

# TUITION FEE AND REFUND POLICY: 2021/22

This policy is annually reviewed to ensure compliance with current regulations

<b>Approved/reviewed by</b>	
<b>Vice Principal: Finance and Corporate Services</b>	
<b>Date of next review</b>	<b>June 2022</b>

This policy and procedure is subject to The Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual orientation, Disability, SocioEconomic Disadvantage

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## 1) Introduction

- 1.1) The Boston College Tuition Fees and Refund Policy sets out the general framework under which the College operates all aspects of the management of fees, including fee setting, collection, charges and refunds for the academic year 2021-2022.
- 1.2) The Boston College Tuition Fees and Refund Policy sets out the general framework under which the College operates all aspects of the management of fees, including fee setting, collection, charges and refunds for the academic year 2021-2022.

## 2) Policy Objectives

- 2.1) This policy intends to:
- Provide customers with accurate information on when fees are payable or remission can be obtained when enquiring about a course with Boston College including how support may be provided by the College where fees are a barrier to participation.
  - Ensure that the College operates accurate monitoring and receipt of programme costs, charges and refunds which is compliant with the guidance outlined by the Education and Skills Funding Agency (ESFA) and the Office for Students (OfS).
  - Support planning and delivery of enrolment activity across the College.

## 3) Responsibilities

### 3.1) **Governing Body**

- 3.1.1) The Governing Body is required to set a policy by which the tuition and other fees payable to the College are determined, subject to any terms and conditions attached to grants, loans or other payments paid or made by the Funding bodies.

### 3.2) **Head of Funding, Registry and Data**

- 3.2.1) The Governing Body is required to set a policy by which the tuition and other fees payable to the College are determined, subject to any terms and conditions attached to grants, loans or other payments paid or made by the Funding bodies.
- 3.2.2) The Head of Funding, Registry and Data will ensure appropriate and prompt implementation of the policy and any related procedures.

### 3.3) **College Staff**

- 3.3.1) All College staff are expected to adhere to the policy and ensure appropriate advice and support are provided to students, parents and employers in line with the policy.

#### 4) Fee Principles

- 4.1) Boston College will comply with the terms of its funding agreements where they stipulate conditions regarding fees and charges including the assumptions about contributions to fees and charges by students and employers made by the funding bodies.
- 4.2) When setting fees, Boston College will recognise the fees prevailing in the market place to ensure that prices are competitive – this does not mean that prices will be the lowest but will represent good value in relation to the quality of the product.
- 4.3) Wherever possible, enable and facilitate students to access other funds available to contribute to the fees and charges of those students who would otherwise have difficulty in paying these costs.
- 4.4) Students will be given clear information about fees and charges before the student has committed to the course and other interested stakeholders such as parents and employers on request.
- 4.5) The following fees and other expenses are chargeable unless appropriate remission or financial support is available:
- 4.5.1) A tuition fee which includes:
- The cost of consumable items necessary to complete the course.
  - The cost of tools and equipment necessary to complete the course.
  - Access to relevant study materials to complete the course.
  - Access to College study facilities.
  - Access to the internet relevant to their course of study.
  - Careers advice, wellbeing and pastoral advice.
- 4.5.2) Awarding organisation fees for registration and examination.
- 4.5.3) The cost of any materials, tools and equipment retained by the students.
- 4.5.4) Exam re-sit costs, or retake costs for course modules.
- 4.5.5) The costs of educational trips and visits.
- 4.5.6) Travel to and from College.
- 4.5.7) Meals and refreshments while at College.
- 4.5.8) The costs of any licenses or disclosure and barring (DBS) checks necessary to achieve the qualification.
- 4.5.9) The cost of overdue, lost or damaged items borrowed from college.
- 4.5.10) Concessionary policies for home students.
- 4.5.11) Fees for external school or college students.
- 4.5.12) Locker keys or other equipment that are fully refundable except in cases of damage or theft.
- 4.5.13) The recreational use of leisure and other non-academic facilities where the activity taking place is not a requirement of a course syllabus or not part of a student union membership free entitlement.
- 4.5.14) Optional extra activities where the activity is taking place outside a required part of an agreed study programme. In this case charging is at the discretion of the College that would otherwise meet the cost of provision. Examples of optional extra activities include theatre, cinema or museum visits or other day or residential visits that are not a requirement of course syllabuses.
- 4.5.15) The provision of replacement certificates.

## 5) Payment Principles

- 5.1) For students without remission fees are payable upon enrolment.
- 5.2) You will be entering a financial commitment to fees, regardless of how they are to be paid. There will be an initial 'cooling off' period of two weeks from your start date on the course. Should the learner decide to withdraw in this period, there will be a £50 cancellation fee. After this point you are responsible for the full cost of the course even if you make the decision not to continue.
- 5.3) If the course fee is £350 or less or the course duration is 12 weeks or less then the full course fee including all exams and costs is payable at enrolment.
- 5.4) Where course fees are over £350 and the course is more than 12 weeks in duration, these can be paid in instalments following a deposit at the point of enrolment. The instalments must be 5 monthly direct debits and the direct debit mandate must be completed at the point of enrolment.
- 5.5) Sponsored students must provide an Employer/Sponsor authorisation form before their enrolment can be completed. Should the student's sponsor fail to pay all or part of the fees due, the student will remain liable for the invoice.
- 5.6) The student must complete a direct debit mandate at the time of enrolment for all instalment plans. If a direct debit instalment defaults, the debt will become payable immediately and will be followed up through the debt proceedings.
- 5.7) Boston College and the student can agree to suspend a learning aim while the student takes a break from learning. This allows the student to continue learning at a later date with the same eligibility that applied when they first started their learning aim. The College must have evidence that the student agrees to return and continue with the same learning aim to qualify for funding.
- 5.8) All fees and debts are collectable by the College and the College will issue reminders to pay.
- 5.9) The College reserves the right to take legal action where all other attempts to collect outstanding debts have failed and will engage debt collecting agencies to collect fees outstanding where all other recovery options have been exhausted.
- 5.10) Where Boston College has to take legal action to collect outstanding debts all costs relating to legal proceedings and any other amounts which are ordered by the court must be paid in addition to the original debt.
- 5.11) Students with outstanding fees may not sit exams, attend graduation ceremonies and may not enrol on new courses until these are settled.
- 5.12) Any student that is in financial hardship should contact the College as soon as possible so that any support the College may be able to provide through its discretionary learner support fund can be explored.

### **Payments by a Higher Education or Advanced Learner Loan**

- 5.13) Where a Loan for Higher Education or an Advanced Learner Loan is being used to fund a course it is the responsibility of the learner to ensure that this is approved in a timely fashion. The learner may only start their course where evidence that the loan application has been made is provided to Registry.
- 5.14) Applications for Advanced Learner Loans must be made to the Student Loans Company (SLC). You can research the Loan on [www.gov.uk/advanced-learner-loan](http://www.gov.uk/advanced-learner-loan) for info on repayments and financial advice. The minimum value of a loan is £300.
- 5.15) Applications for a Higher Education Loan must be made via Student Finance England (SFE).
- 5.16) If a student has applied for a Loan, but not had confirmation of an approved loan within 6 weeks of enrolment, they must make a deposit payment of £250 and set up an instalment plan and direct debit to continue on the course. Once the loan has been approved, the £250 deposit and any subsequent payments will be refunded and the loan arrangements will be set up against the student's account. If this is not provided the student will be expected to pay in line with the instalment plan set up.

It should be noted that loan payments stop being paid for a student as soon as they withdraw, and the student then becomes responsible for paying the remaining fees owed to the college.

Learners not wishing to enter into a loan agreement will be liable for payment of the relevant course fee and any up-front fees not covered by loans at the time of enrolment.

All learners paying by a Loan will be invoiced for the full value of their course when they start. Payments are made on a monthly basis directly to the College for each month that the learner is active on their course. The value of the loan for which the learner becomes liable will increase with each monthly payment made to the College.

All payments made via SLC/SFE Loans will be credited against the learner's invoice.

In the event that the learner withdraws before the expected end date of their course, the learner will be liable for paying the outstanding balance owed to the College, regardless of how the fees were originally agreed to be paid, as well as re-payments to the SLC/SFE.

### **Payment by Direct Debit**

- 5.17) Only tuition fees can be paid by Direct Debit, other course related fees must be paid in full at the time of enrolment. These include, but are not limited to, examination fees, material fees, and kit costs.
- 5.18) A Direct Debit mandate form must be completed and deposit payment (see f) b.), plus other course related fees as listed above must be paid at the time of enrolment.

- 5.19) Learners will be invoiced for the remaining costs, following deposit payment, at the start of the course and credited each month as payment is made.
- 5.20) Instalment arrangements can only be offered where:
- Learner has no outstanding balance of fees from any previous year
  - Learner does not have and is not in the process of making an Individual Voluntary Arrangement (IVA)
  - Learner has not defaulted on instalment arrangements in any previous years.
- 5.21) The number of instalments available to the learner is dependent upon the date of commencement / enrolment and the length of the course they wish to study, e.g.:
- For full time level 2 and below courses starting in September the payment schedule would be as follows: The course fee is £1,500. An initial deposit of £250 will become payable at the point of enrolment, followed by 5 monthly instalments of £250. The first instalment would become payable on 1<sup>st</sup> October 2021.
  - For all other courses the initial payment will be 20% of the tuition fees as a deposit, plus any other course related cost, e.g. exam/registration fee, material fees etc, followed by 5 monthly instalments (8 instalments may be made where a learner's course is Full Cost and no Advanced Learning/SFE Higher Education Loan is used).
- 5.22) Direct Debit fees will be collected on the 1<sup>st</sup> of the month or the next working day.
- 5.23) Learners whose payments are returned unpaid by the bank will incur an administration fee of £35.
- 5.24) If instalments have not been paid by the due date, then the full outstanding balance becomes payable immediately.
- 5.25) If the learner withdraws from their course, they will remain liable for any outstanding course fees.

## **6) Fee Remission**

- 6.1) For the purposes of fee remission age is calculated as defined by the ESFA as the age on the 31st August in the academic year in which the course starts. However, there are two exceptions to this:
- 6.1.1) Some level 3 courses are not eligible for fee remission, but are only fundable by loans if the student is 19+ on the first day of learning of the course.
- 6.1.2) An apprentice's age is calculated as age on the first day of learning and may impact certain incentive payments to the employer.
- 6.2) Those that are aged 14 to 16 and meet the funding criteria as set out in the latest ESFA funding regulations are subject to full remission for all elements necessary to achieve the course outcome.
- 6.3) Students aged 16-18, or 19-24 with an Education Health Care Plan (EHCP), who meet the ESFA residency eligibility requirements on ESFA funded courses are subject to full remission for all elements necessary to achieve the course outcome.

- 6.4) Adult students studying up to level 3 who are eligible have statutory concessions for tuition fees if they can provide valid supporting evidence, as described in the ESFA Funding Rules (a summary table of these is shown in Appendix 1). This may provide:
  - 6.4.1) Full fee remission.
  - 6.4.2) Co-funding fee remission. This may be further remitted if the student is on a low wage as defined by the ESFA, or is able to apply for financial support as defined in the Boston College Bursary Policy.
  - 6.4.3) Up to four advanced learning loans during the lifetime of the student. (See the advanced learner loan website for more details) <https://www.gov.uk/advanced-learner-loan>
- 6.5) All students of all ages regardless of remission may still be charged for the following:
  - 6.5.1) Exam costs and subsequent resits where no valid reason is provided for non-attendance at a notified exam.
  - 6.5.2) Optional trips and visits for those who choose to attend.
  - 6.5.3) Costs of equipment, tools, materials or uniforms which will be retained by the student following completion of the course. These costs will be made clear at enrolment.
  - 6.5.4) Courses outside the main study programme or course where no ESFA funding is available.
  - 6.5.5) Exam fees or assessment costs for industry qualifications outside the study programme or course.
  - 6.5.6) Repeating the same regulated qualification.
  - 6.5.7) Resitting a GCSE Maths or English where a grade 4 or C or higher have already been achieved.

## **7) Apprenticeships**

- 7.1) Prior to the commencement of an apprenticeship programme Boston College will enter into a contract with the employer. This contract will:
  - 7.1.1) Detail any fees and associated payment schedules that have been agreed between both parties.
  - 7.1.2) Comply with ESFA funding rules for apprenticeships.

## **8) Fee Rates**

- 8.1) All adult ESFA co-funded rate full time courses, will be charged a fee of up to £1,500.
- 8.2) Part time adult courses which are delivered with ESFA funding will have a basic fee attached, which is set by the College in accordance with market factors, to stimulate recruitment or to ensure that group sizes are large enough to make running courses viable.
- 8.3) For Advanced Learner Loans the College sets the fees at the maximum loan fee for each course as specified in the Learning Aims system. In some cases the fee charged is slightly more and requires the student to top-up at the point of enrolment. This information is clearly stated in the prospectus, course information and Learning and Funding Information Letter.



- 8.4) For Full Cost courses the College will set the fees taking the following elements into consideration:
- 8.4.1) Maintenance of fees based on marginal costs and standard group sizes.
  - 8.4.2) Maintenance of minimum group sizes to achieve an appropriate contribution per group.
  - 8.4.3) Rationalisation of the delivery of courses to ensure that the offer remains robust.
  - 8.4.4) Market rates.
- 8.5) Community Learning & Pound Plus Policy.
- 8.5.1) In line with the latest funding guidance the table below illustrates the fees chargeable for community provision:

Course	Unemployed	Low Waged	All other students	Courses delivered at Employer's request
First community course	No charge	No charge	No charge	£2.50 per GLH
Subsequent community courses	No charge	No charge	No charge	£2.50 per GLH

- 8.5.2) All students would be required to pay for materials as required.
- 8.5.3) Students enrolling on community learning courses are subject to the same eligibility criteria as stated above.

## 9) Financial Fee Support

- 9.1) This policy complies with the College's Equality and Diversity Policy. For students with financial hardship various fee support routes may be available to fund their tuition and other fees. These are described in detail in the Boston College Bursary Policy. Currently the main alternatives are as follows:
- 9.1.1) Discretionary Learner Support Funds for example for help with travel, course materials and equipment or childcare costs (please see the College's Bursary Policy for eligibility).
  - 9.1.2) Advanced Learner Loan Bursary.
  - 9.1.3) FE and HE Student loans.
  - 9.1.4) International scholarships
  - 9.1.5) Any applicable government scheme.
- 9.2) Students applying to the Discretionary Learner Support Fund for help towards fees may still be expected to make a contribution.

**10) Withdrawals and Refunds (see Schedule 1 for more detail)**

- 10.1) When a student enrolls onto a full time programme at Boston College, they are committing to completing that programme of study. Appropriate advice and guidance will have been provided to the student to enable them to make an appropriate decision to enrol with the College. Further support will be provided by the College to ensure that the student succeeds and completes their chosen course.
- 10.2) The College endeavours to maximise staff utilisation in order for it to operate efficiently and this is achieved by maximising class sizes.
- 10.3) When a student withdraws from one of its courses this puts at risk the College's operating efficiency and as such it is essential that the income generated from a student's place on the course is not lost. Therefore the College will pursue all fees associated with that student where possible.
- 10.4) Therefore, if a student withdraws from a course then all outstanding fees will be chased. This may result in the student's future credit score being negatively impacted upon, should the fees remain outstanding.
- 10.5) Refunds can only be given in the following circumstance:
- 10.5.1) Withdrawal from a course is supported by valid medical evidence.
- 10.5.2) Course Cancellation: If the College cancels the course, the College will refund the course fee and there will be no administration charge applied.
- 10.6) Once confirmation of a course cancellation has been received students can claim a full refund except in the following cases:
- 10.6.1) Where an alternative course has been offered and accepted by the student, fees paid will be transferred to the new course. Overpaid fees will be refunded at the time of course transfer.
- 10.6.2) Where a student has taken a loan from the Student Loan Company the SLC will clawback any appropriate fees.
- 10.7) Costs that have been incurred by the College in enrolling a student, e.g. Administration costs, exam fees, registration fees and purchased materials cannot be reclaimed by the student, even if they withdraw from the course prior to the start, unless the course is cancelled by the College.
- 10.8) If a student transfers course, the student will need to sign to confirm their transfer. Where there is a subsequent additional cost, a discussion must take place with the student and Boston College staff to confirm payment methods. Once this has been confirmed they can be enrolled onto the new course. Where there is a reduction in course costs then a refund of these costs may take place.
- 10.9) Beyond this rule, all refund requests may be reviewed on an individual basis, after the student has discussed the circumstances regarding the withdrawal from the course with the relevant Curriculum Leader, if withdrawal from the course is appropriate:
- 10.9.1) A refund request form must be completed and signed by the student.

10.9.2) Refund forms must be supported by an Assistant Principal in writing and submitted, along with any evidence, to the Registry and Data Manager for review. If approved by the Vice Principal Finance and Corporate Services the refund will be processed by the Finance Office in line with the following criteria.

- The college may refund a percentage or fixed sum of fees charged as part of any college incentive initiative.
- Any refund will take into account the length of time the student has been on their chosen programme.

10.10) It is the student's responsibility to ensure that they follow the correct process for withdrawal.

## Schedule 1 – Refund Policy

### 1) Scope and purpose of policy

This policy defines the student's liabilities for fees to be paid for tuition, exams, trips and any refunds students will be eligible for should they choose to withdraw from or cancel an enrolment from a course or apprenticeship at Boston College.

Refunds are normally only made when a course is cancelled by the College. All decisions about refunds should be referred to the Registry and Data Manager.

Refund of fees will only be considered in the following circumstances:

- Where the course is cancelled prior to commencement due to low enrolment.
- Where a course is cancelled by the College after commencement.
- They are eligible for the course to be fully funded by the ESFA at the point of enrolment.
- They subsequently become eligible for a student loan to pay their course fees.
- They subsequently receive sponsorship for payment of course fees.
- In the unlikely event that there is a disruption or withdrawal of the programme of study for Higher Education students.
- Where a learner is unable to continue owing to exceptional circumstances such as health reasons, the College may consider a refund upon application with supporting medical evidence.
- The course or trip is cancelled by Boston College.

### 2) Further Information

- 1) Resource and examination fees will be refunded only where no costs have been incurred by the College.
- 2) Refunds will be issued only where a Refund Request Form has been completed and received within 21 days of the last date of attendance or of the start date of the course. This must be returned to the Registry & Data Manager.
- 3) Exceptional circumstances would normally relate to ill health that necessitates withdrawal. A change of job, address or mind would not be classed as exceptional circumstances.
- 4) Fees will not be refunded where course closure is temporary due to fire, flood, adverse weather conditions or industrial action.
- 5) The learner will be required to submit evidence, so it will be helpful if they include a letter from their doctor, or other confirmation of the reasons for requesting a refund. This must be submitted together with the Refund Request Form.
- 6) **Only** the Principal and Vice Principal Finance and Corporate Services has the authority to agree a refund.
- 7) Any refund of tuition fees will take into account the length of the course and the period remaining.
- 8) Please allow approximately 28 days for refunds to be processed

### 3) Policy Statement

Boston College is committed to ensuring that all refunds meeting the eligibility criteria are processed in a timely and compliant manner.

Boston College recognises its:

Statutory responsibilities:

- Consumer Rights Act 2015 (CRA)
- Higher Education and Research Act 2017 (HERA)
- Registration with the Office for Students (OfS)

Sector-wide responsibilities:

- OIA and/or QAA guidance
- ESFA guidelines for refunds for apprenticeships
- Student Loan Company payment profile for refunds related to student loans and Advanced Learner Loans

Institutional responsibilities:

- Ensuring consistency with institutional regulations

## Appendix 1

	Functional/Digital Skills (DS L1) GCSE	Level 1 or below	1 <sup>st</sup> Full Level 2	2 <sup>nd</sup> Full Level 2 (Has L2 or more)	Level 2 (not full) Holds Level 1	Level 2 (not full) Holds Level 2	1 <sup>st</sup> Full Level 3	2 <sup>nd</sup> Full Level 3	Level 3 (not full) No L3 held	Level 4 or above	ESOL
16-18 or EHCP 19-25	Fully Funded	Fully Funded See Fiona W if not progressing up a level	Fully Funded	Fully Funded See Fiona W if not progressing up a level	Fully Funded	Fully Funded See Fiona W if not progressing up a level	Fully Funded	Fully Funded	Fully Funded	Fully Funded If AAT  Not Funded HE LOAN	Fully Funded
19-23 1,2,3 or 4 applies	Fully Funded Where not already achieved C/4  Not Funded If already achieved	Fully Funded	Fully Funded	Fully Funded If Classroom  Workplace = Not Funded	Not Funded	Fully Funded	Fully Funded	Not Funded 19+ LOAN Or Self Or Sponsor	Fully Funded If classroom Must be on NSF list  Workplace = Not Funded	Not Funded HE/19+ Loan Or Self Or Sponsor	Fully Funded
19-23 No Benefits	Fully Funded Where not already achieved C/4  Not Funded If already achieved	Fully Funded If needed to progress to 1 <sup>st</sup> Level 2  Co-Funded If already has Level 2 or above Low Wage-Fully Fund	Fully Funded	Co-Funded If Classroom Low Wage-Fully Fund  Workplace = Not Funded	Not Funded	Co-Funded Low Wage-Fully Fund	Fully Funded	Not Funded 19+ LOAN Or Self Or Sponsor	Fully Funded If classroom Must be on NSF list  Workplace = Not Funded	Not Funded HE/19+ Loan Or Self Or Sponsor	Co-Funded Low Wage-Fully Fund
24+ 1,2,3 or 4 applies	Fully Funded Where not already achieved C/4  Not Funded If already achieved	Fully Funded	Fully Funded If Classroom  Workplace = Not Funded	Fully Funded If Classroom  Workplace = Not Funded	Fully Funded	Fully Funded	Fully Funded If classroom Must be on NSF list  Workplace = Not Funded	Not Funded 19+ LOAN Or Self Or Sponsor	Fully Funded If classroom Must be on NSF list  Workplace = Not Funded	Not Funded HE/19+ Loan Or Self Or Sponsor	Fully Funded
24+ No Benefits	Fully Funded Where not already achieved C/4  Not Funded If already achieved	Co-Funded Low Wage-Fully Fund	Co-Funded If Classroom Low Wage-Fully Fund  Workplace = Not Funded	Co-Funded If Classroom Low Wage-Fully Fund  Workplace = Not Funded	Co-Funded Low Wage-Fully Fund	Co-Funded Low Wage-Fully Fund	Fully Funded If classroom Must be on NSF list  Workplace = Not Funded	Not Funded 19+ LOAN Or Self Or Sponsor	Fully Funded If classroom Must be on NSF list  Workplace = Not Funded	Not Funded HE/19+ Loan Or Self Or Sponsor	Co-Funded Low Wage-Fully Fund

### BENEFITS that waive fees - Classed as UNEMPLOYED

1. Claims JSA – Learner Declaration required (stamped by the Job Centre)
2. Claims ESA – Learner Declaration required (stamped by the Job Centre)
3. Claims Universal Credit + Earns less than £345 a month (individually) or £552 (joint claim) from employment.
4. Claims other benefits + Earns less than £345 a month (individually) or £552 (joint claim) from employment + Wants to be employed/Progress to more sustainable employment where the learning is relevant.

### LOW WAGE waives fees

Where would have been Co-Funded + Course is below Level 3 + Employed + Earns under £17,374.50 (Gross Annual Salary) – Low Wage Declaration/Evidence

NSF: National Skills Funds, AKA Lifetime Skills Guarantee where over 19s (24+) can be funded for L3 quals that aren't full (if listed) and not already obtained a Full L3.

**Fully Funded = NO Fees**  
**Co-Funded= Fees to pay**  
**F/T = £1500**  
**P/T = See Fees List**  
**NOT Funded= Full fees to pay**  
**See Fees List**

## **Appendix 2 – Student Identification and Residency**

All students must provide personal Identification in order to prove existence. All students' residency status must be verified before enrolment can be completed. This process may take place prior to enrolment.

Students will be informed of what types of identification or fee remission evidence the College will accept prior to enrolment taking place.

### **Personal Identification**

- Passport
- Birth certificate
- Driving licence – this can be full or provisional
- National identity card
- UK naturalisation/citizenship certificate
- Your Advanced Learner Loan letter
- Adoption certificate
- Residence permit card
- Home Office letter
- HM Forces card

### **Residency**

- Passport
- Visa Stamp
- Residence permit
- Home office letter
- Settled status documentation

### **Appendix 3 – Fee Remission categories accepted by Boston College**

Fee remission is available to students on some FE courses in the following circumstances:

- those aged 16-18;
- adults aged 19+ years taking specific English and Maths qualifications or Essential Digital Skills upto Level 1;
- adults aged 19+ years in receipt of specific income related benefits on level 1 and level 2 courses only (see below);
- eligible adults aged 19 -23 taking Entry or Level 1 qualifications excluding English, Maths and ESOL
- eligible adults aged 19-23 taking their first full level 2 qualification; any such qualifications must meet legal entitlement criteria
- Eligible adults aged 19+ taking their first full level 3 qualification or level 3 qualification listed on the level 3 adult offer qualifications list.
- Adults aged 19-24 who have a (EHCP) Education Health and Care Plan.
- Adults in receipt of a low wage, if they are eligible for co-funding and earn less than £17,374.50 annual gross salary. In addition the college offers fee support beyond this which can be found in the Boston College Bursary Policy.

19+ years old FE students studying funded courses at level 2 and below who are unemployed and wishing to enter employment and needing skills training will be eligible for full fee remission - where the learning is directly relevant to both the individual's employment prospects and the needs of the local labour market.

For fee remission purposes a student is defined 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)
- They receive Universal Credit and their earned income from employment (disregarding benefits) is less than £345 a month (student is sole adult in their benefit claim) or £552 a month (student has a joint benefit claim with their partner)
- Are released on temporary license, studying outside a prison environment, and not funded by the Ministry of Justice.

Boston College will use their discretion to fund other students:

- They are in receipt of other state benefits (list of eligible benefits below) and their earned income (disregarding benefits) is less than £345 a month (student is sole adult in their benefit claim) or £552 a month (student has a joint benefit claim with their partner).
- Want to be employed, or progress into more sustainable employment, and their earned income (disregarding benefits) is less than £345 a month (student is sole adult in their benefit claim) or £552 a month (student 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 need.