

Richard Huish College

**Fees policy implementation procedures for the academic
year 2025/26**

For courses starting on or after 1 August 2025 to 31 July 2026

Approved by the Board of Governors of Richard Huish College on

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1. Tuition fee setting guidance for curriculum and delivery teams

- 1.1 Please refer to the most recent ESFA funding and performance management rules for the year in question for more details relating to individual student eligibility.

[Adult skills fund: funding and performance management rules 2024 to 2025 - GOV.UK](#)

- 1.2 For ESFA funded programmes for adults, where full funding is not available (see ESFA eligibility) we will set our fees in line with expectations of an assumed 50% contribution from the learner/employer/sponsor. Apprenticeship Programme Leads, when determining the fees structure for their offer, must seek to maximise the tuition fee payable. Where fees are set below the assumed level approval must be first secured from the Chief Finance Officer (CFO) prior to any communication of the fee being made.
- 1.3 Fees chargeable for apprenticeships are expected to be in line with the published guidance and funding band tariffs. Where the funding band maximum tariff value fails to achieve our required margin, Huish reserves the right to charge a higher fee, subject to market conditions making this higher fee viable.
- 1.4 For those students aged over 19 accessing the Advanced Learner Loans, we will set our tuition fee at the maximum amount of Loan available for the learning aim. Registration and/or examination fees and materials (including essential kit and uniform costs) will be assumed to be included within the maximum Loan value available. Where a case can be made to enhance our competitive advantage, a lower fee may be set but only after approval has been sought from the CFO.
- 1.5 Whilst every attempt has been made to capture the eligibility criteria and fee setting rules within this policy there may be a need to refer to the **ESFA Adult skills fund: funding rules 2024 to 2025** (The Funding Guidance) for more complex cases. In any event, The Funding Guidance will take precedence when determining an individual's eligibility for funding and the setting and collection of tuition fees.

2 Students aged 16-18 funded by the Education and Skills Funding Agency (ESFA) and students aged 19-24 with an ALS need or EHCP

- 2.1 Home students aged under 19, or in the case of students with an EHCP or ALS up to and including age 24, on 31 August in the first year of the course will not pay tuition fees for the duration of their course whilst they remain under 19 (or up to and including age 24 EHCP/DSA holders) at the start of their programme (qualification aim). They will not be charged the awarding body registration / examination / assessment fee where the student meets or exceeds the college attendance target of 93%.
- 2.2 We reserve the right to charge students, in line with the Funding Guidance, for the following: -
- Awarding Body examination fees for inadequate attendance or where completion of work has not been achieved.
 - Awarding Body examination fees for students who fail without good reason to sit the examination where the institution has paid the fee.
 - Awarding Body examination fees for students who resit an examination resulting from an initial examination failure or with the aim of achieving grade improvements.
 - Clothing or equipment (unless for health and safety) fees.
 - None course-specific photocopying and printing fees including computer printouts.
 - Disciplinary fines (such as late return of library books, lost locker keys/ID cards).
 - Leisure and other non-academic fees (where the activity is not a requirement of a course syllabus).
 - Travel, board, lodging and extra activities associated with trips / visits.

- 2.3 Where a student falls below the attendance target Huish reserves the right to request a contribution towards the awarding body registration/examination/assessment cost for the first and any subsequent sitting.
- 2.4 Where a student fails to attend a pre-agreed examination and cannot produce either a medical certificate or evidence of significant extenuating circumstances confirming that they were unfit/unavailable to attend Huish reserves the right to charge for any re-sit.
- 2.5 There may be a requirement for some students to make a Disclosure and Barring Services application to undertake and complete their studies; students will be informed of this requirement prior to enrolment. In all circumstances the cost of the DBS application will be borne by the student.
- 2.6 Fees will not be charged for Health and Safety equipment where it is essential for learning to take place.
- 2.7 There will be no charge for mandatory trips and visits costs that are deemed essential to the completion of the qualification. We will expect to recover the costs of non- mandatory trips from all students that choose to take part.
- 2.8 Students aged 18 on or before the 31st of August that start a two-year programme (e.g. a linear A-level or extended diploma) will be eligible for free tuition for the duration of the two years.
- 2.9 Students aged 18 on or before the 31st of August that start a full-level 3 programme will be eligible for free tuition. If a student decides to 'top-up' their qualification to an extended diploma (or equivalent) and are aged 19 or over (excluding students aged 19-24 with an EHCP or ALS) on or before the 31st of August, they will either need to make an application for Advanced Learner Loan support or pay the advertised course fee.
- 2.10 Huish delivers an extensive programme of activities that are not funded by the ESFA that all students are expected to participate in. For a two-year Level 3 Programme of Study a mandatory fee of £80 is payable. For a one-year Level 2 Programme of Study the mandatory fee is £40.
- 2.11 Students accessing the Huish Performance Sport Programme will be informed of the associated fees at interview and enrolment.
- 2.12 Any student who wilfully damages college property will be expected to pay the repair or replacement cost of the property damaged.

3 Students aged 19 and over funded by the Education Skills Funding Agency – the ESFA Adult Education Budget

- 3.1 The ESFA publish annually their funding and performance management rules. The college will apply the ESFA's criteria in determining a student's eligibility to receive funding. We will refer to the relevant funding year guidance to determine the funding status of any application to join an ESFA fully funded/joint funded qualification.
- 3.2 Students whose programme is co-funded by the ESFA will be charged a tuition fee calculated by reference to the unweighted funding rate of the learning aim. This tuition fee will usually be equivalent to 50% of the unweighted rate, accepting that the nature of this market may make us uncompetitive at which point a prevailing market price can be charged (subject to being able to prove course viability).
- 3.3 Where a student commenced a programme/qualification in a prior year that was more than one year in duration (a two-year extended diploma for example), the annual tuition fee level charged for the year in which they started will be honoured in 2025/26.

- 3.4 The ESFA has introduced the earnings threshold as part of a new eligibility criteria that enables learners to be fully funded (tuition fee remitted) if they earn below £25,000.

Subject to the availability of funding, the College may fully fund learners who are unemployed, employed, or self-employed, up to and including level 2 and the level 3 offers, if they earn below £25,000 annual gross salary.

The College will request evidence of the learner's gross annual wages in these circumstances. This could be a wage slip or a UC statement within 3 months of the learner's learning start date, or a current employment contract which states gross monthly/annual wages. Please note this is not an exhaustive list, but the College will evidence their decision to award full funding to an individual who would normally be eligible for co-funding.

For funding purposes, the ESFA defines a learner as unemployed if one or more of the following apply.

- They receive Jobseeker's Allowance (JSA), including those receiving National Insurance credits only.
- They receive Employment and Support Allowance (ESA).
- receive Universal Credit, and their take-home pay as recorded on their Universal Credit statement (disregarding benefits) is less than £892 a month (learner is sole adult in their benefit claim) or £1,437 a month (learner has a joint benefit claim with their partner)
- They are released on temporary licence, studying outside a prison environment, and not funded by the Ministry of Justice.

The legal entitlement to funding for eligible adult learners is set out in the respective year's funding guidance and is replicated below: -

The legal entitlements for level 2 and level 3 follow the definition of fullness in the [full level 2](#) and [full level 3](#) sections respectively. A learner can only be fully funded for one vocational qualification from the entitlement qualifications list when exercising their legal entitlement. Appropriate information, advice and guidance should be given to a learner and the learner should be made aware of their entitlement rights and progression routes on completing an entitlement qualification.

These entitlements are set out in the [Apprenticeships, Skills and Children Learning Act 2009](#), and enable eligible learners to be fully funded for the following qualifications:

- English and maths up to and including level 2 for individuals aged 19 and over who have not previously achieved a GCSE grade A* to C or grade 4 or higher, and/or have been assessed as having an existing skill level lower than grade 4 (even if they have previously achieved a GCSE or equivalent qualification in English or maths)
- first full qualification at level 2 for individuals aged 19 to 23, and/or
- first full qualification at level 3 for individuals aged 19 to 23
- Essential Digital Skills qualifications (EDSQs) **or** Digital Functional Skills qualifications (DFSQs), up to and including level 1, for individuals aged 19 and over, who have digital skills assessed at below level 1

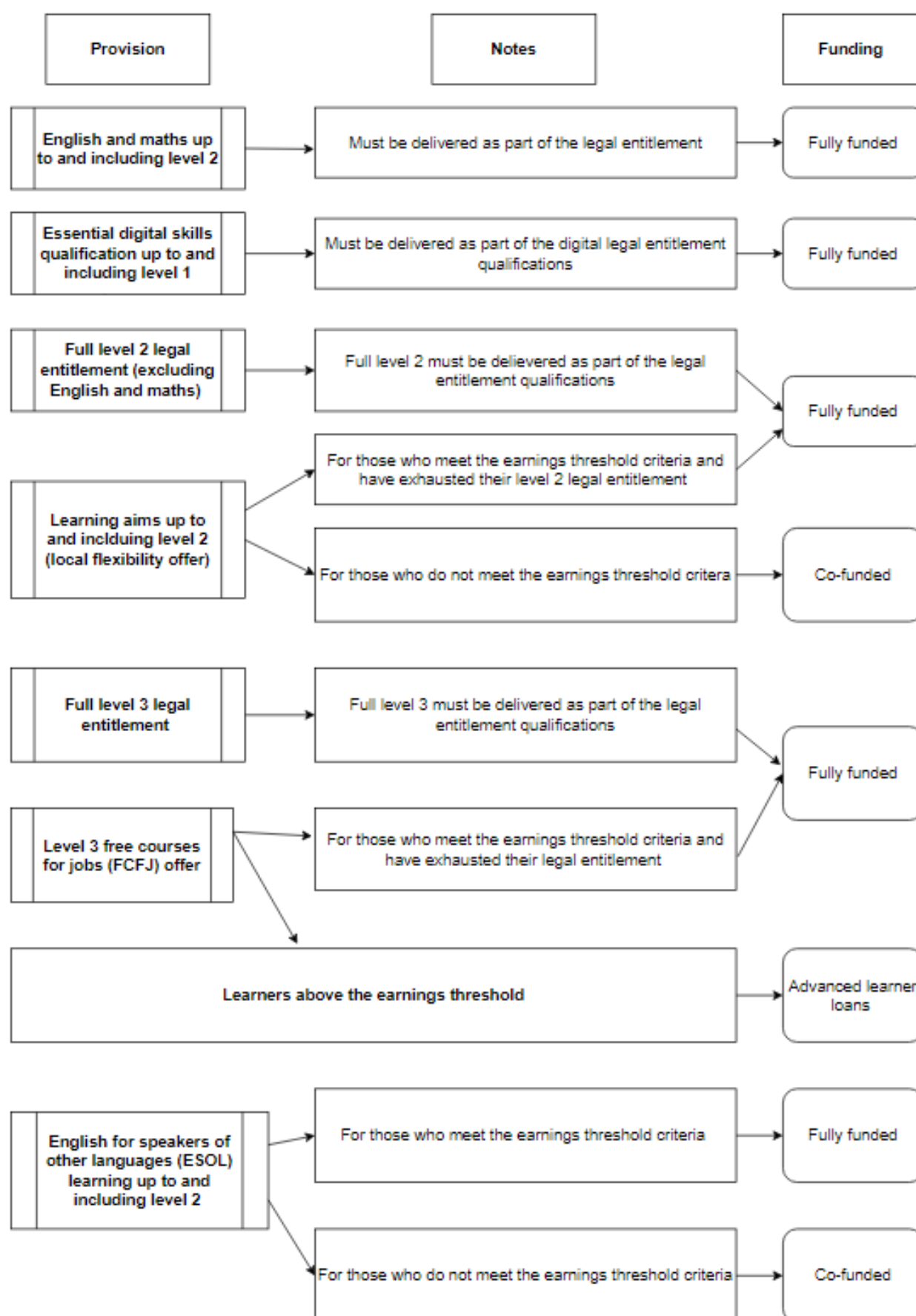
Learners who meet the [residency eligibility criteria in section 1](#) and are below the earnings threshold criteria or unemployed will also be fully funded for qualifications within policy entitlements that include:

- free course for jobs
- level 2 local flexibility
- 19 to 24 work placements
- English for speakers of other languages (ESOL)

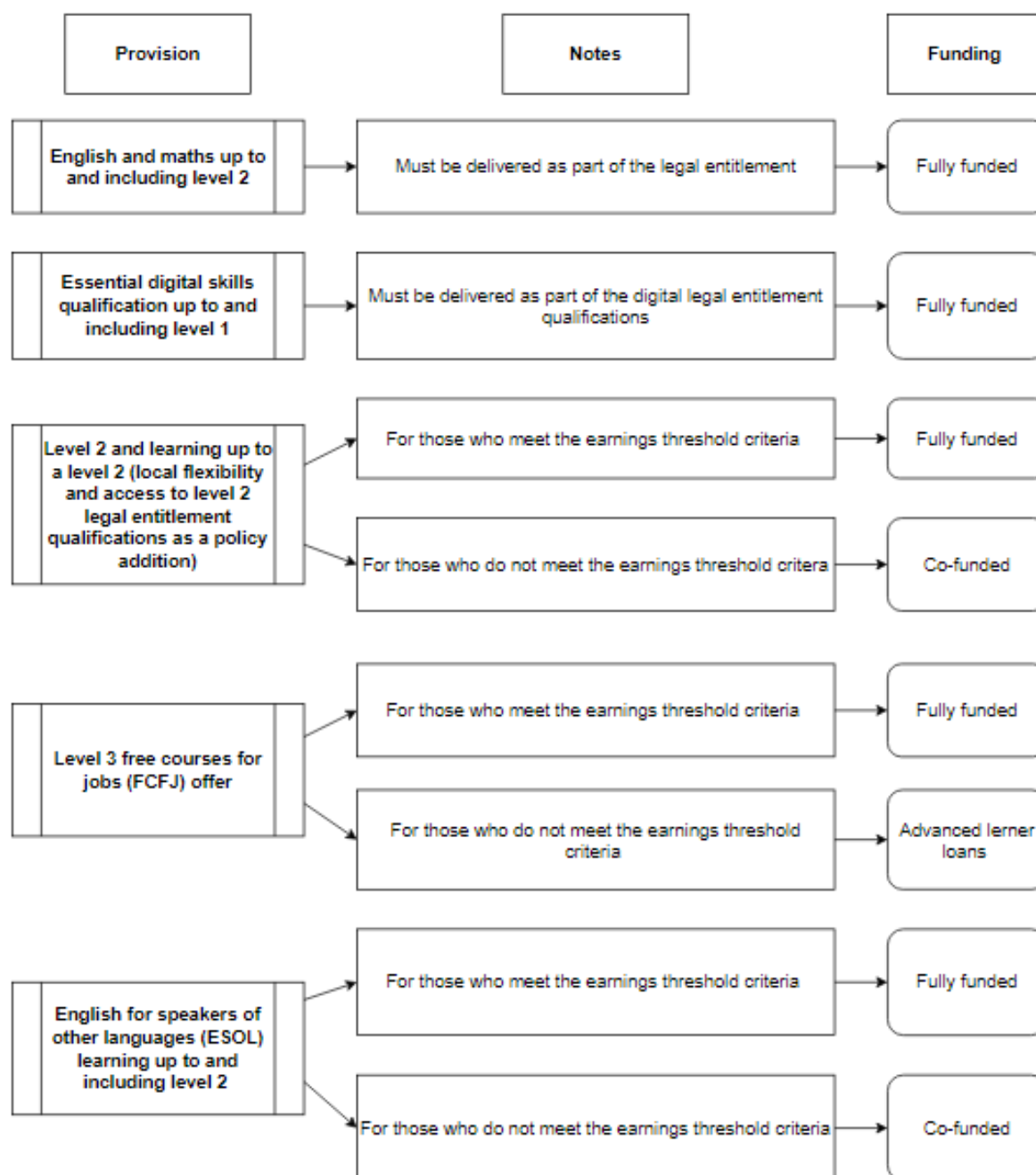
An additional allocation for tailored learning will be available to all grant funded providers, enabling the delivery of non-regulated provision. For more information, refer to the [tailored learning section](#).

The tables on the following pages are taken from the ESFA Funding Guidance, they summarise eligibility for tuition fee remission and where there is an expectation that the learner contributes to or pays in full for their learning.

ESFA ASF contribution chart 1 -19 to 23-year-olds



ESFA ASF contribution chart 2: 24+ (learner having turned 24 by their first day of learning)



- 3.5 There may be a requirement for some students to make a Disclosure and Barring Services application to undertake and complete their studies; students will be informed of this requirement prior to enrolment. Students that can claim free tuition (fully funded) will not be charged for completing the DBS application, students that pay tuition fees (co-funded) will be charged.
- 3.6 Fees will not be charged for Health and Safety equipment where it is essential for learning to take place.

- 3.7 There will be no charge for mandatory trips and visits costs that are deemed essential to the completion of the qualification. We will expect to recover the costs of non- mandatory trips from all students that choose to take part.
- 3.8 Please note that we charge a cancellation fee of £125 as a contribution to the fixed costs of running the course for any learner that decides to leave a short course without good reason.
- 3.9 Any student who wilfully damages college property will be expected to pay the repair or replacement cost of the property damaged.

4 Apprenticeships

- 4.1 The Government introduced the Apprenticeship Levy in May 2017. Any business with an annual salary cost over £3M must now pay a levy of 0.5% into an apprenticeship service account. Employers can use this account to purchase apprenticeship training from an approved training provider. The cost of this training is, for new standards, capped by a published funding band maximum (tariff). If the apprenticeship service account is exhausted the employer can access funding up 95% of the maximum funding band or the price agreed with the provider, the remaining 5% is payable by the employer.
- 4.2 Businesses that fall outside of the levy (non-levy payers) have, from April 2019, been able to access Government funding at 95% of the overall negotiated price, leaving them with a 5% mandatory contribution. Where a business employs fewer than 50 people, the Government will pay 100% of the training cost up to the apprenticeship funding band for apprentices aged 16-18 and those aged 19-24 with an education, health and care plan (EHCP) or if they have been in the care of their local authority.

It may be possible to seek a levy transfer from a larger, levy paying employer. Please ask our apprenticeship service team for advice.

- 4.3 Where the Government is contributing towards an Apprenticeship, they may reserve the right to withhold their contribution if the employer has not paid their contribution. Consequently, we expect fees to have been paid, or a payment plan established with payments started, within one month of the apprentice starting their programme.
- 4.4 Our fees chargeable to employers will be, in most cases, in line with maximum funding band tariffs. Where there is significant competition from other providers the Board of Governors recognises that this could lead to a high degree of price sensitivity. Consequently, where competitive forces are setting the market price, we will look to remain competitive by setting a price that maximizes our opportunity on the proviso that activity must always cover the direct costs of delivery as a minimum. Any reduction in fees has to be agreed with the CFO prior to confirmation with the employer. Where our costs are such that the maximum funding band tariff is insufficient to achieve our required margin, we will look to charge a fee higher than the 5% of the maximum funding band tariff.
- 4.5 There may be a requirement for some apprentices to make a Disclosure and Barring Services (DBS) application to undertake and complete their apprenticeship; apprentices will be informed of this requirement prior to enrolment. In all circumstances the cost of the DBS application will be borne by either the apprentice or their employer.
- 4.6 Fees will not be charged for Health and Safety equipment (PPE) where it is essential for learning to take place within college.

- 4.7 There will be no charge for mandatory trips and visits costs that are deemed essential to the completion of the qualification. We will expect to recover the costs of non- mandatory trips from all students that choose to take part.
- 4.8 Any student who wilfully damages college property will be expected to pay the repair or replacement cost of the property damaged.

5 Traineeships

- 5.1 Huish does not offer traineeships.

6 Students aged 19 and over accessing Advanced Learner Loans

- 6.1 **Richard Huish College has not received an Advanced Learner Loan allocation for the academic years 2024-25 and 2025-26. The conditions below relate only to students with an existing ALL.**

Students aged 19+ who have already achieved a full Level 3 qualification, subject to meeting the eligibility criteria, will be able to access an Advanced Learner Loan to fund Level 3 to 6 qualifications. If the student provides evidence of a successful loan application, fees are raised to Student Loans Company (SLC). Students wishing to enrol on a Huish course who have applied (or are intending to apply) for an Advanced Learner Loan, but who are unable to provide evidence of successful loan application at enrolment, must enter into a Part Payment Agreement. We will not look to start collecting instalments until 1 November, or two months after the enrolment date for courses starting after September. Students will remain liable for fees until they can provide the College with evidence of a successful loan application. Payment dates will be agreed annually by the VPF. We will refund any instalments paid on receipt of SLC confirmation within 10 working days.

- 6.2 Huish will update the SLC of current enrolments monthly. This will inform the Student Loans Company of withdrawn learners. Change of circumstances may result in the re-assessment against the eligibility criteria and a change to the loan entitlement.
- 6.3 There may be a requirement for some learners to make a DBS application to undertake and complete their qualification; learners will be informed of this requirement prior to enrolment. The cost of the DBS application will be included within the tuition fee where this is relevant. If a student is already employed in a sector where a DBS application is mandatory, we will expect the employer to have already completed and paid for the application on behalf of the student prior to enrolment.
- 6.4 Fees will not be charged for Health and Safety equipment (PPE) where it is essential for learning to take place within college.
- 6.5 There will be no charge for mandatory trips and visits costs that are deemed essential to the completion of the qualification. We will expect to recover the costs of non- mandatory trips from all students that choose to take part.
- 6.6 Any student who wilfully damages college property will be expected to pay the repair or replacement cost of the property damaged.

7 Boarding students

Richard Huish College re-designated to Academy status on 1st October 2021. Consequently, we are no longer eligible to recruit International fee-paying students. We are continuing to accept applications from students who meet the ESFA 16-19 funding eligibility criteria e.g. EU Settlement Scheme, HKBNO etc. We will assess your eligibility on application. For an early discussion on eligibility please contact our Boarding and Admissions Coordinator, Maria Smith (marias@richuish.ac.uk), or a member of our admissions team.

We judge all cases against the same criteria, in accordance with the government's guidelines.

- 7.1 Students attending Huish on a 16-19 study programme can choose to board at our accommodation facility, Oak House. Priority is given, in the first instance, to students wishing to board on a full-time basis. Once we have allocated bedrooms to full-time students, any remaining beds will be allocated to 'weekly', then 'flexi-boarders' on a 'first come first served' basis.

Oak House has three accessible bedrooms. Students are required to complete an initial registration form which asks about accessibility requirements, followed by a more comprehensive Health and Wellbeing questionnaire, which helps us to assess the level of support for each applicant. These are summarised and shared with our DSL/Vice Principal Student Support and Boarding Manager.

For 2025/26 the full-time boarding fee, on a half-board (bed, breakfast and evening meal basis) is £16,500. For 2025/26 our flexi-boarding rate is £65 per night.

Please visit the college website to discover more about the service and experience you will enjoy if you board at Oak House.

Boarding fees are payable in one, two or three instalments. If the boarding fee remains unpaid by the due date, we reserve the right to withdraw access to the facility and re-allocate the room to a student from our waiting list.

- 7.2 Huish requires a refundable deposit of £1,500 for all boarding categories, which will be returned to you at the end of your study programme providing all fees are paid to date, no damage has been caused to your accommodation, and you have no outstanding charges in any college departments (including examination resits). We strongly recommend that students take out insurance to cover damage and to protect their personal belongings.

When applying for boarding, we will require a booking deposit to secure the place. This is £2,000 for all boarders. This booking deposit is non-refundable but is part of the overall boarding fee and will be deducted from the first instalment.

- 7.3 For boarding students of all categories joining us in 2025-26, the required notice to leave Oak House is one term from the date that notice is given. E.g. notice served anytime during the Autumn term means the whole of the Spring term is chargeable. We will make our best endeavours to secure a substitute of the same category to minimise the financial impact of the notice period. Should we be unsuccessful in securing a substitute, the full boarding fee for the one term notice period will be charged.

8 Full cost recovery and self-financing courses

- 8.1 Huish runs several courses which are not directly supported by Government Agencies and therefore the sole source of income for these courses are the fees charged to the learner / employer. For such activity we will charge a commercially viable rate reflecting market pricing and our delivery cost structure. In each case, the margin on income will be agreed by the Senior Management Team on recommendation from the relevant Assistant Principal. These courses will either be discreet or as part of a course that may have funded students enrolled.
- 8.2 For commercial fee recovery courses, the fee will be charged once the course is confirmed as running. Generally full fees will be charged and must be paid prior to the commencement of the course. Normally this will happen at least 48 hours before the start date unless otherwise agreed by the CFO. Once the course is confirmed as running and enrolment has been confirmed with the appropriate fee paid no refund will be given.
- 8.3 Where a course is longer than two months in duration and the overall fee is over £500 we accept 50% of the fee on enrolment with the remaining 50% payable after one month of the course start date. If the fee is not paid by the due date the college reserves the right to withdraw the student from the course and refuse any certification/acknowledgement of learning.
- 8.4 Generally, Materials, registration, certification/examination and other course related costs will be included in the overall fee quoted. For AAT and ACCA courses membership and examination costs are not included in the fee, these being payable directly to the appropriate body by the student.
- 8.5 Fees will be charged for Health and Safety equipment (PPE) where it is essential for learning to take place. A student can choose to purchase their own PPE, details will be provided by the course tutor to ensure that the correct PPE is purchased.

Students are always expected to wear their PPE where they have been instructed to do so by their tutor. Any student attending college without their PPE will be refused entry to workshops/teaching spaces where this is a mandatory requirement.

- 8.6 Students under the age of 16 can access some college provision. This will be indicated on promotional literature where appropriate. The fee payable will be the prevailing fee for the course on offer.
- 8.7 Any student aged 19 or over who has already achieved a full level 3 qualification (and is therefore not eligible for Government funding) and wishes to access either a single A-level or a full programme of study will be classed as a full cost student. Fees will be considered on a case-by-case basis depending upon the individual requirements.
- 8.8 Please note that we charge a cancellation fee of £125 as a contribution to the fixed costs of running the course for any learner that decides to leave a short course without good reason.
- 8.9 Any student who wilfully damages college property will be expected to pay the repair or replacement cost of the property damaged.

9 Helping individuals and employers pay

- 9.1 Students enrolling on courses at Huish funded by the ESFA and those students funded through the Advanced Learner Loan will have access to apply to the relevant bursary/support fund to support a contribution towards additional course related or attending college costs **(subject to availability of funds and meeting eligibility criteria)**.
- 9.2 We will continue to offer payment by instalment plans where paying the full fee up- front would create a barrier to learning. Courses where this facility is available will be clearly indicated when marketed. To help Huish avoid escalating costs associated with bad debt collection and write-off we will ask all learners to sign a declaration in advance giving us authority to check their credit reference for which a charge of £30 will be levied. In addition, at enrolment we will ask evidence to support proof of identity and proof of address. **Adults over 19 accessing the Advanced Learner Loans are eligible for Huish part payment plans as long as the balance to be paid by the learner (not the SLC), is more than £200 and the programme is longer than 10 weeks in duration.**
- 9.3 A discount for up-front payment is available on certain college courses/qualifications, please see appendix A for more details.
- 9.4 When working with employers we will look to develop the most commercially attractive package for them. This will often include a mix of fully-funded, co-funded and commercial fee recovery activity.

10 What happens where a student/sponsor has a change in financial circumstances?

- 10.1 Where learners are unable to pay their fees through unforeseen, extenuating personal or financial circumstances they will be advised and guided through various support options, this might include career development loans, student loans or assistance from our college learner support funds or Bursary. All applications are judged on their individual merit, awards made will reflect the nature of the application and the overall availability of funding support. If support is declined, learners will be expected to pay the course fee in line with this policy.
- 10.2 Where an individual or employer defaults on a fee payment and are unable to assure Huish that this position will be resolved quickly, we will implement a process of debt management which will restrict the learner and employer from further activity at Huish and will ultimately be passed to third parties for debt collection activities should payment not be forthcoming.

11 Refunds, transfers, deferrals and late starters

- 11.1 In general terms, for any course of greater than four weeks duration, once a student has attended for more than four weeks the full fee is payable. This rule applies to all courses with the exception of self-financing activity. Where a student withdraws within the first four weeks, or fails to start, and has paid a fee a £30 administration fee will be deducted from any refund.
- 11.2 Where a student enrolls on a course that is of a duration of four weeks or less the fee is payable up-front on enrolment.
- 11.3 Where Huish cancels the course, either a full refund will be given, or the student will have the option to transfer any payment to a future/alternative course.

- 11.4 Refunds will not be given for full cost recovery/self-financing courses save for medical reasons supported by an appropriate medical professional opinion or where Huish cancels the course.
- 11.5 No refund will be initiated if classes are cancelled due to circumstances beyond our control.
- 11.6 The college reserves the right to make such alterations to the described courses, fees, tutors, venues & services as may prove necessary. If a single class meeting is affected by venue closure due to exceptional circumstances out of our control no refund will apply.
- 11.7 Where a student feels that there are exceptional circumstances that prevent them from continuing with their studies, usually a medical condition that was unknown at time of enrolment or a significant life event, an application to have part/all the fee waived can be made to the VPF. Each case will be judged on its merits. Applications must be made within one month of the withdrawn date held on the central student records database.
- 11.8 FE students wishing to defer will only be considered where there is medical evidence to support the deferral request. Should the course not run in the following year the student will either be offered credit against another course or a fee refund for the fee paid at the time of their deferral.
- 11.9 Where an Apprenticeship contribution is paid in full at the start of the apprenticeship, and the Apprentice withdraws early or switches employers during the programme, the original employer will be reimbursed on a pro rata basis and the new employer will be charged the balance if they are a non-levy payer.
- 11.10 Late starter tuition fee arrangements for all students are as follows:
- late starters in Term 1 will be liable to pay the full year's course fees
 - late starters in Term 2 will be liable to pay for two thirds of the full year's course fees
 - late starters in Term 3 will be liable to pay for one third of the full year's course fees
- 11.11 **Please note that any administration fees charged (instalment plans/credit checks) will not be refundable.**

12 How do I suggest improvements / complain about these procedures?

- 12.1 Improvement suggestions should be made to the Chief Finance Officer.
- 12.2 Complaints in relation to these procedures should be made in writing to the Vice Principal Student Support. The VP Student Support will use the college complaints procedure to investigate and determine the outcome of the complaint.

Fee Remissions and Payment Plan

1 Full Payment Discount

- 1.1 The College operates a 5% tuition fee discount on full and part-time courses of longer than 10 weeks duration if the learner pays in full at the time of enrolment (to encourage full payment). The discount does not cover any separate charges related to registration, exams, equipment, materials and uniforms.
- 1.2 This discount applies to FE level programmes (excluding students accessing the Advanced Learner Loans) for Home/EU/EEA students paying their own fees (or an employer/sponsor paying the tuition fee in full on their behalf at enrolment). The discount will not be applied to the tuition fee where an employer/sponsor requests an invoice. If a student pays their fee up-front claiming the discount and subsequently makes a successful application for financial assistance with their fee, we will only support up to the discounted amount.
- 1.3 Full cost recovery/self-financing course fees are not subject to this concession.

2 Fee Remission for ESFA funded courses

Please refer to sections 2 to 5 of these procedures.

2.1 Evidence required:

- For Unemployed Fee Remission learners must provide a self-declaration as to the state benefit they claim and their status relating to gaining employment.
- For learners in receipt of a low wage evidence must be provided of the learner's gross wage, this can be a wage slip or a Universal Credit statement within the 3 months of the learner's learning start date, or a current employment contract which states gross monthly/annual wages.

3 Cancelled courses

- 3.1 Where Huish cancels a course students will be entitled to a full refund. Where the course is expected to run at a later date students will be given the option to transfer. We will endeavour to give a minimum of 48 hours-notice.
- 3.2 Huish will endeavour to restrict the number of cancelled courses to an absolute minimum. We cannot however guarantee that a course will run, particularly if the number of students enrolled is insufficient to make it a positive learning experience.

4 Tuition/ Registration fees/ exam fees and instalment plans

- 4.1 Prior to Huish agreeing to an instalment plan for a learner, we reserve the right to undertake a credit check; this carries a charge of £30 that has to be paid by the student at enrolment and is non-refundable
 - If a course is more than £200 and 10 weeks in duration an instalment plan of up to 3 instalments is available. A deposit of 25% must be paid at enrolment followed by three equal instalments thereafter, usually commencing one month after the course start date and monthly thereafter. Where course fees are over £750 and a student can provide evidence that a 3-month instalment plan would create a barrier for them we will consider extending the plan to six months (an instalment becoming due every two months as opposed to one). In all circumstances fees have to be paid in full by the end of the course/programme.
 - Equipment/materials/uniform fees are eligible for inclusion within an instalment plan. Where it is the intention that the student keeps the above they will not have title until all instalments have been paid

in full.

- The first payment must be made on enrolment; the remaining payments are due on the agreed dates included on the part payment agreement from this date.
- A direct debit mandate must be completed by the learner at the time of enrolment for all instalment plans. If a direct debit instalment fails, then the debt immediately becomes liable in full.
- Instalment plans are not available for companies where they are sponsoring a student/students
- If a learner withdraws, before all instalments have been received, we will still require all future instalments to be paid and will seek to recover any outstanding balance on their account.

4.2 Students aged 19 and over accessing Advanced Learner Loans.

- Where a prospective student chooses to access an Advance Learner Loan and decides to pay some or all the fees themselves then an instalment plan is available if the fee is over £200 and 10 weeks or longer in duration. In this case an instalment plan over 3 instalments is available.
- Prior to Huish agreeing to an instalment plan for a learner we reserve the right to undertake a credit check, this carries a charge of £30 that must be paid by the student at enrolment and is non-refundable.
- Where a learner has not yet applied for a learning loan or has not yet received confirmation that the SLC will be paying the fee then support will be provided by Student Services to ensure that the loan is in place before the learner is enrolled.
- Where a learner withdraws from their programme and has already received a learning loan, assuming the learner has attended for more than four weeks, the balance of any fee not met by the SLC will become payable by the student.

5 Employer/Sponsor payments

5.1 The learner is ultimately liable for their course fees.

5.2 If a learner's employer or sponsor is paying all or part of the fees the employer/sponsor must complete the Huish sponsor form, signed by a senior responsible person of the organisation such as a Company Director. Until this is received the learner is liable for the fees and can set up instalment plans in line with this policy. In signing the sponsor form the sponsor/employer will remain liable for the fees identified on the form regardless of any change in circumstance/relationship with the student.

5.3 If the learner's employment circumstance changes and they are no longer employed by the company originally supplied as the sponsor, the employer/sponsor will remain liable for any outstanding fees.

6 Default on instalment plans/payment of fees

6.1 If a learner defaults on their instalment plan Huish will communicate with the learner requesting payment. Initially this will be carried out by the Finance team.

6.2 If after 7 days the learner has not paid or agreed when payment will be made the instalment plan will be cancelled and the full amount of the course will become immediately payable.

6.3 Course managers working in collaboration with Learner Services and the Finance Team will be provided with a list of all learners who have defaulted on their payments. They will be required to work with the Finance Team, tutors and learners in collecting the fees. Meetings should be held with individual learners to provide support. Any special arrangements for payment of fees must be approved by the Finance Team.

6.4 **Learners may be removed from the course if they fail to make payment for their course fees, accreditation of learning and certification may also be withheld. Outstanding balances may be pursued through the Small Claims Court; students will be advised that this may affect their ability to secure credit in the future. Any future enrolments will be prevented if the learner has any outstanding debt on their account.**

- 6.5 If fees are still not collected the curriculum area will incur the cost/provision of the bad debt being written off so as to reflect the true income generated by the respective area.
- 6.6 Where Huish incurs additional costs arising from our debt recovery procedures (referral fees to debt recovery agencies and/or legal representation costs) we will pass these costs onto the learner and seek to recover them alongside the original outstanding debt.