1 For part-time courses, the assumed fee income will be a percentage of the National Funding Rate for the learning aim in line with DfE / GLA and OfS recommendations.
Self-funded course fees are determined based on course structure, hours and material costs.

3.2 When setting the appropriate fee, the SLT will take into account market conditions, the College's strategic priorities and the cost of course delivery. Where a course lasts for two or more academic years a tuition fee is charged annually. The fee calculated will be applicable for the duration of the course and indicative fees for future years may be given but these are subject to change each year unless the learner pays upfront for future years.

3.3 Learners who fail to complete their DfE / GLA funded programme within the allocated time are no longer eligible for DfE / GLA funding. If the learner wishes to return to complete these studies a further charge will be made.

3.4 Learners who apply to transfer to an alternative learning programme may incur an additional charge if there is an increased fee level associated with the new course.

3.5 Late joiners will be charged the full tuition fee applicable to the programme followed.

4. 19+ Full Time Leaners (FE Courses Only)

4.1 Learners will be charged a standard tuition fee for each year of their course. This fee is inclusive of examination registration.

4.2 Additional charges may be made for materials, equipment, uniforms, educational visits and non-attendance at assessment tests or exams.

4.3 Learners may be eligible for an Advanced Learner Loan if they are studying at level 3 to 6, and these loans may cover the cost of tuition, so learners do not have to pay upfront. The fees applicable for these learners will be based on a maximum calculated from the Learning Aims Reference Service calculation of funding and will be supported by the availability of the advanced learning loan. https://www.gov.uk/advanced-learner-loan

4.4 Apprentices cannot be made to contribute financially to the direct cost of learning and will not be charged fees.

5. Fees Concessions

5.1 Fee remission is available to all 16-18-year-old FE learners, including those on part-time programmes and for adult learners who meet the specified criteria.

5.2 Where fees are remitted for learners who meet the criteria, the provider should not charge the learners tuition fees, or exam registration.

5.3 The categories of learners who are entitled to fee remission are:

- All 16-18-year-old FE learners (the Secretary of State does not expect tuition fees to be charged to full-time or part-time 16-18-year olds)
- 19-23-year-old learners studying their first Full Level 2 qualification
- 19-23-year-old learners studying their first Full Level 3 qualification.
- 19-23-year-old learners working towards their first Full Level 2 who are studying an approved qualification at Level 1 or below
- 19-year-old or older learners who are studying an approved Level 3 qualification under the Free Courses for Jobs Offer (FCFJ)
- Learners studying English and math's learning aims as part of the new suite of English and math's qualifications
- Learners studying an Essential Digital Skills Qualification up to and including level 1 (as defined by the DfE approved list)
- Those learners undertaking skills training up to Level 2 , who receive Universal Credit (UC), and their take-home pay as recorded on their UC statement (disregarding UC payments and other benefits) is less than £952 a month (learner is sole adult in their benefit claim) or £1534 a month (learner has a joint benefit claim with their partner)
- Unemployed learners wanting to enter employment and are in receipt of state benefit who are studying up to Level 2, receives other state benefits (not included in the list above) and their take-home pay (disregarding UC payments and other benefits) is less than £952 a month (learner is sole adult in their benefit claim) or £1534 a month (learner has a joint benefit claim with their partner), and
- wants to be employed, or progress into more sustainable employment, and their take- home pay (disregarding UC payments and other benefits) is less than £952 a month (learner is sole adult in their benefit claim) or £1534 a month (learner has a joint benefit claim with their partner), and you are satisfied identified learning is directly relevant to their employment prospects and the local labour market needs
- Learners who are on a low income, earning under £25,750 annual gross salary and studying a qualification up to Level 2 for DfE Funded learners
- Learners who are on a low income, earning under 'London Living Wage' £28,860.000 annual gross salary and studying a qualification up to Level 2 and eligible for **GLA funding**
- Learners who are on a low income, earning under £25,750 annual gross salary studying Level 3 courses approved as Free Courses For Jobs (FCFJ)
- Any other remission categories as advised by the DfE in the funding rules

2025 / 2026 https://www.gov.uk/government/publications/adult-skills-fund-funding-rules

26/27 not available at time of updating

5.4 Learners not in receipt of full fee remission are expected to pay tuition fees.

6. Learners with Special Education Needs and Disabilities (SEND) (FE Only)

6.1 Learners aged 19-24 years on their start date who have an Education, Health and Care (EHC) plan in the year will be funded through the DfE under the 16-18 funding model. As such no fees will be collected for learners in the above category.

6.2 SEND students who are over 25 years old are funded through the DfE under the ASF funding model and will be expected to pay a fee unless they meet the fee remission criteria.

7. Other Fees

7.1 If the DfE / GLA fully funds a learner's programme, the College must not make compulsory charges relating to the direct costs of delivering a learning aim. Direct costs mean administration, registration, assessment, materials, or examination costs and can include charges for identification passes, uniforms, tools, and materials where the learner cannot achieve their learning aim without them.

7.2 Optional extras may be charged as a fee to the learner and this can be applied to trips and visits that are not a central part of their learning. The College may also charge for items not relating directly to the learning activity. Charges may be made to fully funded learners or learners funded by loans if they want to keep materials used in a learning activity outside of the learning environment e.g. artwork, models, food.

7.3 If learners are directly responsible for the payment of other fees, staff should ensure that learners are made aware of these additional costs.

7.4 Any late entry fees incurred by the College will be recharged to learners unless the late entry is the fault of the College. Once sums have been paid over to an external body, refunds cannot be made, nor any sums invoiced waived.

7.5 Any learners who fail to attend an examination may be charged the awarding body fee.

8. Additional Qualifications – Full-time Learners

8.1 If learners wish to enroll on additional qualifications that are not part of their full-time programme, then they will be liable for payment of all fees incurred. The additional qualification must be checked and agreed by the Deputy Principal, Finance and Resources before the learner is enrolled.

9. Educational Visits and Materials

9.1 Some full-time programmes include field trips and/or residentials which are an integral part of the programme.

9.2 All educational visits should be self-financing. Charges for visits should be in line with College policy. The College does not aim to generate any surplus from student visits; any deficit resulting from an educational visit will be borne by the organising department.

9.3 The cost of materials should generally be additional to the tuition fee.

10. International Students (Non-EU)

10.1 HRC does not have a Sponsorship Licence and is therefore unable to take International Students. If International Students are not eligible for funding, they would be responsible for the full cost of the course.

11. 14-16 Years Learners

11.1 The College runs a number of day-release programmes for school pupils in Hertfordshire. All fees for 14-16 day release programmes are agreed with the school sponsoring the programme. The rates are based on the expected Guided Learning Hours (GLH) and other associated costs.

11.2 Alternative Provision Programme

Fees are paid by Schools, Social Services or Local Authorities for students on the Alternative Provision programme. Payment is expected to be made on receipt of invoice. Pro-rata rates are available for late starters and part-time learners. Leavers will be eligible for full cost to end of year.

11.3 Other learners under aged 16 years

Learners under the age of 16 years who are Electively Home Educated (EHE), who wish to join any course must have permission from their Local Authority to join the College. The College needs to seek confirmation from the DfE that the learner will be funded before they commence their programme.

Learners who are under 16 years who wish to join any other course that does not meet the above criteria will not be funded therefore liable to pay the full adult fee applicable to the course plus a subsidy to cover any loss of funding.

12. Higher Education Fees

12.1 The basic fee which will be charged has been determined by the College based on full or part-time attendance, and in conjunction with the appropriate validating University where applicable. (see website for current fees).

12.2 A tuition fee loan, which is paid directly to the college (or partner University for partnership courses) up to the full tuition fee amount charged can be applied for from the Student Loans Company (SLC).

12.3 A Maintenance Loan for living costs can be applied for through the SLC which is paid directly into the student's bank account. The amount received of maintenance loan depends on location and household income. All details can be found on the Government website https://www.gov.uk/student-finance.

12.4 Repayment of the loan (tuition fee and maintenance) will commence once the student has completed the course and is earning over £25,000 per year (undergraduate loan) See website for repayment details https://www.gov.uk/repaying-your-student-loan/when-you-start-repaying.

12.5 The Disabled Students' Allowance (DSA) is support to cover the study-related costs if a student has particular needs due to a mental health problem, long-term illness or any other disability. This can be separate or in addition to any other student finance (e.g. tuition or maintenance loan) and the type of support and how much received depends on the individual needs. More details and how to apply can be found at https://www.gov.uk/disabled-students-allowance-dsa

12.6 For those students who choose not to take out a fee loan, upfront payment of fees will be expected or agreed instalment plans, as per below.

13. Payment of Fees

13.1 All fees become payable on the completion of an enrolment form either by the learner or their sponsor unless the learner is entitled to full fee remission.

13.2 Payment of fees may be made using the below methods.

a) Online using a selection of payment cards, via the Hertford Regional College payment page within the Hertford Regional College website
b) Bank Transfer using the account details provided within the invoice.
c) Over the phone, using a credit or debit card.
d) Postal payment, by sending a cheque to the Finance Team
e) Cash payment, by visiting our campus.

14. Instalment Plans

14.1 Payment of fees may be made in instalments when fees due at enrolment exceed the cost of £350. An instalment administration fee of £20 is charged for this facility for programmes with fees up to £500.00 Amounts above £500 will incur an admin fee of 5% of the total instalment figure (up to a maximum of £50).

Fee Amount	No. of instalments	Payment of instalments
£350 and over	Max 3	1/3 at enrolment and admin fees remainder in two equal instalments due: 1 November and 1 December
£1,000 and over	Max 3	1/3 at enrolment and admin fees remainder in two equal instalments due: 1 December and 1 March
HE fees – Non-Loans	Max 3	1/3 at the beginning of each term and admin fees (Invoiced each term)

14.2 Instalment payments may be made via direct debit by completing a direct debit mandate at the time of enrollment, credit card (in person only), or post-dated cheque.

14.3 Instalment applications will not be considered unless accompanied with a payment of 1/3 of the cost of the course plus the set-up administration charge of £20.

14.4 Overseas students are not normally eligible for the instalment plan and any exceptions must be agreed in advance by the Deputy Principal, Finance and Resources.

14.5 Where the College is unable to collect any instalment payment on its due date an additional £20 charge will be levied to cover the costs of re-collection.

14.6 Any other proposed instalment arrangement must be approved by the Finance Department before any commitment is made.

15. Non-payment of Fees

15.1 Continued attendance on a course is dependent upon the learners' payment of their fees.

15.2 Where instalment terms have been agreed, but an instalment is not paid by the due date, the full outstanding balance will become immediately payable, together with an additional administration charge to cover the extra collection costs. Learners who default on instalment agreements will not be offered this facility for any subsequent enrolment.

15.3 If a learner or their sponsor pays for fees by cheque, and the issuing bank subsequently dishonours this cheque, an administration fee of £25 per default will be charged to cover the additional costs of re-collection.

15.4 Learners undertaking a two-year course will not be allowed to progress to the second year of the course where fees relating to the first year remain unpaid.

15.5 Where fees remain outstanding on completion of the course, examination and other certificates may not be released and learners will not be entitled to graduate. In addition, learners who complete a course but have fees outstanding will be flagged on the Management Information Systems (MIS) and will not be allowed to enrol on further courses until the outstanding debt has been cleared.

16. Refunds

16.1 Refunds of tuition fees will only be given in the following circumstances:

- When the College cancels a course.
- When the College has evaluated that the learner is not suitable for the course and no alternative course is offered.
- At the discretion of the Deputy Principal, Finance and Resources.

The College does not refund tuition fees where a learner simply decides to stop attending a course.

17. Fee Rates

17.1 Fees quoted are only valid for the current academic year. Learners commencing courses covering more than one year will be charged their tuition fee annually. The fee calculated will be applicable for the duration of the course and indicative fees for future years may be given but these are subject to change each year unless the learner pays upfront for future years.

Please see 26/27 Fees Schedule at Appendix 1.

Appendix 1 – 26/27 Fees Schedule (correct at time of document approval)

Home Full-time FE Learners aged 16 – 18 years

Full time learners between the ages of 16 – 18 years will not be charged tuition or examination fees (for a first attempt at an examination).

Home Full-time FE (infill) Learners aged 19 years plus

The assumed fee income will be 50% of the National Funding Rate for the learning aim in line with the DfE recommendations.

Part-time Courses aged 19 years plus

The assumed fee income will be 50% of the National Funding Rate for the learning aim in line with the DfE recommendations.

Other Fees

Course specific depending on materials and trips to be charged.

Resit Fees

Learners re-sitting a unit or examination will pay a re-sit fee.

- GCE/GCSE – College will pay for first attempt, students to pay for any resits at a cost of £69.70 – English (AQA); £73.25 - Maths (OCR).
- BTEC Level 1 Functional Skills written papers – College will pay for first attempt, students to pay for any further resits at a cost of £35 per unit.
- BTEC Level 1 Functional Skills Online exams – College will pay for first two attempts, student to pay for any further resits at a cost of £35 per unit.
- BTEC Level 3 Written exams – College will pay for first attempt, student to pay for any resits at a cost of £44 per unit.
- Resit or improving grades T level students want to improve their grades, fees are
- Pearson T level – Construction – Core exam £135, Employer Set project – £67.00, Occupation specialism - £68.00
- Pearson T level – Digital Software - Core exam £86, Employer set project – £42, Occupation specialism £65.
- City & Guilds T levels fees are – Engineering - Core exam £70, Employer set project - £56.72, Occupation specialism £174.89.
- City & Guilds online exams electrical/catering/construction etc - College will pay for first two attempts, students to pay for any further resits at a cost of £36 per unit.
- NOCN Construction Awards online and written exams- College will pay for first two attempts, students to pay for any further resits at a cost of £36 per unit.
- AAT All Levels – Online Exams Resit £88 per Unit (L2/3). L2 Synoptic Online Exam Resit £93 per Unit. L2 APPs In-Tray Test Resit £82.00. * 24-25 Fees

The exams department will not make any entries for resits until payment has been made by the student.

Online Assessments

All learners will get two free attempts for online assessment tests. On the third attempt, the learner will be eligible for a resit fee of £36. Payment for online assessments must be made at least 2 days prior to the test.

14-16 Years Learners (Schools Provision)

Charged based on the guided learning hours for the qualification being delivered.

14-16 Years Learners (EHE)

14-16 learners who are electively home educated will not be charged tuition or examination fees (for a first attempt at an examination).

Other students under age 16 years

As per National Base Rate for the qualification quoted in the DfE Funding Guidance.

Instalment Set Up Fee

£20 per application. Amounts above £500 will be charged at 5% of the total installment fee to a maximum of £50

Default Fee

£25 per unpaid instalment/dishonoured cheque.

Higher Education (HE) Fees

Higher National Diplomas (HNDs) Full time Programmes £6,000 per annum

Extended Degrees (in partnership with University of Hertfordshire) £6,400 for the 2026/2027 academic year

BA (Hons) Branding, Experience and Retail Design £8800 for the 2026/2027 academic year.

Level 6 top-up degrees £8250 for the 2026/2027 academic year.

The above fees are the annual fee for new HE students joining the College in September 2026.

Resit fees for failed modules/units are charged per unit/module as a percentage based on the full-time fees.

Information provided is correct as 1st June 2026

There maybe changes made to this document in accordance with Government changes of policy of which this Fees Policy will be updated.